NEW CASTLE FIRE DISTRICT NO. 1
Budget Process Policy

1. **Fiscal Year**: The fiscal year of the Fire District shall begin on the first day of January and end on the thirty-first day of December.

2. **Annual Budget**: For each fiscal year, the Board of Fire Commissioners shall prepare and adopt an annual budget in accordance with this Policy.

3. **Contents of the Budget**:

   A. The proposed budget shall contain detailed estimates in writing of the amount of revenues to be received and the appropriations required for expenditures.

   B. The Board of Fire Commissioners shall prepare an estimate of the fund balance, which shall be affixed to the proposed budget as an Appendix thereto.

      (1) The estimate of fund balance shall include a breakdown of such fund balance estimated for encumbrances, amounts estimated to be expended for the ensuing fiscal year, amounts reserved for stated purposes pursuant to law, and the remaining unappropriated, unreserved fund balance.

      (2) If the Fire District employs the cash basis of accounting, fund balance means the cash surplus estimated to be on hand at the close of the current fiscal year less claims payable therefrom, and amounts reserved pursuant to law for stated purposes

   C. The Fire District Treasurer shall maintain a separate account for each appropriation made in the Fire District's annual budget which shows the amount appropriated, the several amounts expended from the account, and the unexpended balance.

4. **Public Hearing and Notice of the Public Hearing**:

   A. The Board of Fire Commissioners must hold a public hearing to discuss the proposed budget on the third Tuesday in October, and on or before the twenty-first day prior to said public hearing, the Board of Fire Commissioners must prepare and adopt a proposed budget for the next fiscal year.

   B. Upon adoption of the proposed budget by the Board of Fire Commissioners, the proposed budget shall be filed with the Fire District Secretary and maintained as a public document available for inspection and copying.

   C. The Fire District Secretary shall also reproduce a sufficient number of copies of the proposed budget for distribution upon request at no cost to the public.

D. The Fire District Secretary shall cause the proposed budget to be posted and maintained on the Fire District's website until the day after the public hearing.

E. The Town Clerk shall post a copy of the notice on the signboard of the Town. The Fire District Secretary shall coordinate this posting with the Town Clerk.

G. Notice of such public hearing shall be published at least once in the official newspaper, or if no official newspaper has been designated, in any newspaper having general circulation in the Fire District.

(1) At least five (5) days shall elapse between the date of the first publication of the notice and the date specified for the public hearing.

(2) The notice of public hearing shall state the time when and the place where the public hearing will be held, as well as the purpose of the meeting.

H. The public hearing shall be conducted and scheduled in a manner that maximizes participation. At such public hearing, any person may be heard in favor of or against the proposed budget, or for or against any item or items therein contained.

5. **Budgetary Process Post-Public Hearing**:

A. After the public hearing, the Board of Fire Commissioners may adopt changes, alterations, and revisions to the proposed budget, except that the Board of Fire Commissioners shall not add or increase an appropriation to a capital reserve fund.

B. On or before the fourth day of November, the Board of Fire Commissioners shall adopt as the annual budget of the Fire District either the proposed budget or the proposed budget as changed, altered, or revised after the public hearing.

(1) If the Board of Fire Commissioners fails to adopt the annual budget by such date, the proposed budget with such changes, alterations, and revisions as shall have been adopted by the Board of Fire Commissioners by that date shall constitute the annual budget of the Fire District.

C. Within three (3) days after the adoption of the annual budget by the Fire District, the Fire District Secretary shall prepare and deliver to the Town Clerk two (2) certified copies of the annual budget.

(1) Neither the Town Board, Town Supervisor, Town Clerk, nor any other officer or employee of the town shall make any change to the annual

budget of the Fire District. The annual budget of the Fire District is affixed to the annual budget adopted by the town board and taxes are eventually levied.

6. **Amendment**: The Board of Fire Commissioners may amend this Policy from time to time in accordance with the law.

7. **Adoption**: This Policy is adopted on October 17, 2024 and supersedes any previous versions of this policy.