ST. TAMMAY PARISH LEVEE, DRAINAGE AND CONSERVATION DISTRICT

BUDGET POLICY

The executive director/treasurer has the overall responsibility for preparing, presenting, and administering the annual budget for the general fund and all special revenue funds in accordance with the Local Government Budget Act found in Louisiana Revised Statute (R.S.) 39:1301-1315.

The board is responsible for adopting budgets and amending budgets on a timely basis. Certified copies of the adopted budget, budget adoption instrument, budget amendments, supporting schedules, and correspondence related to the budgets are to be retained at the executive director’s or treasurer’s office.

1. The executive director/treasurer is to prepare a comprehensive budget presenting a complete financial plan for each fiscal year for the general fund and each special revenue fund using the following guidelines:
2. Revenue projections – Budgeted by fund and/or department and based on historical data and known trends.
3. Expenditure projections – Budgeted by fund and/or department and based on actual costs and reasonable estimates.
4. Fund Balance – Maintain a minimum general fund balance of between 5% and 15% of operating revenues or no less than 1 to 2 months of operating expenditures.
5. The budget must include a clearly presented side-by-side detailed comparison of information and include the following:
6. The fund balances at the beginning of the year
7. Year-to-date actual receipts and revenues received and estimates of all receipts and revenues to be received the remainder of the year itemized by source
8. Estimated revenues itemized by source for the next fiscal year
9. Year-to-date actual expenditures and estimates of all expenditures to be made the remainder of the year itemized by agency, department, function, and character
10. Estimated expenditures for the next fiscal year
11. Other financing sources and uses by source and use, both year-to-date actual and estimates for the remainder of the year
12. Estimated other financing sources and uses by source and use for next fiscal year
13. The year-to-date actual and estimated fund balances as of the end of the fiscal year; and the percentage change for each item of information as required by state law [R.S. 39:1305(C)(2)(a)].
14. The executive director/treasurer is to present the proposed annual budget with a proposed adoption instrument to the board no later than 15 days prior to the beginning of the fiscal year. Also, the proposed budget must be made available for public inspection no later than 15 days prior to the beginning of the fiscal year in accordance with state law. (See R.S. 39:1306 and R.S. 39:1308 for when and where to post the budget.)

The board is responsible for adopting the budgets in an open meeting before the end of the prior fiscal year.

If, at the end of any fiscal year, the appropriations necessary for the support of the municipality for the ensuing fiscal year have not been made, all appropriations shall lapse.

1. The executive director is to administer and monitor the budgets and provide the board with monthly financial statements and budget-to-actual comparisons, including any warnings of any corrective action needed. The board is responsible for adopting amended budgets on a timely basis.

The executive director must advise the board (R.S. 39:1311) when:

1. Total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by 5% or more.
2. Total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by 5% or more.
3. Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by 5% or more and fund balance is being used to fund current year expenditures.