

REDBUD HEALTH CARE DISTRICT PROCEDURE

Title: Budget Process

1.0 Purpose

To define the process, preparation and reporting requirements for the District fiscal year (FY) budget.

2.0 Process

- 2.1** Preparation of the fiscal year budget is the responsibility of the Budget Committee with assistance from the District Accountant/Accounting firm.
- 2.2** The fiscal year of the District is July 1 through June 30.
- 2.3** For purposes of the budget, the only revenue normally assumed for the District is the tax revenue received from the County of Lake and investment interest.
- 2.4** The Budget Committee shall present the proposed budget to the full Board for approval in June of each year.

3.0 Preparation

- 3.1** An estimate of the tax revenue shall be made for budget purposes based on discussions with the County Clerk – Auditor/Controller and prior year tax revenue.
- 3.2** An estimate of interest income shall be based on prior year experience.
- 3.3** An estimate of investment income based on existing investments.
- 3.4** An estimate of operating costs shall be based on actual cost proposals and prior year cost experience, when available.
- 3.5** An estimate of equipment and furniture costs shall be based on anticipated purchase of new items and/or replacement of existing items.

3.6 A review of District financial liabilities shall be made and any anticipated purchase of new items and/or replacement of existing items.

3.7 Funds for existing or planned RFAs shall be included in the budget.

4.0 Reporting

4.1 The approved budget shall be provided to all Board members for information.

4.2 The Accountant/Accounting firm, shall prepare, or cause to be prepared, a monthly budget status report to be presented to the full Board.

Approved by _____
President, Board of Directors

Date _____