

Newberry Community Services District

Policy Handbook

POLICY TITLE: Budget Preparation
POLICY NUMBER: 3020

3020.1 An annual budget proposal shall be prepared by the District Treasurer in cooperation with the General Manager, Fire Department Administrator and two Board Members. The Treasurer shall serve as the Chair of the Committee.

3020.2 Section 5003.5 of the budget shall be designated as a Reserve Fund for replacement of the Fire Engine and it shall be review annually pursuant to Community Services District Law Section 61112.

3020.3 The proposed annual budget shall be reviewed by the Board at its regular meeting in May.

3020.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in June and will go into effect on July 1st.

3020.5 A copy of the adopted Budget shall be sent to the State Controller and San Bernardino County Auditor/Controller not later than September 1st each year.

Revised, Approved and Adopted 7/28/2026

Revised, Approved and Adopted _8/25/15_____