

# Clark County's Budget Timetable

Although the budget is adopted by the Board of County Commissioners each year on the third Monday in May and filed with the State on or before June 1, the actual budget process begins at least nine months prior to the final filing. Generally, preparation of the annual budget begins in September of each year with the distribution of operating and capital budget request materials and instructions to the various County departments and agencies. The completed request materials are returned to the Department of Finance in November (Capital) and January (Operating). Concurrent to the departmental request preparation, the Finance Department updates current year projections of revenue, expenditures and fund balances. The initial estimates of revenues for the budget year are also made at this time. Upon receipt of the budget requests in January, financial analysts review the requests to ensure compliance with instructions. During the months of February and March, both revenue and expenditure information are refined, culminating in the filing of a tentative budget on or before April 15 as mandated by Nevada Revised Statutes (NRS).

## Tentative Budget

Copies of the tentative budget are filed with the Nevada State Department of Taxation, County Clerk and County Manager. The public is welcome to inspect and review the document in any of these offices. Upon request, the County will provide a copy of the tentative budget to any interested party. Between April 15 and the third Monday in May, the public has the opportunity to review the tentative budget document and submit any comments to the governing body. During this same period, staff will update revenue estimates for both the current and budget years, and make any adjustments which may be appropriate to expenditure projections or budgeted expenditures. A special public hearing, per NRS, is set for the third Monday in May. The public hearing is intended to provide the public an opportunity to submit additional comments on the proposed budget to the governing body.

## Final Budget

Following receipt of any public input, the Board directs the adoption of a Final Budget. Any changes made to the tentative budget are to be noted on the public record at this time. Following adoption of the Final Budget, a final copy and the County's five-year capital improvement plan are transmitted to the State on or before August 1. Copies of the final budget and the five-year capital improvement plan are available for public inspection in the offices previously noted.

## Adopted Budget Adjustments

From time to time it becomes necessary to modify the adopted budget. Formal adjustments to the budget during the year are accomplished through an "augmentation" process prescribed by state statutes.

The augmentation process requires the Board of County Commissioners to adopt a "resolution of augmentation" to increase appropriations above the levels originally approved. This report is then filed with the Nevada Department of Taxation. This process is revenue driven; therefore, total appropriations cannot be increased without additional resources being clearly identified. In the absence of a "resolution of augmentation", the total appropriations may not be increased.

Augmentations involving funds which receive ad valorem (property) taxes specifically require a formal public hearing. Trust and Agency funds do not require a formal augmentation. Any

interfund transfers that are not specified in the adopted budget require approval by the Board of County Commissioners. Intrafund transfers may be done administratively. The Board of County Commissioners receives a report summarizing all intrafund transfers as part of the official Reports and documents section of its regular commission agenda.

Pursuant to NRS 354.599, the County may amend its final budget to account for impacts enacted during a Nevada legislative session. In any year in which the legislature enacts a law requiring changes in revenues and/or expenditures of a local government, and those changes were not anticipated in the final budget as adopted, the government may file an amended budget with the State Department of Taxation no later than 45 days after the close of the legislative session.