

**HILLSBOROUGH TRANSIT AUTHORITY
POLICY MANUAL**

900: FINANCIAL AND BUDGETING POLICIES AND PROCESSES

930: ANNUAL OPERATING REVENUES AND EXPENSES

930.20 EXPENSE GUIDELINES

- (1) As early as practical in the budget process, the CEO and Executive Team shall discuss staffing for both current and planned years.
- (2) Contractual obligations and compensation plans for employees will be provided. Along with all other required budget material submitted by division and department directors in March and April of each year, the Risk and Human Resource Manager shall prepare an estimate of amounts to be budgeted for workers' compensation, self-insurance for liability and healthcare and other related claims.
- (3) Normal maintenance requirements necessary to sustain the basic asset value will be included in the budget of the proper operating fund.
- (4) Future capital improvement requirements and replacements will be included in operating plans requiring such reserves as may be necessary. The annual amount set aside to provide reserves for future capital requirements should be consistent with individual departmental needs.
- (5) Capital funding will be provided for major improvements and automation of services based on multiple-year planning, the adopted TDP and appropriate cost benefit analysis. Each year, as early as practical, the Executive Team shall discuss specific capital replacement requirements and policies for the upcoming year.
- (6) An amount equal to two percent of the hudgeted expenditures for the next fiscal year shall be budgeted as a reserve for contingency. Statutorily, ten percent maximum is allowed.

HART Clerk: _____

