

individuals or with the City's insurance carriers, or other reimbursements such as State and/or Federal disaster assistance.

- Grants – to provide funding to cover costs associated with grant projects when funds must be expended prior to submitting for grant reimbursement (i.e. SAFER, CERT, COPS FAST, GA DOT, etc.)
- Loans – to provide funding to cover costs associated with purchases and construction of fixed assets that will be financed upon completion through a reimbursement resolution process.

Unassigned reserve fund balance shall be reviewed annually and any significant amounts over the 31% minimum shall be reclassified as committed, unless an alternate use is agreed upon by Council. Similarly, any available committed reserves shall be used to replenish the unassigned fund balance should it fall below the 31% minimum.

- **Capital Project (CIP) Contingency** – to provide funding for unanticipated costs associated with capital projects/equipment in the Capital Improvement Program, or for new projects/equipment that were not originally appropriated in the CIP budget. Subject to annual review, the City shall appropriate an amount per year, as deemed necessary in a CIP Contingency account to serve these purposes. Any excess project funds, including interest earnings of capital projects funds, shall also be transferred into this account upon completion of any project that completes under budget. The City Manager shall review the CIP Contingency Fund balances on a regular basis to determine if they will still be needed for projects. If not, they may be transferred back to the General Fund or be used for other lawful purposes.
- **Special Consideration** – at the will of Council, any of the committed, assigned, or unassigned funds balances (reserve amounts) described in this policy may be combined and used for any lawful purpose that Council sees fit, provided that a sound financial plan for replenishment of the reserve funds is established prior to any such disbursement. The use of any committed funds requires formal action through a Council resolution and must be enacted prior to the close of each fiscal year.
- **The City shall strive to meet the above reserve requirements, and staff and Council will review the requirements annually.**

Budget Responsibility:

Policy 9. Preparation and submittal. Per City Ordinance, the City Manager has the responsibility for the preparation and submittal of the City's annual budget. In this capacity, he shall have the authority to standardize budget documentation, to prepare the budget calendar, and to review departmental budget requests for accuracy and conformity to budget guidelines. He shall also review all revenue forecasts prepared during the budget process. The Financial Services Division shall assist the City Manager in fulfilling these responsibilities by preparing and submitting a draft budget to the City Manager.

Policy 10. Implementation. The Financial Services Director shall be responsible for overseeing budget implementation. Duties in this phase will include, but are not limited to, preparation and review of interim financial reports, monitoring revenues, reviewing