

TITLE 1: ADMINISTRATION

CHAPTER 7 - BUDGET OFFICER

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SECTION 1-7-1 ADOPTION OF BUDGET OFFICER SYSTEM

Sections 8-2-9.1 through 8-2-9.10 of the Illinois Municipal Code (65 ILCS 5/8-2-9.1 THROUGH 65 ILCS 5/8-2-9.10) are hereby adopted.

SECTION 1-7-2 BUDGET OFFICER

- A. The office of Budget Officer is hereby created.
- B. The Budget officer shall be designated by the Mayor, with the approval of the Corporate Authorities.
- C. The Budget Officer shall take an oath and post a bond as provided by law.
- D. The Budget Officer may hold another municipal office, either elected or appointed, and may receive compensation for both offices.
- E. The Budget Officer shall serve at the pleasure of the Mayor.

SECTION 1-7-3 POWERS AND DUTIES OF BUDGET OFFICER

- A. Permit and encourage and establish the use of efficient planning, budgeting, auditing, reporting, accounting, and other fiscal management procedures in all City departments, commissions, and boards.
- B. Compile an annual budget in accordance with Section Four of this Ordinance.
- C. Examine all books and records of all City departments, commissions, and boards which relate to monies received by the City, City departments, commissions, and boards, and paid out by the City, City departments, commissions, and boards, debts and accounts receivable, amounts owed by or to the City, City departments, commissions, and boards.
- D. Obtain such additional information from the City, City departments, commissions, and boards as may be useful to the Budget Officer for purposes of compiling a City budget, such information to be furnished by the City, City departments, commissions, and boards in the form required by the Budget Officer. Any department, commission or board which refuses to make such information as is requested of it available to the Budget Officer shall not be permitted to make expenditures under any subsequent budget for the City until such City department, commission, or board shall comply in full with the request of the Budget Officer.
- E. Establish and maintain such procedures as shall insure that no expenditures are made by the City, City departments, commissions, or boards except as authorized by the budget.

SECTION 1-7-4 COMPILATION AND CONTENTS OF BUDGET

- A. The Budget Officer shall compile a budget, such budget to contain estimates of revenues available to the City for the fiscal year for which the budget is drafted, together with recommended expenditures for the City and all of the City's departments, commissions, and boards.

- B. Revenue estimates and expenditure recommendations shall be presented in a manner which is in conformity with good fiscal management practices. Substantial conformity to a chart of accounts, now or in the future, recommended by the National Committee on Governmental Accounting, the Auditor of Public Accounts of the State of Illinois, or the Division of Local Governmental Affairs and Property Taxes of the Department of Revenue of the State of Illinois or successor agencies shall be deemed proof of such conformity.
- C. The budget shall contain actual or estimated revenues and expenditures for the two (2) years immediately preceding the fiscal year for which the budget is prepared. So far as is possible, the fiscal data for such two (2) preceding fiscal years shall be itemized in a manner which is in conformity with the chart of accounts approved above.
- D. Each budget shall show the specific fund from which each anticipated expenditure shall be made.

SECTION 1-7-5 PASSAGE OF ANNUAL BUDGET – EFFECT

- A. Passage of the annual budget by the Corporate Authorities shall be in lieu of passage of the appropriation ordinance as required by law.
- B. The annual budget need not be published except in a manner provided for in Section 1-9-9 of this Code.
- C. The annual budget shall be adopted by the Corporate Authorities before the beginning of the fiscal year to which it applies.

SECTION 1-7-6 CAPITAL IMPROVEMENT, REPAIR, OR REPLACEMENT FUND

- A. In the preparation by the Budget Officer of the annual budget, an amount not to exceed three percent (93%) of the equalized assessed value of property subject to taxation by the City may be accumulated in a separate fund for the purpose or purposes of specific capital improvements, repairs, and/or replacements of specific types of municipal equipment or other tangible property, both real and personal, to be designated as the “Capital Improvement, Repair, or Replacement Fund”.
- B. By a vote of two-thirds (2/3) of the members of the Corporate Authorities then holding office, the annual budget for the City may be revised by deleting, adding to, changing, or creating sub-classes within object classes and object classes themselves.
- C. No revision of the budget shall be made increasing the budget in the event funds are not available to effectuate the purpose of the revision.

SECTION 1-7-7 FUNDS FOR CONTINGENCY PURPOSES

The annual budget may contain money set aside for contingency purposes not to exceed ten percent (10%) of the total budget, less the amount set aside for contingency purposes, which monies may be expended for contingencies upon a majority vote of the Corporate Authorities then holding office.

SECTION 1-7-8 PUBLIC INSPECTION, NOTICE, AND HEARING ON BUDGET

- A. The Corporate Authorities shall make the tentative annual budget conveniently available to public inspection for at least ten (10) days prior to the passage of the annual budget, by publication in the journal of the proceedings of the Corporate Authorities or in such other form as the Corporate Authorities may prescribe.
- B. Not less than one (1) week after the publication of the tentative annual budget, and prior to final action on the budget, the Corporate Authorities shall hold at least one (1) public hearing on the tentative annual budget, after which hearing or hearings the tentative budget may be further revised and passed without any further inspection, notice or hearing.