This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:**April 11, 2021

**Originator:** Cary Curtis and Kim Seney

**Purpose**: Propose Policy #2110 Budget Preparation

**Supporting Documents Included: Yes / No** Yes – Proposed Policy

**Desired Action by the Board:**

First reading by the board of new Policy #2110 Budget Preparation. The board may choose to waive the second reading and adopt recommendation as presented. Current policy requires a 3/5th majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:** This new policy is intended ensure that a basic requirement is in place for the General Manager to present an annual budget to the Board for adoption. The Policy was drafted verbatim from the current CSDA Policy template.
2. **Reason for Recommended Board Action -** (*Consider compliance, cost savings, fixing a problem*): There is currently no GM CSD Policy on this topic and the Policy Committee recommends that one is adopted.

1. **Anticipated Impacts to the District (negative and/or positive) -** (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):

None

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:** None
2. **Recommendation (s):** Adopt GM CSD Policy #2110 Budget Preparation as presented below.

Gold Mountain Community Services District

**POLICY HANDBOOK**

**POLICY TITLE: Budget Preparation**

**POLICY NUMBER: 2110**

2110.1 An annual budget proposal shall be prepared by the General Manager

2110.2 Before review by the Board of Directors, the Board's standing Capital Improvement and Finance Committee shall meet with the General Manager to review his/her annual budget proposal.

2110.3 The proposed annual budget as reviewed and amended by the Capital Improvement and Finance Committee shall be reviewed by the Board at its regular meeting by April/May.

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

2110.5 A mid-year budget review will be conducted by the General Manager in February, and the Board shall make any adjustments to the budget that are necessary and adopt such changes during this meeting. The General Manager will present and discuss summarized updates of actual spend compared to budget plan at every Board of Directors Meeting.