CHAPTER 5A-03. BUDGETS

5A-03-010. Budgets.

The Budget Officer shall prepare for each budget period a budget for all required funds in accordance with applicable provisions of the Uniform Fiscal Procedures Act and the Uniform Accounting Manual.

5A-03-020. Tentative Budget.

The Budget Officer shall prepare for the ensuing fiscal period, on forms provided or approved by the State Auditor, and file with the City Council on or before the first regularly scheduled meeting of the City Council in May of each year, a tentative budget for each fund for which a budget is required in accordance with applicable provisions of the Uniform Fiscal Procedures Act and the Uniform Accounting Manual.

5A-03-030. Budget Message.

Each tentative budget filed by the Budget Officer with the City Council shall be accompanied by a budget message, which shall explain the budget, contain an outline of the proposed financial policies of the City for the budget period, and describe the important features of the budgetary plan. The budget message shall also set forth the reasons for salient changes from the previous year in appropriation and revenue items and shall explain any major changes in financial policy.

5A-03-040. Review of Tentative Budget.

The City Council shall review, consider and adopt the tentative budget at any regular or special meeting called for the purpose. The tentative budget may be amended or revised in such manner as is deemed advisable prior to public hearing, provided that no appropriation required for debt retirement and interest, reduction of any existing deficits, or otherwise required by law or ordinance, may be reduced below the minimum required.

5A-03-050. Public Inspection.

The tentative budget adopted by the City Council and all supporting schedules and data shall be of public record filed in the office of the City Recorder, available for public inspection during regular business hours for a period of at least ten (10) days prior to the adoption of a final budget.

5A-03-060. Notice and Public Hearing.

At the meeting at which the tentative budget is adopted, the City Council shall establish the time and place of a public hearing to consider adoption of the budget and shall order that notice thereof be published at least seven (7) days prior to the hearing in at least one issue of a newspaper of general circulation published in Davis County and on the Utah Public Notice Website created under *Utah Code Ann*. § 63F-1-701, as amended. The City Council shall hold a public hearing on the tentative budget at the time and place advertised at which all interested persons in attendance shall be given an opportunity to be heard, for or against, the estimates of revenue and expenditures or any item in the tentative budget of any fund.

5A-03-070. Continuing Review.

After the public hearing on the tentative budget, the City Council may continue to review the tentative budget and may insert new items or increase or decrease items of expenditures that were the proper subject of consideration at the public hearing, provided that no appropriation required for debt retirement and interest, reduction of any existing deficits, or otherwise required by law or ordinance, may be reduced below the minimum required. The City Council shall increase or decrease the total anticipated revenue to equal the net change in proposed expenditures in the budget of each fund.

5A-03-080. Final Budget.

The City Council shall, by resolution or ordinance, adopt a final budget for the ensuing fiscal period for each fund for which a budget is required herein before June 22 of each fiscal period, or August 17 in the case of a property tax increase under Title 59, Chapter 2 of the *Utah Code Annotated*, as amended. Upon final adoption, the budgets shall be in effect for the budget period, subject to amendment.

5A-03-090. Filing and Public Inspection.

A copy of the final budget for each fund shall be certified by the Budget Officer and filed with the State Auditor within thirty (30) days after adoption of the same by the City Council. A certified copy of the final budget shall also be filed with the City Recorder and shall be available to the public for inspection during regular business hours.

5A-03-100. Amendments to Budgets.

The City Council may, upon the written request of one of its members or upon its own motion setting forth the reasons therefor, at any time during the budget period, review the individual budgets of the funds of the City for the purpose of determining if the total of any of them should be increased. If the City Council decides that the budget total of one or more of such funds should be increased, it shall follow the public hearing procedures set forth in Section 5A-03-060. After the public hearing, the City Council, by resolution or ordinance, may amend the budgets of the funds proposed to be increased to make the proposed increases or portions thereof which were the proper subject of consideration at the hearing. Final amendments in the current year to the budgets of any funds shall be adopted by the City Council on or before the last day of the fiscal period.

5A-03-110. Operating and Capital Budgets.

The City Council shall adopt an "operating and capital budget" for each enterprise fund for the ensuing fiscal period and shall adopt the type of budget for other special funds as required by the Uniform Accounting Manual. For purposes of this Chapter, "operating and capital budget" means a plan of financial operation for an enterprise or other required special fund that includes estimates of operating resources, expenses, and other outlays for a fiscal period. All operating and capital budgets shall be prepared, adopted, administered, and amended in accordance with applicable procedures of the Uniform Fiscal Procedures Act and the Uniform Accounting Manual, including, but not limited to, *Utah Code Ann*. § 10-6-135, as amended.

5A-03-120. Appropriations.

The City shall not make any appropriation in the final budget of any fund in excess of the estimated expendable revenue for the budget period of such fund. All unexpended or unencumbered appropriations except capital projects fund appropriations shall lapse at the end of the budget period in accordance with *Utah Code Ann*. § 10-6-130, as amended.

5A-03-130. Fund Balances.

(a) All Funds. The City may accumulate retained earnings or fund balances, as appropriate, in any fund in accordance with applicable provisions of the Uniform Fiscal Procedures Act and the Uniform Accounting Manual.

(b) General Fund. Accumulated fund balances in the General Fund are restricted to purposes permitted by law. Any fund balance in excess of five percent (5%) of the total revenues of the General Fund may be utilized for budget purposes. Except as otherwise provided in the Uniform Fiscal Procedures Act or the Uniform Accounting Manual, any accumulated fund balance in the General Fund may not exceed eighteen percent (18%) of the total estimated revenue of the General Fund. If the fund balance at the close of any fiscal period exceeds the amount permitted by law, the excess shall be appropriated in the manner provided in *Utah Code Ann*. § 10-6-117, as amended.

(c) Capital Improvement Fund. Within a capital improvement fund, the City Council may, in any budget period, appropriate from estimated revenue or fund balance to a reserve for capital improvements for purposes set forth in the Uniform Fiscal Procedures Act and the Uniform Accounting Manual.