

## HOME RULE CHARTER

### ARTICLE IV – FINANCIAL PROCEDURES

**Section 4.01 – Fiscal Year.** The fiscal year of the City shall begin on the first day of January and end on the last day of December.

**Section 4.02 – Submission of Budget and Budget Message.** On or before the first meeting of August of each year, the Finance Officer shall submit to the City Commission an estimate of the revenues and expenditures for the ensuing fiscal year.

**Section 4.03 – Budget.** The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the City Commission may require. The budget shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service, for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the current fiscal year. The Budget shall be in a format consistent with the requirements of the Department of Legislative Audit Accounting Manual, Generally Accepted Accounting Principles (GAAP) and legal provisions.

**Section 4.04 – City Commission Action on Budget.**

1. **Budget Hearings.** The City Commission may schedule public hearings at appropriate times and may direct changes in the proposed budget.
2. **Adoption.** The City Commission shall adopt the final budget on or before the 30th day of September of the fiscal year currently ending.

**Section 4.05 – Appropriation and Revenue Ordinances.** To implement the adopted budget of the ensuing fiscal year, the City Commission:

1. Shall, no later than its first regular meeting in September of each year or within 10 days thereafter, introduce the annual appropriation ordinance for the ensuing fiscal year, in which it shall appropriate the sums of money necessary to meet all lawful expenses and liabilities of the municipality. The ordinance shall specify the function and subfunction as prescribed by the Department of Legislative Audit for which the appropriations are made and the amount appropriated for each function and subfunction, which amount shall be appropriated from the proper fund. It is not necessary to appropriate revenue to be expended from an enterprise or trust and agency fund if the fund is not supported or subsidized by revenue derived from the annual appropriated tax levy. However, an annual budget for these funds shall be developed and published no later than the last day of December of each year.

2. Shall, no later than the 30<sup>th</sup> day of September, give second reading and adopt the annual appropriation ordinance for the ensuing fiscal year and direct the Finance Officer to certify the tax levy for that appropriation ordinance to the County Auditor no later than the first day of October.
3. Shall adopt any other ordinances required to authorize new revenues or to amend the rates or other features of existing taxes or other revenue sources.

**Section 4.06 – Amendments After Budget Adoption.**

1. Supplemental Appropriations. If during the fiscal year the Finance Officer certifies that there are available for appropriation, revenues in excess of those estimated in the budget, the City Commission, by ordinance, may make supplemental appropriations for the year up to the amount of such excess.
2. Emergency Appropriations. To meet a public emergency affecting life, health, property, or the public peace, the City Commission may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of Section 2.14. To the extent that there are no available unappropriated revenues or a sufficient fund balance to meet such appropriations, the Commission may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.
3. Reduction of Appropriations. If at any time during the fiscal year it appears probable to the Finance Officer that the revenues or fund balances available will be insufficient to finance the expenditures for which appropriations have been authorized, the Finance Officer shall report to the City Commission without delay, indicating the estimated amount of the deficit, and recommendations as to any other steps to be taken. The Commission shall then take such further action as it deems necessary to prevent or reduce any deficit and for that purpose it may by ordinance reduce one or more appropriations.
4. Transfer of Appropriations. At any time during the fiscal year the City Commission may transfer part or all of the unencumbered appropriation balance from one department to the appropriation for other departments. The Finance Officer may transfer part or all of any unencumbered appropriation balances among programs within a department upon approval by the Commission.
5. Limitation; Effective Date. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The emergency appropriations and reduction or

transfer of appropriations authorized by this section may be made effective immediately upon adoption.

**Section 4.07 – Lapse of Appropriations.** Every appropriation shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered.

**Section 4.08 – Administration of Budget.** The City Commission shall provide the procedures for administering the budget.

**Section 4.09 – Overspending of Appropriations Prohibited.** No payment shall be made or obligation incurred against any appropriation except in accordance with appropriations duly made. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payments made illegal. A violation of this provision shall be cause for removal of any employee or officer who knowingly authorized or made such payment or incurred such obligation. Such employee or officer may also be liable to the City for any amount so paid. Except where prohibited by law, however, nothing in this Charter shall be construed to prevent the making of improvements to be financed wholly or partly by the issuance of bonds or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year, but only if such action is made or approved by the City Commission.

**Section 4.10 – Public Records.** Copies of the budget, and appropriation and revenue ordinances shall be public records and shall be made available to the public at City Hall.

**Section 4.11–Transfers.** The Commission may provide for transfer of funds from one Fund to any other Fund, within the annual appropriation ordinance. Such provision shall authorize the Finance Officer to make periodic transfer of these funds, as deemed necessary.