

BASIC QUESTIONS FOR CONSIDERATION  
OF THE CONCORD TOWNSHIP GOVERNMENT STUDY COMMISSION  
RELATIVE TO BUDGET AND FINANCE UNDER A HOME RULE CHARTER

	<b>DECISION</b>
1. Should the Fiscal Year remain January 1 to December 31?	
2. When should the annual operating budget be presented to the legislative body by the Manager? (Nov. 30, Nov. 15, Nov. 1, Oct. 15, Oct. 1, etc.)	
3. Should the budget be required to, for example, “be a complete and balanced financial plan for the Township consisting of an operating budget and a capital budget, and including the revenues and expenditures of all relevant funds of the Township government, and all tax levies and other resources necessary to produce the anticipated revenues”?	
4. Should the Manager be required to submit “a simple, clear general summary of the detailed contents of the budget” (a budget message)?	
5. Should additional details as to budget format be provided in the Charter or should the Administrative Code provide for such (with specific essential elements and within certain parameters defined in the Charter)?	
6. For how long should the proposed budget be available for public inspection?	
7. Should the legislative body be required to hold a special public hearing on the budget?	
8. What should the absolute final date be for approval of the budget?	
9. What should happen if no budget is adopted by this date? (e.g., “the budget as proposed by the Manager becomes effective as if adopted by the legislative body”)	
10. During the fiscal year, should the legislative body be allowed—by ordinance—to make changes in the budget? If so, must the legislative body hold a public hearing if the aggregate change exceeds a specific threshold? If so, what should the threshold be? e.g., 10 percent in any department; 10 percent overall?	

<p>11. During the fiscal year how much discretion should the Manager have to make changes in the budget? (e.g., "...may at any time during the fiscal year transfer part of all of any unencumbered balance within a department, office, agency, or other organizational level, provided that total transfers do not exceed five/ten/??? percent of the total budget of the department involved"—proper notification of the legislative body would be required.)</p>	
<p>12. Should emergency appropriations be allowed? If yes, must clearly define emergency appropriations.</p>	
<p>13. Should the Manager be required to draft a comprehensive long-range (3-5 year) plan for public services, capital improvements, and fiscal policy for consideration and adoption by the legislative body? Should the Charter include a detailed description of the scope of the comprehensive long-range plan <u>or</u> should the Charter mandate that the Administrative Code provide for such (with specific essential elements and within certain parameters defined in the Charter)?</p>	
<p>14. Should the Charter include a detailed description of the accounting system to be employed by the Township <u>or</u> should the Charter mandate that the Administrative Code provide for such (with specific essential elements and within certain parameters defined in the Charter—e.g., "...the Accounting System must adhere to Generally Accepted Accounting Principals (GAAP)..."? (This would require full accrual or modified accrual accounting depending on the nature of the fund.)</p>	
<p>15. Should the legislative body annually retain a CPA to make an independent post audit of the Township's financial records and actions? If so, shall there be a limit on the number of times the audit may be performed by the same firm?</p>	