

CITY OF MOAB - BUDGET PROCESS OUTLINE

Rachel Stenta | September 26, 2017

	Employees/Supervisors		Department Head		Budget Officer		City Council/Public Hearing		After Public Input
Initial Budget	Initial Budget Request		Review	Make Formal Budget Request	Review with Departments	Make Administrative Recommendation	Review with Budget Officer	Make changes/send to public hearing	City Council Adopts Budget
Budget Transfers	New or Changed Budget Request	No net increase to department budget (bottom line)	Review	Make Request in Writing for Budget Transfer	Review with Departments	Approve with no net increase to departmental budget			
Budget Amendment	New or Changed Budget Request	Increase to department budget (bottom line)	Review Budget Opening Worksheets	Make Request in Writing for Budget Amendment	Review with Departments	Make Administrative Recommendation	Review with Budget Officer	Make changes/send to public hearing	City Council Adopts Budget
Monthly Monitoring			Review Monthly Budget/Detail Reports	Make transfer requests prior to purchases	Review with Departments	Approve with no net increase to departmental budget			
End of Year			Review Budget Opening Worksheets	Make Request in Writing for Budget Amendment or Transfer	Review with Departments	Approve with no net increase to departmental budget or make Admin Recommend	Review with Budget Officer	Make changes/send to public hearing	City Council Adopts Budget