

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Budget Preparation
POLICY NUMBER: 302

302.10 An annual budget proposal shall be prepared by the General Manager and District staff. The preparation of the budget is a planning process which is shared by the Board and the staff. The planning includes review sessions, evaluation of programs, short range and long range capital expenditure needs, and a review of the District's overall financial picture.

302.20 Prior to review by the Board of Directors, the Board's Finance/Audit Committee shall meet with the General Manager and review his/her annual budget proposal.

302.30 Prior to review by the Board of Directors, the Board's budget and Finance/Audit Committee will meet with the General Manager and staff and review the annual budget proposal.

302.40 The proposed annual budget as amended by the Board during its review shall be adopted at a scheduled board meeting.

302.50 The fiscal year of the Truckee-Donner Recreation and Park District shall begin on October 1st and end on September 30th.