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| <b>Policy Number:</b> | <b>5000</b>               |
| <b>Policy Title:</b>  | <b>Budget Preparation</b> |

1. An annual budget on a calendar year basis shall be prepared by the General Manager and approved by the Board of Directors.
2. Prior to submittal of the budget proposal to the Board of Directors for review, the Board's Finance Committee shall meet with the General Manager and review the annual budget proposal.
3. The proposed annual budget as reviewed and amended shall be reviewed by the Board at a special meeting held in October and adopted as amended at its regular meeting in November.
4. The District shall develop and implement an outreach program to educate, enforce and receive input from the public.