**BUDGET**

1. Prepared the first month (July) of each Fiscal Year.
2. Based on actual spending history of the previous year.
3. Airport manager and treasurer incorporate known revenue and expense changes.
4. Proposed budget introduced at regular meeting in August.
	1. A Special Budget Meeting is scheduled for analysis and public input.
5. The final budget will include a contingency of not more than 10%. or less than 5%, and will be adopted not later than August 31th.
6. A copy of the adopted budget must be filed with the El Dorado County Auditor’s Office.
7. The Years Closing Financial Report must be filed with the State by September 30th.