

16-1

A Resolution Setting Forth Budget Policies For the Preparation of the FY2007 County Budget

WHEREAS, the County Board of Sangamon County, Illinois is required by law to prepare and adopt an annual budget; and,

WHEREAS, the Finance Committee believes the development of the annual budget will be facilitated by the adoption of policy guidelines and a budget preparation schedule by the County Board; and,

WHEREAS, these guidelines and schedule, once adopted, will be applied to all Sangamon County Departments under all funds for the submission, review and approval of their budgets; and,

NOW THEREFORE, BE IT RESOLVED by the County Board of Sangamon County, Illinois, that the attached "FY2007 County Budget Policy Guidelines" and "FY2007 Budget Schedule" are hereby adopted by the County Board for use during the preparation of the FY2007 Budget.

Respectfully submitted,

FINANCE COMMITTEE

Randy Arleman, Chairman
Debra Bol., Member
Dave Vaughn, Member
_____, Member
_____, Member
_____, Member
_____, Member
_____, Member

FILED

JUN 28 2006

Jae Aiello
Sangamon County Clerk

FY2007 COUNTY BUDGET POLICY GUIDELINES

- 1) The County Board shall adopt a balanced budget for the General Fund and all Special Revenue Funds. Final amounts for the FY2007 Budget shall be determined by the Finance Committee and recommended to the County Board so that the total of all expenditure amounts in a fund are equal to the revenue anticipated for that fund, plus any authorized available fund balance. Fund balances in all funds should be sufficient to sustain a positive cash balance while taking into consideration seasonal revenues and expenditures.
- 2) The County Board, through its Finance Committee, shall use a modified Target Budget Process. The Finance Committee will review the budget requests, anticipated revenues and available fund balances. Final target expense figures will be allocated to each individual budget so that the sum of all target expenses equals available revenue plus fund balances not required to maintain a positive cash balance in the fund. There will be no across-the-board increases to line items.
- 3) The County property tax levy shall be limited to the guidelines under the Property Tax Extension Limitation Law. Abatement of property tax levies shall be considered whenever it is determined to be fiscally responsible to do so.
- 4) No programs or services will be established or expanded by Sangamon County during FY2007 unless one of the following situations exists:
 - a) The County Board shall determine that such new or expanded programs or services generate sufficient income to offset the actual cost thereof; or,
 - b) The County Board shall determine that such new or expanded programs or services generate sufficient cost benefit to the County over the long run to be worthy of implementation; or,
 - c) The County Board is duly informed that such programs or services are required by State or Federal law. If such programs or services are so mandated after the setting of the FY2007 Budget, such programs or services shall be reviewed by the County Board and, if approved, funded by an emergency appropriation.
- 5) Programs, services, and positions that are supported by specific revenue sources will be evaluated for continuation when revenue and expense levels change.
- 6) No additional employees above the FY2006 authorized positions that exist as of the date this Resolution is adopted shall be funded through the FY2007 Budget, except as provided for in Item #4 above. **All FY2007 hires require the approval of the department's respective oversight committee and the Finance Committee prior to extending an offer of employment. The flexible hiring freeze shall be in effect throughout the fiscal year.**
- 7) No vehicles shall be added to any Department fleet and no replacement vehicles will be purchased unless the purchase is justified under the provisions of Item #4.
- 8) The County Board shall continue to examine all user fees and consider raising them when appropriate to insure that those individuals receiving services bear the cost of providing them.

- 9) Within the constraints of available funds, the County Board shall place a maximum priority on expenditures which emphasize the development and implementation of efficient and cost effective methods of operation. The County Board shall continue to actively support the maintenance of an efficient centralized financial management system on which all County cash accounts, revenues, and expenditures are recorded.
- 10) All County Departments shall, within the constraints imposed by the availability of funds, be encouraged to develop and implement automated systems which improve service to the public and are cost effective. Requests for FY2007 expenditure of County controlled funds for automated systems will be reviewed and considered for approval by the Finance Committee.
- 11) In developing recommendations for utilizing General Fund revenue, the Finance Committee shall take into consideration present and future tax rates, fund balances and expenditures to insure that a prudent approach is taken to fund County operations over the long-run.
- 12) The County will continue to explore opportunities for intergovernmental agreements and opportunities for consolidation of offices or job functions which will provide for cost effective methods of providing public services and consider those which provide for an equitable distribution of costs to those citizens receiving the services.
- 13) Budget forms and completion instructions will be forwarded to all Departments. Budget dates shown on the attached FY2007 Budget Schedule shall be adhered to by all Departments.
- 14) The responsibility for monitoring line item budgets shall rest with the Department Head or Elected Official. Each department will be responsible for staying within the total departmental appropriation for each fund authorized by the County Board.
- 15) The proposed target budget for FY2007 will be filed with the County Clerk's office for the County Board's consideration and approval at its October 10, 2006 regular meeting.
- 16) All budget policies as stated herein shall be applied to all Departments and shall be adhered to upon adoption by this County Board.
- 17) In accordance with the incentive compensation plan adopted for county employees and to ensure accurate budgeting for all salary lines, evaluations for all county employees must be submitted by all department heads on or before the dates specified in the performance evaluation schedule. **Failure to submit a complete performance evaluation for all employees in a department will limit compensation to the previous year's compensation level for those employees in the department who are responsible for making, reviewing, completing or approving evaluations.**
- 18) The County Board shall provide for capital improvement expenditures through a separate capital outlay budgeting process. General Fund monies may be allocated to fund the capital outlay budget within the constraints of the availability of funds. All County Departments may make documented requests for capital outlay funds. To be considered for the use of such funds, departments are to submit a Capital Improvement expenditure projection indicating the source of funds to be requested (capital outlay budget or carryover funds) and a description/justification of the improvement. Once appropriated, use of these funds requires pre-approval from the Finance Committee.

FY 2007 BUDGET SCHEDULE

- 06/27/06 (Tuesday) Finance Committee review & approve "FY2007 County Budget Policy Guidelines" and "FY2007 Budget Schedule".
- 07/11/06 (Tuesday) County Board review & approve "FY2007 County Budget Policy Guidelines" and "FY2007 Budget Schedule".
- NLT 07/31/06 (Monday) Distribute target budget figures and budget instructions to County Departments.
- 08/14/06 thru 9/21/06 Departments present budgets to oversight committees at regularly scheduled meeting dates. Schedule with County Board Office.
- 9/26/06 (Tuesday) Target Budget filed with County Clerk for 10/10/06 County Board Meeting
- 09/29/06 (Friday) Last day for departments to return target budget to Auditor's Office with reallocated line item amounts.
- 09/12/06 thru 10/24/06 Finance Committee to review budgets submitted over target budget amount.
- 10/10/06 (Tuesday) County Board Meeting to discuss target budget and proposed levy.
- 10/10/06 to 10/17/06 Notice of **Truth-In-Taxation** hearing must be published not more than 14 days or less than 7 days prior to the hearing.
- 10/24/06 (Tuesday) * Hold **Truth-In-Taxation** hearing, if required.
- 10/30/06 (Monday) * 1) **File and post finalized budget and levy ordinance with County Clerk.** This must be done 15 days prior to the adoption of levy. Every figure changed after this date will require an amendment on the Board floor. Adjustments must be coupled with revenues. (This applies if levy is adopted with budget).
AND
* 2) **Publish "FY2007 Budget and Levy Ordinance is available for inspection".**
- 11/14/06 (Tuesday) * **Adoption of FY2007 Budget and FY2007 Tax Levy Ordinance at regular County Board Meeting.**
- 11/15/06 (Wednesday) Distribute final budgets to Departments & request final verification of line items.
- 11/22/06 (Wednesday) Last date to change budget line items prior to beginning of new fiscal year.
- 11/29/06 (Wednesday) Last day to publish required Truth in Taxation notice (if required because final aggregate levy was adopted in excess of the amount in the original published notice, or if no original publication was required, but the final adopted levy is more than 105%).
- 11/30/06 (Thursday) Distribute final budget with personnel line item adjustments.
- 12/26/06 (Tuesday) Last day to file approved levy and Truth in Taxation certificate w/County Clerk.