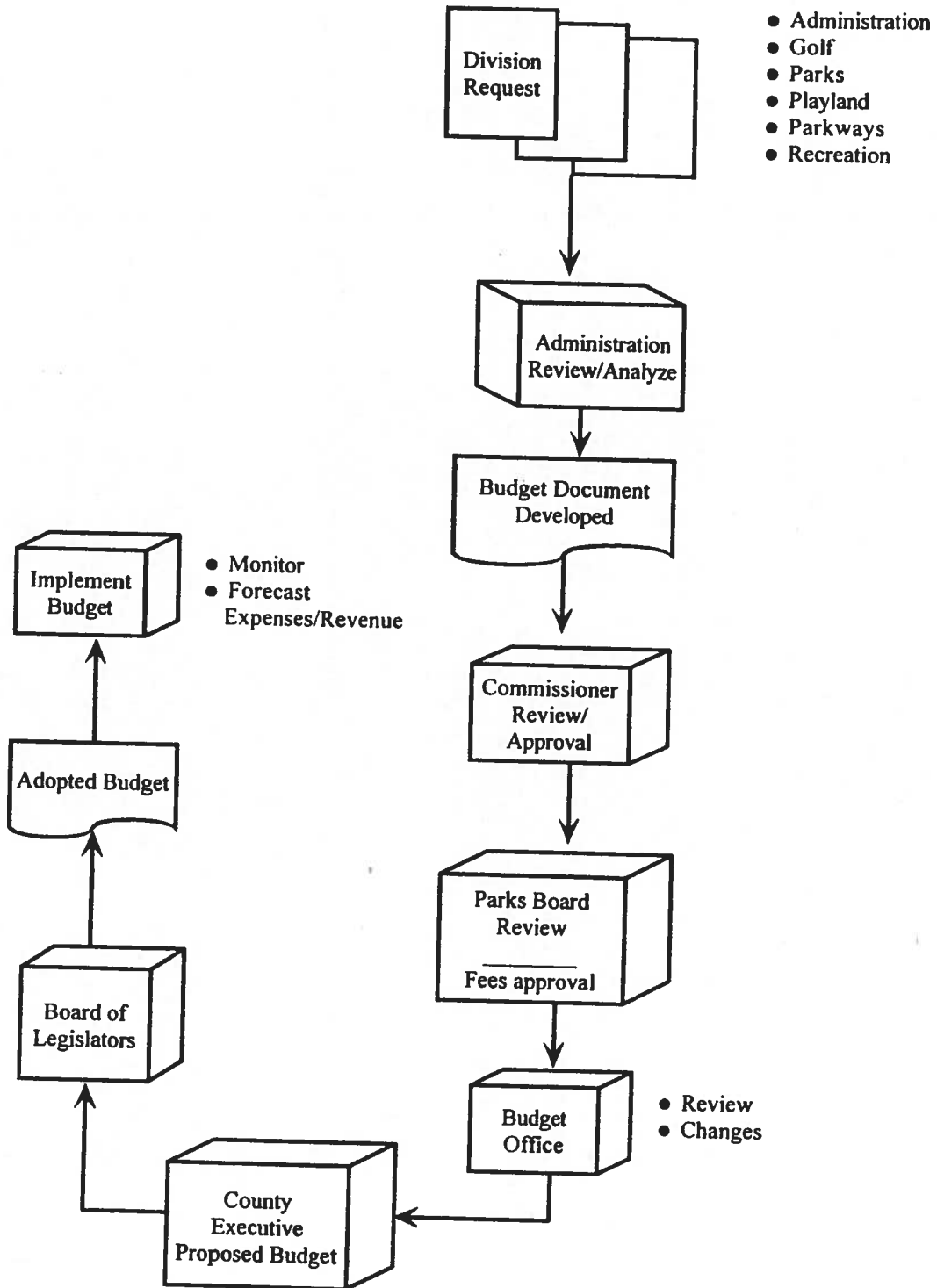


Budget Process



BUDGET PROCESS

DIVISION REQUEST

Each division will prepare their Budget requests which will include personnel, equipment, material and supplies, contracts, interdepartmental charges and revenue.

ADMINISTRATION REVIEW/ANALYSIS

All submissions are reviewed by the Administration Division using both historical information and the most current statistical data.

BUDGET DOCUMENT DEVELOPED

All the requests per division are entered to produce an overall departmental proposed budget.

COMMISSIONER REVIEW/APPROVAL

The proposed budget document is reviewed by the Commissioner. Any changes will be made and the document is then ready for his approval.

PARKS BOARD REVIEW

The Parks Board will review the Commissioner's proposed budget. They will vote only on any fee changes. After they vote on the fees, the budget is ready to be sent to the Budget Department.

BUDGET DEPARTMENT

The Budget Department will review the submission and make any changes they feel necessary. The final recommended proposed budget is forwarded to the County Executive.

COUNTY EXECUTIVE'S PROPOSED BUDGET

The County Executive will review the budget documents and give his final approval. Once approved, the proposed budget is sent to the Board of Legislators.

BOARD OF LEGISLATORS

The Board will review and make any changes that they feel are necessary. Once all changes are made, the Board will vote on the budget.

ADOPTED BUDGET

Once the proposed budget is approved by the Board of Legislators, we have an adopted budget.

IMPLEMENT BUDGET

The budget is implemented and the Administration division monitors the budget and makes forecasts of all expenses and revenues throughout the budget year.