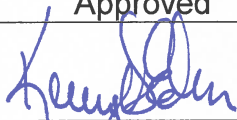





Administrative Policy


Title: Budget Manual				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.601	07-15-91 (N/A)	01-03-17		

This Policy had been numbered Policy 300.03. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.03
 Issued: 07-15-91
 Revised: N/A

ADMINISTRATIVE POLICY

<i>SUBJECT:</i> <i>Page 1 of 1</i>				
BUDGET MANUAL				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
300	.03	July 15, 1991		

POLICY:

The Budget Manual will be used to complete the orderly preparation of the annual City Budget within established guidelines.

PROCEDURE:

The City Budget Manual is a stand-alone document which sets forth detailed instructions and establishes responsibilities for preparation of the annual City Budget and defines terms and procedures.

The Budget Manual is updated annually to reflect the recent philosophy of budget preparation. Please be sure you are using the appropriate manual when preparing your budget. If there is any doubt, contact the Budget Analyst.

A copy of the most recent Budget Manual may be obtained from the Budget Analyst.