

City of Santa Fe Transit Division Budget Control Process

1. Purpose

Establish a systematic approach to financial oversight, budget development, monitoring, and reporting to ensure fiscal responsibility and strategic financial management for Operating, Capital and award budgets.

2. Scope

Applies to the City's Transit division's budget reported quarterly for review and discussion by the Transportation Advisory Board during regularly scheduled quarterly meetings.

3. Budget Analysis Principles

- Transparency in financial reporting
- Alignment with organizational strategic goals
- Proactive financial management
- Data-driven decision-making
- Continuous fiscal optimization

4. Budget Development Process

4.1 Annual Budget Preparation

- Budget planning starts in January prior to the beginning of the following fiscal year
- Transit's Administrative Manager works with the Public Works Business Manager and the Division's Transit Director of Administration and the Transit Director of Operation and Maintenance to complete a budget proposal.
- The draft budget proposal is submitted to Finance's budget team annually (due dates can vary in January/February), if time allows Transit will present the budget to the Transportation Advisory Board before it is submitted to Finance
- In the event that the budget cannot be reviewed by the board prior to submittal to Finance, the budget will be presented for review at the next scheduled board meeting following the completion/submittal of the draft
- The budget will then be presented to the Governing Body sometime in March during scheduled budget hearings

5. Ongoing Budget Monitoring

5.1 Quarterly Financial Review

A budget to actual financial report will be produced from the City's financial management software (MUNIS) by the Administrative Manager and reviewed by the Transit Director of Administration for submittal to the Transportation Advisory Board for review and approval during each quarter's TAB meeting. Transit will investigate when a category is within 10% of the available budget. The following items will be reviewed and discussed.

- Actual vs. budgeted expenditures
- Revenue performance