

BUDGETARY PROCESS POLICY

The two primary goals of the policy are the **timely preparation and adoption of the budget** and **more meaningful public disclosure and participation**:

The process shall include the following:

- **Commissioners' Presentation** of the **Preliminary Operating Budget** and accompanying **Overview of Financial Standing and Introduction of Coming Year Objectives** by, on or before **October 15**. The **Overview of Financial Standing and Introduction of Coming Year Objectives** shall explain the preliminary budget and current financial standings in fiscal terms and in terms of programs and services. It shall outline the proposed financial policies of the County for the coming year, describe the important features of the budget, and indicate any major changes from the current year in financial policies, expenditures and revenue together with the reason for such changes. It will also summarize the county debt position and include any other material considered appropriate.
- **Three evening public hearings** on the budget, one each in the northern, central and southern sections of Blair County. The public hearings shall be held at least two weeks prior to introduction of the budget.
- **Introduction** of the budget and Final Budget Message **By no later than November 15**.
- **Adoption** of the budget **By no later than December 15**.

In addition, commencing in July of 2019, the Commissioners will also prepare and submit annually a comprehensive long-range **Operational and Capital Plan** covering at least the next three years for public services, capital improvements and fiscal policy by July 1 each year. This plan should be comprised of expected capital expenditures, staffing changes or reorganization, and space changes or reconfigurations. This plan should also detail any expected or executed changes within individual department financing structure such as new charges and fees, new grants, or new expenses implemented or expected for the following year.