

“Uniform Budgetary Process”

(outlined in W.Va. Code §7-7-7)

As Recommended by the County Commissioners' Association of West Virginia November 30, 1998

Prior to February 14:

Notify elected officials and department heads of beginning of budgetary process. Send budget request forms to each. Request cover letter of explanation be returned with budget requests by March 2.

By March 2 (§7-7-7):

Commission shall receive all budget requests and letters of explanation from elected officials and department heads by this date. *No elected official may, without the approval of the county commission, spend or obligate, before the end of the calendar year, more than 50% of the funds allocated for his or her office in the fiscal year budget, in any fiscal year where the person holding the office is leaving office due to either resignation or the results of an election. (§7-7-7a)*

By March 3 (§11-3-6):

Commission shall receive ad valorem assessment values from the Assessor for the next fiscal year. A draft budget for commissioners to work with should be prepared based on last year's appropriations and estimated revenues received from the County Clerk.

Prior to March 5 (§7-7-7):

Make appointments with each elected official and department head to meet with the County Commission to discuss and give “due consideration” to budget requests. It is important that all County Commissioners attend these budget request appointments. In the event an elected official declines to meet with the Commission, the elected official should provide to the Commission a signed affidavit declining their right to this opportunity.

By March 12:

The Commission shall schedule work sessions as needed to discuss and develop a draft budget and consider any suggested changes.

No Later Than March 27:

The final draft shall be prepared and brought before the Commission for vote in open session and entered by the County Clerk into the official minutes of the County Commission. Copies of the final budget as approved by the County Commission, shall be provided to each elected official and department head along with a statement of receipt signed by the elected official or department head and returned to the Commission.