

**HILLSBOROUGH TRANSIT AUTHORITY  
POLICY MANUAL**

**900: FINANCIAL AND BUDGETING POLICIES AND PROCESSES  
920: GENERAL FISCAL POLICIES**

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**920.10 GENERAL POLICY ON BUDGETING**

- (1) Pursuant to HART Charter, the operating budget authorizing expenditure of HART funds will be adopted annually by the Board of Directors and presented in a multi-year format to include long-term planning and will be considered statutory spending authorization.
- (2) HART Finance Department shall estimate 95 percent of all ad valorem receipts reasonably anticipated pursuant to §F.S. 129.01(2)(b).
- (3) Non-recurring items are funded from non-recurring sources, usually fund balance and/or grants, when approved by the Board of Directors, and recurring budget items are funded from recurring sources.
- (4) The annual operating budget of HART shall balance the public transit needs of the community with the fiscal capabilities and resources available to HART, with its intent to achieve the goals and objectives established by the HART Board for the following fiscal year and pursuant to the Transit Development Plan (TDP).
- (5) HART recognizes that its citizens deserve a commitment from HART for fiscal responsibility, and that a balanced operating budget is the cornerstone of that responsibility. Annual operating expenses will be fiscally balanced with revenues or income estimates that can reasonably and normally be planned to be received during the fiscal year. New programs or changes in policies which would require the expenses of additional operating funds will either be funded through reductions in existing programs of lower priority or through adjustments to fees, service charges, or taxes. Requests for new, or changes to programs or policies will be accompanied by an analysis of the short- and long-term impact on the operating budget caused by the recommended changes.
- (6) New programs, services, or facilities shall be based on general citizen demand or need and/or Board direction and amended to the TDP.
- (7) HART shall prepare and implement a Capital Improvement Budget which shall schedule the funding and construction of projects for a five-year period. The CIP Program shall balance the needs for improved public facilities as identified in HART TDP.
- (8) HART shall provide funding for public services on a fair and equitable basis, and shall not discriminate in providing such services on the base of race, sex, color, religion, national origin, or physical limitation.
- (9) Budgets for all HART departments and all other HART expenses shall be under HART Board appropriation control.

HART Clerk: \_\_\_\_\_



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**920.10 GENERAL POLICY ON BUDGETING (cont'd)**

- (10) Preparation of HART budget shall be in such a format as to allow correlation with the costs reported in HART Comprehensive Annual Financial Report (CAFR) and prepared in anticipation of submission to the Government Finance Officers Association (GFOA) for evaluation and review.

HART Clerk: \_\_\_\_\_

