

## Committee Charter: Wadena County Budget Committee

Overview: The Wadena County Board of Commissioners is charged with oversight of County funds. Annually, under the direction of the Board of Commissioners, the Budget Committee is charged with researching, preparing, reviewing, recommending and presenting an operating budget for approval by the full Board of Commissioners.

Purpose: The purpose of the Budget Committee is to involve the Departments in a non-adversarial, cooperative effort to search out, listen to, deliberate over and share information related to projected revenues and expenditures necessary to maintain mandated, essential and other important services for Wadena County taxpayers.

The Budget Committee will meet with Department Heads to review, prioritize and make recommendations for annual budgetary expenditures.

The Budget Committee will also be involved in monitoring revenue, expenses and fund balances and make recommendations for potential adjustments throughout the year.

Composition: Full Board, Auditor/Treasurer (Committee Lead), County Administrator, Road and Bridge Fund Manager, and Human Services Fund Manager

Responsibilities:

- Review annual projected revenues and proposed expenditures and fund balances
- Discuss and review proposed capital outlay/large purchases
- Update Board of Commissioners as needed
- Discuss and review annual departmental budget proposals
- Provide recommendations to the Board of Commissioner

Meeting schedule:

Specific Committee meeting dates to be determined annually. Generally, Department Heads will present their annual requests for Capital Outlay/Large Purchases to the Budget Committee in June. Final Budget requests will be submitted to the Auditor/Treasurer by early August for review by the Budget Committee. Written recommendations from the Budget Committee will be provided to the Board of Commissioners during the 3<sup>rd</sup> Board meeting of August. Department Heads may address the Board at that time to explain and/or advocate for their budget requests. Preliminary approval for the following year's budget/levy will be at the first Board meeting in September. Final budget/levy approval will be at the first Board meeting in December which follows the annual Truth in Taxation meeting (traditionally the Monday following Thanksgiving).

#### Decision making:

The Budget Committee advises Department Heads about budgetary considerations. All written recommendations from the Budget Committee will be submitted to the Board of Commissioners, who will consider the recommendations prior to a vote on the preliminary budget/levy or final budget/levy; any Department Head may appear before the entire Board of Commissioners to explain and/or advocate for his/her departmental budget.

#### Reporting:

- Agendas
- Provide recommendations for total annual preliminary and final budgets/levies to Board of Commissioners
- All written recommendations submitted to the Board of Commissioners shall be clear and concise and in a consistent Wadena County budget format