**POLICY TITLE: Budget Preparation**

**POLICY NUMBER: 2110**

2110.1 An annual general budget proposal shall be prepared by the General Manager and Office Admin/Treasurer. The Fire Chief shall prepare and submit his/her proposed budget to the General Manager by April for incorporation into the general budget.

2110.2 Before review by the Board of Directors, the President of the Board shall meet with the General Manager and Office Admin/Treasurer to review the annual budget proposal.

2110.3 The proposed annual budget as reviewed and amended by the President of the Board , General Manager, and Office Admin/Treasurer, shall be reviewed by the Board at its regular meeting in May. The final proposed budget shall be posted for at least 30 days prior to beginning adopted.

2110.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June.