



KENSINGTON FIRE PROTECTION DISTRICT

DATE: February 8, 2023

TO: Finance Committee
Kensington Fire Protection District

RE: **FY 2022-23 BUDGET DEVELOPMENT**

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

This item is provided for review and discussion, no action is requested at this time. Staff will incorporate feedback from the Committee into the budget development.

Background

As the District begins development of the annual budget, staff is following previously developed Guiding Principles:

Guiding Principles

1. Open and transparent – all components of the budget are available to the public with reporting that supports and enhances.
2. Strategic – delivery of District services and programs aligns with the mission and strategic goals and priorities.
3. Sustainable – a ten-year long-term financial plan demonstrates availability of resources for service delivery.
4. Resilience – future fiscal contingencies and risks are identified, assessed and prudently planned for through reserves or other measures.
5. Realistic – budget amounts are based upon the best information available.
6. Integrity and quality – budgetary forecasts and actual results are subject to quality assurance including independent audit.
7. Performance – evaluation of services and programs will be integral to the budget process.

In general, the budget process is comprised of the following:

Action	When
Long-Term Financial Plan (update following EC contract)	February/March
Review with Finance Committee	May
Presentation to BOD	June
Approval	June
Adoption	September
Monitoring	Ongoing

Fiscal Impact

There is no fiscal impact.