
Spalding Community Service District

POLICY HANDBOOK

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3105

3105.1 An annual budget proposal shall be prepared by the General Manager.

3105.2 Prior to review by the Board of Directors, the Board's Chair and Vice-Chair shall meet with the General Manager and review his/her annual budget proposal.

3105.3 The proposed annual budget as reviewed and amended shall be reviewed by the Board at its regular meeting at the beginning of June **regular meeting in May**.

3105.4 The proposed annual budget as amended by the Board during its review shall be adopted at its **regular meeting at the end of June regular meeting in June, or at a properly noticed special meeting held prior to July 1, consistent with California Government Code Section 61110.**

3105.5 The General Manager shall make the proposed budget available for public inspection and shall ensure all required public notices are published in accordance with California Government Code Section 61110.

3105.6 The Board of Directors shall conduct a public hearing (Monthly Board Meeting) on the proposed budget and provide an opportunity for public comment prior to adoption of the final budget.

3105.7 The final budget shall be adopted in accordance with California Government Code Section 61110 and any other applicable provisions of state law governing Community Services Districts.

Revised 6.11.26