

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

SUBJECT: BUDGET APPROVAL

SECTION NO: 4.02.00

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EFFECTIVE DATE: 09/14/09

PURPOSE/APPLICATION: To describe the KCTA budget approval process

POLICY STATEMENT: The KCTA Board shall approve the annual Authority budget following extensive review and analysis. The adoption of the annual budget shall take place in 4th quarter of the year preceeding the new fiscal year.

IMPLEMENTING PROCEDURES:

- The staff or Executive Committee shall commence its work on the budget in the final quarter of the fiscal year and present the budget to the full Board for deliberation and approval prior to the end of the fiscal year.
- The KCTA shall work with Metro Transit Administration and the County Finance Department until such time as a permanent administrative/financial component within the KCTA is determined.
- The KCTA will schedule and hold an annual public hearing on the KCTA budget prior to the adoption of the budget.

REFERENCES:

APPROVAL:

KCTA Board Chair

KCTA Secretary