

**Marin Emergency Radio Authority
Operating Budget Policy and Procedures**

Purpose: To promulgate an accurate and timely annual operating budget which provides a detailed operating plan for the fiscal period expressed in terms of estimated costs and achievement in relation to estimated revenues. The operating budget is intended to provide financial control, management information and planning and policy implementation for the member agencies.

Policy: Per the Joint Powers Agreement creating the Marin Emergency Radio Authority, the Board shall adopt an annual budget for the Authority's activities by June 1 of each year. Public funds may not be disbursed by the Authority without adoption of the approved budget, and all receipts and disbursements shall be in strict accordance with the approved budget. The budget shall identify the programs of the Authority and allocate funds by the program. The budget and accounting system shall account for direct and overhead costs by program. The Board shall allocate the costs for each program with the adoption of the annual budget.

The monetary contribution for the annual operating costs shall be determined in accordance with the Lando Formula. The Executive Committee and Executive Officer are responsible to the Board for adherence to the budget adopted by the Board.

Procedures: The Executive Officer will prepare the proposed annual operating budget with input from the Operations Officer (DPW) for review and recommendation by the Finance and Executive Committees to the Board. The Board will adopt the recommended budget at a public hearing before June 1 of each year. The Executive Officer will also prepare a mid-year operating budget for presentation to the Executive Committee in the third quarter of each fiscal year, which includes any approved adjustments, analyzes and reports on line-item variances, and confirms budget estimates, execution and results.