4.1.a SIERRA KINGS HEALTH CARE DISTRICT
FINANCE
POLICIES AND PROCEDURES

ANNUAL BUDGETARY PROCESS – towards fiscally sound practices that protect the assets of the Sierra Kings Health Care District (referred to as the District).

PURPOSE:
The purpose of this policy is to define the process and timeline for the development of the District's annual budget.

POLICY:
It is the policy of the District that the District's fiscal year is from July 1st to June 30th and the budget for the coming fiscal year shall be developed during an annual budgetary process on or before the regularly scheduled Board meeting in June.

PROCEDURE:
The annual budgetary process shall proceed as follows:

1. On behalf of the District, the Chief Executive Officer shall manage the development of a proposed budget based on joint work between the Finance Committee and staff for presentation to the Finance Committee no later than the May meeting each year
2. After review, the Finance Committee shall forward the proposed budget to the full Board for consideration no later than the regularly scheduled June meeting.

Written: June 23, 2020
Revised: 10/22/24
Reviewed: