

**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

SUBJECT: BUDGET REVIEW COMMITTEE

SECTION NO: 2.02.02

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EFFECTIVE DATE: 07/27/09

PURPOSE/APPLICATION: To define the roles of the KCTA Budget Review Committee

POLICY STATEMENT: The Budget Review Committee, a standing committee of the KCTA, shall review the adopted KCTA budget on a quarterly basis and submit a report to the full Board. The Budget Review Committee shall serve in an advisory capacity only and cannot act without approval from the Board.

IMPLEMENTING PROCEDURES:

The Budget Review Committee shall have the following responsibilities:

1. Review the adopted KCTA budget on a quarterly basis
2. Submit a report to the full Board on a quarterly basis
3. In conjunction with staff, recommend budget adjustments, if necessary, to the full Board on a 6 month basis

All functions of the Budget/Finance committee (KCTA Policy 2.02.01) not listed under the responsibilities of the Budget Review committee would be functions of the Executive Committee.

REFERENCES:

APPROVAL:

KCTA Board Chair

KCTA Secretary