



# SMOKY LAKE COUNTY

Title: <b>Budget Development</b>	Policy No.: <b>11-01</b>
Section: <b>08</b>	Page No.: <b>1 of 3</b>

Legislation Reference:	<i>Municipal Government Act, Sections 242 – 246.</i>
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Purpose:	To provide an efficient and effective process for the development of the annual Total Function Budget.
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<b>Policy Statement and Guidelines:</b>
<p><b><u>Step 1: Budget Guidelines</u></b></p> <p>Council will provide Administration, in September each year, with direction as to its expectation for:</p> <ul style="list-style-type: none"> <li>• The municipal tax rate</li> <li>• Percent increase (or decrease) in function or capital expenditures that are acceptable</li> <li>• Priorities in the three-year Road Plan</li> </ul> <p>This expectation will be based on factors such as assessment growth, union collection agreement, provincial funding, and ratepayers’ wishes.</p> <p>It is important to note, that the municipality has no control over the school and senior’s lodge requisitions and has always “passed through” these expenditures to the ratepayers.</p> <p><b>Approval of budget guidelines by: September 30.</b></p> <p><b><u>Step 2: Management Review with each function leader:</u></b></p> <p>Based on the guidelines established by Council, each function group will prepare a draft Function Budget which contains the following items: Operating Budget, Five-Year Capital Asset Plan, Project Plans.</p> <p>The Chief Administrative Officer will meet with each of the function group to discuss their requests and needs and make appropriate changes where necessary.</p> <p><b>Management review to be completed by: October 31.</b></p>

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Policy Statement and Guidelines:

**Step 3: Budget Compilation**

Finance Comptroller to compile all the individual documents into a budget package that will contain the following:

1. Summary of budget guidelines adopted by Council for the proposed year.
2. Summary of Administration's proposed budget items:
  - a. Wages and benefits % and \$ increase
  - b. Estimated assessment % and \$ growth
  - c. General % factor used for utilities or typical expenditures
  - d. Major dollar increases for "special" or known issues (e.g., insurance / debentures)
  - e. Proposed staff additions and the corresponding wage and benefits, etc. costs
  - f. New reserves or recommended changes to existing reserves
  - g. The amount of engineering costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
  - h. Identified major increases or decreases for each function
  - i. Any other items that would provide Council with information to make its decision making more effective and efficient
3. Budget package will contain the following:
  - a. Revenue and expenditures by function
  - b. Grant Funding
  - c. Five-year Capital Asset Budget
  - d. Three-year Road Plan
  - e. Summary of Reserve Balances
  - f. Any projects carry forwards (if known at this time)
  - g. Supporting charts or graphs for information that will prove beneficial for budget review

Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next.

**Budget compilation to be completed by: November 30.**

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Policy Statement and Guidelines:
<p><b><i>Step 4: <u>Budget Meetings</u></i></b></p> <p>The following timing and order will be set aside for the budget review:</p> <ul style="list-style-type: none"> <li>a. Directional Meeting – September</li> <li>b. Capital Asset – October</li> <li>c. Three-year Road Plan – October</li> <li>d. Natural Gas and Agricultural Service Board – November</li> <li>e. Complete Total Function Budget draft – December</li> </ul> <p><b>Budget meetings to be completed by: December 21</b></p> <p><b><i>Step 5: <u>Formal Budget Ratification by Council</u></i></b></p> <p>Administration will incorporate all changes / modifications that came about through the budget deliberations in <i>Step 4</i> and request formal budget ratification.</p> <p><b>Budget ratification by: March – County Council Meeting.</b></p>

	Date	Resolution Number
Approved	<b>September 21, 2006</b>	# 690-06 - Page # 8209
Amended		# - Page #
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