

## DUTIES AND RESPONSIBILITIES

- CITY COUNCIL -- Sets hearings for annual budget review and approves the final budget. All budget adjustments requested throughout the fiscal year must be reviewed and acted upon by the Governing Body except as may be delegated to the City Manager. The City Council establishes policies for budget development, maintenance, and control.
- FINANCE COMMITTEE -- Reviews all proposed budgets and budget adjustments, (over \$20,000 as authorized under Santa Fe City Code Section 11-4), and makes recommendations to the City Council. It is established procedure that financial and budget matters be reviewed by this committee prior to presentation on the Council floor.
- OTHER COMMITTEES -- By City Council policy, other standing committees are charged with reviewing matters which are specific to certain areas of government operations. Recommendations which come forth from these committees are forwarded to the Finance Committee and/or City Council for review and final disposition.
- CITY MANAGER -- Responsible for presenting to the Finance Committee and the City Council an annual budget for review and adoption. In addition, it is the City Manager's responsibility to implement all budget programs and to review budget adjustment requests and make appropriation recommendations. The City Manager is further responsible for ongoing reviews of all city revenues and expenditures.
- DEPARTMENT DIRECTORS -- It is the responsibility of these individuals to manage their budget within authorized appropriations. Annual budget requests must be approved by the respective department director prior to submittal to the City Manager for review. All budget adjustment requests must be approved by the respective department director prior to submittal to the Budget Office.

BUDGET OFFICER

- Under the Finance Director, coordinates all budget matters:
  - Prepares and distributes budget forms and instructions;
  - Prepares the budget calendar and schedules budget meetings;
  - Trains and assists departments in budget matters;
  - Analyzes budget requests and departmental operations with the Finance Director;
  - Prepares budget documents for the Finance Committee and City Council;
  - Prepares budget status reports as necessary;
  - Prepares the annual budget document;
  - Prepares budget resolutions;
  - Monitors purchase order requisitions, travel requests and related documents to insure sufficient budget resources are available.