

Resolution #2007-076

(Supersedes Resolutions #2003-023, #2003-026 and #2003-040)

**RESOLUTION
OF
THE BOARD OF OURAY COUNTY COMMISSIONERS**

Re: Ouray County Budget Policy

Whereas, the Board of County Commissioners of Ouray County, Colorado, have determined that consistent budget procedures should be followed by all Ouray County elected officials, department heads, and staff during the annual budget process; and

Whereas, the Board seeks to assure itself and the public of maximum efficiencies through responsible financial management; and

Whereas, the Board believes that the Ouray County Budget Policy will set forth procedures that will improve the budget process and ensure financial accountability for the future.

Now, Therefore, Be It Resolved, by the Board of County Commissioners of Ouray County, Colorado that the Ouray County Budget Policy is hereby amended and shall be followed by all county elected officials, department heads, and staff except as may be otherwise provided by statute or determined by the Board through formal action.

Adopted this 3rd day of December, 2007.

BOARD OF COUNTY COMMISSIONERS
OF OURAY COUNTY, COLORADO

ATTEST:

Don Batchelder, Chair

Michelle Nauer,
Clerk and Recorder

By: Linda Munson-Haley
Deputy Clerk of the Board

Heidi M. Albritton, Vice-Chair

Keith Meinert, Commissioner Member

Ouray County Budget Policy

Ouray County adheres to the provisions of the Local Government Budget Law as set forth in Colorado Revised Statutes 29-1-101 et seq. Such law requires all local governments to prepare, adopt and file an annual budget in accordance with statutory deadlines (*as outlined in the Budget Schedule prepared annually*).

The adopted budget shall include:

- **Written budget message.** The budget message describes the important features of the proposed budget.
- **Balanced budget.** Expenditures cannot exceed total available revenues, and the amount of beginning fund balances specifically authorized by the Board of County Commissioners should be considered as available revenue in the years after ending fund balance is quantified.
- **Budget information for three years.**
- **Line-item breakdown of revenues and expenditures.**
- **Beginning and ending fund balances.**

The Ouray County Budget is created annually based upon statutory requirements and short and long-term goals established by the Board of County Commissioners and Staff. Input from the public is encouraged during the budget process.

Annual Budget Procedure

The Annual budget process begins in July or early August with the distribution of budget packets to Elected Officials and Department Heads. The budget packets include:

- Budget guidelines for the upcoming budget to be determined by anticipated revenues and Board of County Commissioner policy,
- Previous year's actual expenditures and revenues,
- Capital budget/employee request and justification forms, and
- Requests for departmental goals and prior year accomplishments.

Departmental budgets are returned to the County Administrator within a three to four week time frame. The County Administrator/Budget Officer prepares the proposed budget for presentation to the Board of County Commissioners and the public on or before October 15. Initial budget presentation is followed by meetings with the Board of County Commissioners and individual departments. In addition, the Board of County Commissioners may hold noticed, public budget workshops.

Late in November or the early part of December, the County Administrator/Budget Officer finalizes a balanced budget pursuant to Board direction. Early in December, prior to certification of mill levies, the budget is adopted at a formal budget hearing, and funding is appropriated by formal resolutions of the Board.

The County Administrator/Budget Officer compiles and binds the adopted budget document by January 31st of the budget year. A copy of the bound budget must be submitted to the Department of Local Government by January 31st of each year. The budget document comprehensively covers the financial plan for the year and serves as an operational tool. The budget document provides fiscal information for the past three years, as well as a description of each department's goals and prior year's accomplishments. It contains summaries and detailed fund budgets including a capital budget section.

Budget supplements that will increase a fund's adopted budget, such as to expend unanticipated revenues or to transfer appropriated monies to another fund require Board approval by resolution at a noticed public meeting. Budget amendments are generally submitted for Board approval at the end of each year or prior to year-end closeout with an annual Supplemental Budget Appropriations Resolution considered at a noticed public meeting. All annual appropriations lapse at the end of each fiscal year.

Financial/Budget Management

Ouray County's Budget Policy is designed to:

- Promote sound financial Management
- Provide services while minimizing the cost of government
- Comply with State Law
- Provide accurate and timely financial reports
- Promote healthy reserves

Ouray County's Budget Policy consists of the following components:

- **Operating Budget:** Each department within a specific fund (General Fund, Road and Bridge Fund, EMS Fund and Social Services Fund) has an operating budget, which is prepared and adopted for a one-year period.
 - Operating budgets will be consistent with departmental and commissioner goals.
 - Tangible items having a value between \$500 and \$4,999 must be included in the individual departmental operating budgets. An Operating Budget Request Form is required and must be completed and submitted along with the departmental budget justifying the request.

- The County will make every effort to compensate employees at levels comparable to public and appropriate private sector entities in similar communities.
- One-time revenues, beginning fund balance, and reserves will not be used to finance operational budgets unless otherwise approved by the Board of County Commissioners.
- Reserves will be subtracted from prior year's ending fund balance prior to these funds being considered as beginning fund balance.
- In the event that a department or fund exceeds its adopted expenditures without specific Board of County Commissioners approval, then consideration shall be given to requiring that department or fund to "pay back" any overage on an amortization schedule that will not substantially impact that department's or fund's ability to provide services.

- **Capital Budget:**

- Capital budget items are equipment/projects, which cost \$5,000 or more and have a life expectancy of at least five years. Capital items having a value of \$5,000 or more shall be inventoried pursuant to the authority set forth in C.R.S. 29-1-506. This policy has been established in order to meet the GASB 34 guidelines, which may make tracking of capital items at a lower level too costly.
- Capital budget items with a value of \$5,000 or more may be considered for inclusion in the various Capital Budget sections (i.e. 195, 295, 395, 495, 595, and 895). A Capital Budget Request Form is required and must be completed and submitted along with the departmental budget justifying the request.
- The County will carefully maintain and replace County-owned assets in order to preserve their value and functionality.
- One-time revenues may be utilized to support capital expenditures as approved by the Board of County Commissioners.

- **Reserves:**

- Reserves are established as required by law. Additional reserves are established as deemed appropriate by the Board of County Commissioners.

- Ending fund balance from each fund becomes beginning fund balance for the next budget year. Such balances may be allocated towards reserves as determined by the Board of County Commissioners. It is the desire of the Board to allocate 50% to Reserves and 50% to subsequent year's Capital.
 - **TABOR Emergency Reserves:** The County maintains emergency reserves of no less than 3% of fiscal year spending as defined by Article X, Section 20 of the Colorado Constitution.
- **General Fund Reserves:** Allocated reserves have been established for General Fund as follows:
 - Emergency Reserves: Designated reserves have been allocated for General Fund emergencies in an amount equal to three months operating.
 - Dedicated Funds/Reserves: Includes dollars for the following funds: Conservation Trust, Fairgrounds Fundraising, Samson Law Fund, and Special Grant Administration
 - Capital Reserves: Dollars have been allocated for items such as Building Acquisition, Construction and Renovation, Building Repair, Disasters, General Liability, Miscellaneous, Office Equipment, Office Furnishings, Records Retention and Storage, Vehicles and other items as determined by the Board of County Commissioners.
- **Road and Bridge Fund Reserves:** Allocated reserves have been established for Road and Bridge as follows:
 - Emergency Reserves: Designated reserves have been allocated for the Road and Bridge Fund emergencies in an amount equal to three months operating.
 - Dedicated Funds/Reserves: Includes dollars for the following funds: Highway 361 Fund, Road and Bridge Paving Maintenance Reserve Fund, and Road and Bridge Impact Fees Fund.
 - Capital Reserves: Allocated dollars will be determined for Road and Bridge Capital Reserves through the Road Committee Process and upon final approval by the Board of County Commissioners.

- **EMS Fund Reserves: Allocated reserves have been established for EMS as follows:**
 - **Emergency Reserves:** Designated reserves have been allocated for the EMS Fund emergencies in an amount equal to three months operating.
 - **Dedicated Funds/Reserves:** Includes dollars for the following fund: EMS Ambulance Donation Fund.
 - **Capital Reserves:** Allocated dollars will be allocated for a future facility and capital purchases, and other items as determined by the Board of County Commissioners.