Title: Administrative Policy Budget	**Policy No.** Part 4, Financial Administration Chapter 2, Budget Management Section 1
	Effective Date April 8, 2014
Policy Custodian Finance and Information Technology	**Adoption/Revision Date** April 8, 2014

Adopting Resolution(s): CC14-152

References (Statutes /Resos/Policies): 29-1-101, et seq.; CC86-249, CC87-1018, CC88-97, CC91-24, CC08-258

Procedure: Budget Procedure

Purpose: To set practices to hold the County accountable to the public for its fiscal activities.

Policy: Budget

A. Authority

1. The Jefferson County Board of County Commissioners (BCC) shall adopt an annual budget approving the use of public funds for the operation of the County.

    a. The BCC shall review the proposed budget, consider public comments received and may revise or alter the budget as deemed appropriate prior to final adoption.

    b. The BCC also will approve the total number of full-time equivalent (FTE) positions, which includes all positions other than those classified as Temporary under the Personnel Rules.

2. The Budget and Management Analysis Division shall develop, prepare, amend and audit the County's annual budget in compliance with Local Government Budget Law of Colorado as outlined in Colorado Revised Statutes (C.R.S.) Title 29, Article 1 as well as with generally accepted accounting principles (GAAP).

3. The County Administrator is designated by the BCC to serve as the Budget Officer for the County and shall present a proposed budget for BCC consideration by no later than October 15 of each year.

B. Funds

1. The proposed budget shall be balanced by fund, meaning that the recommended appropriations do not exceed the combined total of estimated revenues and unreserved fund balance for each of the County's individual funds that are subject to appropriation.

2. Pursuant to Article X, Section 20 of the Colorado Constitution Amendment One, the proposed budget shall include an emergency reserve equivalent to 3% or more of fiscal year spending excluding debt service. The General Fund and those Special Revenue Funds that account for the activities of County operating departments shall maintain a minimum estimated fund balance equivalent to 10% of operating revenues accounted for in that fund. This working capital/emergency reserve may be used to meet the constitutional 3% requirement.

C. Budget Appropriation Compliance

1. The level of budgetary control for the County is at the fund level. No spending agency shall expend, or contract to expend, amounts in excess of the funds appropriated by the BCC at the time the budget is adopted.

2. Administratively, operating budgets shall be controlled at the department level with departments having the authority to transfer appropriations within a department without further formal legislative action.

3. Unencumbered and unexpended appropriations shall lapse at year end.