

Jefferson County Policies & Procedures

Policy Name:	Annual Budgets	Approved:	12/19/2013
Policy Number:	310	Author:	Stanton
Associated:			

The County shall prepare annual budgets on all funds. This would include the General Fund, Coal Severance Fund, Capital Fund, Restricted Funds, and all other funds.

It is the responsibility of the Finance Director to prepare and submit the budget in a timely manner, and assist each department manager and elected official, as needed, in preparation of their budgets. It is also the responsibility of the Finance Director to make arrangements for department managers and elected officials to make presentations regarding their budgets to the Commission.