

Required by the Municipal Budget Law (50 ILCS 330/1-5) and Authorizes (but does not require) the Expenditure of District Funds.

All Fire Protection Districts Must Adopt and Adhere to a Budget and Appropriation Ordinance Annually.

NOTE: The foregoing is provided by the Illinois Association of Fire Protection Districts as an aid to its members. While it is believed to be accurate, it is not a substitute for consultation with legal counsel and districts should always confer with their own attorney in connection with legal matters such as the budget process.

The Illinois Association of Fire Protection Districts was established as a Not-For-Profit organization in 1943 to protect the interests, rights and privileges of Fire Protection Districts as they may be affected by legislative, administrative, or judicial action.

Illinois Association of Fire Protection Districts

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An Outline of the **Budget & Appropriation Process** for Illinois Fire Protection Districts



**Illinois Association of
Fire Protection Districts**

Timeline and Steps:

Complete in First Quarter of Fiscal Year

- Tentative Budget Posting-30 Days
- Notice of Posting and of Public Hearing in Newspaper-30 Days
- Public Hearing
- Adoption of Final Budget and Appropriation Ordinance Filing with County Clerk
- Publication-Required Within 30 Days

Outline of the Budget:

- Beginning Cash Balance
- Estimated Revenues
- Budgeted Expenditures
- Ending Cash Balance
- Chief Fiscal Officer's (Treasurer) Certification of Revenues

Typical Budget Categories:

- Administrative Expenses
- Operating Expenses
- Capital Expenditures
- Sinking Funds or Reserves
- Contingencies-Limit to no more than 10% of total budget

A Procedure for Developing the Budget

Tentative Budget Preparation

A Suggested Procedure is to use last year's budget to start with this year's tax money.

Final Budget Preparation A Suggested Procedure:

- Obtain Final Starting Cash Balances
- Verify Revenues
- Taxes, Loans, Grants, Donations, Charges
- Compare Last Year's Line Items to Last Year's Actual Expenditures
- Determine Line Item Amounts For This Year
- Don't Forget New Items / Big Ticket Items

Use the supplemental appropriation procedure of 30 ILCS 370/1 in the event a grant is received during the fiscal year which was not included in the budget.

A Suggested Time Line:

Last Regular Board Meeting Before the End of the Fiscal Year:

Treasurer should give the Board of Trustees a report of actual expenditures for the fiscal year v. budget line items in the budget adopted.

First Regular Board Meeting of the Fiscal Year:

- Adopt Tentative Budget
- Set up Hearing Date on Proposed Budget

Second Regular Board Meeting of the Fiscal Year:

- Review Figures in the Tentative Budget
- Work on Final Budget Figures
- Compare Prior Year to Date Figures with New Budget
- Discuss and Consider any Major Expenditures

Third Regular Board Meeting of the Fiscal Year:

- Hold Public Hearing on Budget
- Adopt Final Budget and Appropriation Ordinance
- Compliance with Budget/Changing the Budget After Adoption

Line Item Transfers-Must be limited to no more than 10% of any budget line item.

Budget Amendment-Redo the whole process