

**MWD**

METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

April 16, 1993

(Finance and Insurance Committee--Action)  
 (Legal and Claims Committee--Action)  
 To: Board of Directors (Executive Committee--Action)  
 (Special Budget Committee--Information)  
 From: General Manager  
 Subject: Administrative Code Provision for  
 Distribution of Proposed Budget

### Report

The Administrative Code presently provides in Section 5107 for transmittal of the proposed budget to all directors and to the Auditor not less than 65 days prior to the date it is submitted to your Board. However, supplying the proposed budget materials to all directors has become increasingly expensive. Therefore, an amendment to Section 5107(a) is proposed to provide for transmittal within this time frame to members of the Special Budget Committee and to the Auditor for review. The proposed amendment provides further that the proposed budget will be available to all directors from the Executive Secretary. A conforming change to Section 2531 is also proposed.

The proposed revisions are shown by underscoring and strikeouts on Attachment B.

### Board Committee Assignments

This letter is referred to:

The Finance and Insurance Committee for action, pursuant to its jurisdiction under Administrative Code Section 2441(a) in the preparation of budgets;

The Legal and Claims Committee for action, pursuant to its jurisdiction under Administrative Code Section 2461(g) with respect to the organization and contents of the Code;

The Executive Committee for action, pursuant to its jurisdiction under Administrative Code Section 2417(e) regarding policies and procedures to be considered by the Board; and

The Special Budget Committee for information, pursuant to its authority under Administrative Code Section 2531 to review the proposed annual budget.

Recommendation

**FINANCE AND INSURANCE, LEGAL AND CLAIMS AND EXECUTIVE COMMITTEES FOR ACTION.**

It is recommended that Sections 2531 and 5107 of the Administrative Code be amended to read as shown in Attachment A.

  
General Manager

SBB:gm  
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Attachments

## ATTACHMENT A

### § 2531. Duties and Functions.

Reviews proposed annual budget; submits to the General Manager such recommendations as it may see fit; reports its actions and recommendations to other concerned committees, including the Executive Committee. The Special Budget Committee may request the Executive Committee to refer the report and recommendations of the Special Budget Committee and any comments of the Executive Committee thereon to the Board for appropriate action.

### § 5107. Annual Budget.

(a) There shall be prepared, under the direction of the General Manager, a proposed annual consolidated budget which shall be submitted to the Board no later than the date of the regular Board meeting in June immediately preceding the fiscal year to which the budget applies. The proposed budget shall indicate by fund all anticipated expenditures and required reserves and the source of moneys to be used to meet such expenditures and provide such reserves. Copies of the proposed budget shall be transmitted to all members of the Special Budget Committee and to the Auditor at least 65 days in advance of said submittal to the Board and shall be available in the office of the Executive Secretary upon request.

## ATTACHMENT B

### § 2531. Duties and Functions.

Reviews proposed annual budget; ~~immediately after its transmission to the members of the Board and to the Auditor;~~ submits to the General Manager such recommendations as it may see fit; reports its actions and recommendations to other concerned committees, including the Executive Committee. The Special Budget Committee may request the Executive Committee to refer the report and recommendations of the Special Budget Committee and any comments of the Executive Committee thereon to the Board for appropriate action.

### § 5107. Annual Budget.

(a) There shall be prepared, under the direction of the General Manager, a proposed annual consolidated budget which shall be submitted to the Board no later than the date of the regular Board meeting in June immediately preceding the fiscal year to which the budget applies. The proposed budget shall indicate by fund all anticipated expenditures and required reserves and the source of moneys to be used to meet such expenditures and provide such reserves. Copies of the proposed budget shall be transmitted to ~~all directors~~ all members of the Special Budget Committee and to the Auditor at least 65 days in advance of said submittal to the Board and shall be available in the office of the Executive Secretary upon request.