

State Local Finance Officer

The Kentucky Revised Statute 65.065 requires the State Local Finance Officer to prepare and supply each county clerk with standard budget and reporting forms for distribution to all special districts. State law requires the governmental unit to use these forms in the preparation of the tentative budget. When adopted, the budget is to be filed with the fiscal court to be available for public inspection. No special district budget shall become effective until filed with the fiscal court of the county in which the district is located for submission to the Department for Local Government. For those multi-county special districts a copy of the budget must be filed with each fiscal court within the jurisdiction of the district. The budget should be filed with the fiscal court by June 1 of each year.

Questions are frequently raised about the necessity of using the budget forms when governmental units have their own computerized budget process, which provides printouts in a different format than these forms. This is a very legitimate concern, but it needs to be considered in relation to the intent and purpose of uniformity. Many different citizens' groups, research organizations and other groups use these forms for analysis and research purposes. Because of their needs and the intent of the law, the budget forms or a computer printout with the same information and format must be filed with the respective fiscal courts. For tentative budget purposes, the districts may use their own forms, but when requested by citizens or other users, the district must provide the budget to them in the format required by law.

Governmental accounting standards require that three comparative years be provided in the budget. Columns for prior year actual, current year estimate, and ensuing year budget are provided on each budget form. This information, set out in columns, is helpful to district officials and the public by providing historical perspective.

A budget signature page is required with each budget. This page certifies that the attached budget is a true and correct copy of the budget as adopted and that appropriate notification and hearing requirements were met.

The decision as to what is the appropriate fund structure for a specific district is important in that it has a significant impact on budgetary procedures and financial reporting. It also impacts the basis of accounting and measurement focus to be used. The budget forms are for a single fund only, use a separate form for each fund. The State Constitution requires that all governmental budgets be balanced, and utilize a July 1, through June 30, fiscal year. Therefore, the total appropriations line must equal the total available line. All funds must be budgeted and no money can be legally expended unless it has been properly budgeted.

Notation: In Jefferson County, the Budget of a Fire Protection District is filed with the Cabinet for Public Protection pursuant to a Louisville Metro Government memorandum dated March 19, 2003, issued pursuant to the authority of KRS 67C.121. In every other Kentucky county, a Fire Protection District is required to file its annual Budget with the Fiscal Court of the county where the Fire District is located.