BUDGET PROCEDURES

Nevada Revised Statutes places direct expenditure authority for unincorporated town funds under the Board of County Commissioners. Town Advisory Boards (TABs) and Citizens Advisory Councils (CACs) are not allocated operating budgets to help carry out their administrative functions. Funds covering the cost of secretarial services, office supplies, postage, printing and small equipment as requested by the TAB/CAC is covered by Administrative Services. Records of supply purchases are maintained and utilized in forecasting operating requests. The expenditure of these funds on items not related to the administrative function of the board/council is not allowed.

Annual budget requests are compiled during TAB/CAC meetings in August and September prior to the upcoming budget year of July 1 – June 30. At request of the TAB/CAC Liaison, departments provide feedback on previous year TAB/CAC budget requests which is presented to TABs/CACs in August. Input from TABs/CACs for capital requests is encouraged and collected from each entity by TAB/CAC Liaisons and noted on official minutes in August. A formal agenda item on TAB/CAC budget recommendations will appear on the TAB/CAC agendas in September. Administrative Services staff will then forward to appropriate departments. Liaisons continue to provide feedback to TABs/CACs while responding to questions if departments request additional information. Each member of the Board of County Commissioners is also notified of the individual capital requests from the TABs/CACs in their districts by the TAB/CAC Liaisons.