



## BUDGET POLICY

It is the policy of the District to implement a budget process that is transparent and simple to follow, while complying with the applicable sections of State Statute Section 6110 (b) (see footnote).

The budget is a “managerial document” intended for the purpose of best managing the district’s resources to cover both short-term operations and long-term sustainability.

### BUDGET PROCEDURE

The District Treasurer or designee shall be responsible for budget preparation and presentation.

Budget preparation shall include inquiring with the fire chief(s), the VFD non-profits and the District Board to see if there are any anticipated unordinary revenue streams or expenditures that need to be included.

The budget worksheet shall include a minimum of 5 years of audited history to support the revenue and expenditure projections for the upcoming year.

Fund Balances shall be updated and tracked per Reserve Fund Policy#2010. Year-end fund balance history shall be incorporated into the budget worksheet.

The draft preliminary budget shall be presented at the regular May meeting and considered for adoption at the regular June meeting. Per State statute, the deadline for the adoption of the preliminary budget for the upcoming fiscal year is June 30<sup>th</sup>. After adoption; the preliminary budget shall be posted on the district’s website URL <https://www.plioceneridge.org/financial-information>

A Public Notice shall be published in a local newspaper per Gov Code section 6110 (c), stating both the date of the adoption of the Preliminary Budget and the date of the Public Hearing for the final budget adoption. (sample attachment A)

The regular September meeting shall include a Public Hearing on its agenda for the purpose of budget adoption. A draft final budget shall be posted on the District’s website at least 72 hours before the meeting.

Per State Statute the deadline for the adoption of the final budget is Sept. 30<sup>th</sup>.

The final adopted budget shall be posted on the district’s website and an electronic copy shall be e-mailed to the County Auditor.



Pliocene Ridge Community Services District  
Policies & Procedures FINANCES

Policy 2020

**BUDGET PROCEDURES CONT.**

Streetlights As established by Policy # 6000, annually, the Sierra Co. Auditor will identify the amount being funded for streetlights calculated as follows: 0.11 % of the property values of tax rate area 052-001 for the previous fiscal year.

For the preliminary budget each year, the previous year's streetlight income figure will be used. An updated figure as outlined above will be requested via email from the Sierra County Auditor for the final budget after June 30<sup>th</sup> of each year.

Footnote:

State Statute Section 6110 (b) requires the following elements be included in a Community Services District's budget: (1) Maintenance and operation (2) Services and supplies (3) Employee Compensation (4) Capital outlay (5) Interest and redemption for indebtedness (6) Designated reserve for capital outlay (7) Designated reserve for contingencies.

Original adoption 2007 (old # 3000) revision dates: 10/19/2016; 3/15/2017, 3/20/19, 9/17/2020

**PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT  
NOTICE OF ADOPTION OF THE \_\_\_\_\_ FISCAL YEAR PRELIMINARY BUDGET  
AND PUBLIC HEARING FOR ADOPTION OF THE FINAL BUDGET**

NOTICE IS HEREBY GIVEN that on June day, year the Board of Directors of Pliocene Ridge Community Services District (PRCSD) adopted a Preliminary budget for the YR/YR fiscal year. PRCSD will hold a Public Hearing for input on the proposed YR/YR Final Budget at the \_\_\_\_\_ Firehouse, at the Regular Meeting scheduled for September Day, Year at time. A copy of the Preliminary budget is available for review at **[plioceneridge.org/financial-reports](http://plioceneridge.org/financial-reports)** The draft Final Budget will be posted on the website a minimum of 72 hours prior to the September Day, Year meeting.

- End -

Applicable code : Gov Code Chapter 2. Finance 61110 pertinent sections. ....the board of directors shall publish a notice stating all of the following:

- (1) Either that it has adopted a preliminary budget or that the general manager has prepared a proposed final budget which is available for inspection at a time and place within the district specified in the notice.
  - (2) The date, time, and place when the board of directors will meet to adopt the final budget and that any person may appear and be heard regarding any item in the budget or regarding the addition of other items.
- (c)The board of directors shall publish the notice at least two weeks before the hearing in at least one newspaper of general circulation in the district pursuant to Section 6061.