

**PURPOSE:** The development and use of revenue policies:

- Aid in the consistent provision of public services;
- Help ensure financial stability regardless of economic fluctuations;
- Guide revenue practices so they are fair to citizens.

**POLICY:**

- 1 The County shall endeavor to maintain a diversified and stable revenue stream to provide protection against fluctuations in any revenue source. This shall include consideration of establishing a Municipal Service Benefit Unit (MSBU) or Municipal Service Taxing Unit (MSTU) when the improvement or benefit is directed at a specific area in the County.
- 2 In the event a significant revenue shortfall is projected or has occurred, the County will develop a plan to reduce expenditures, use reserves, and/or take other appropriate actions to maintain the financial integrity of the County.
- 3 Non-recurring revenues in the General, County Transportation and Municipal Service Funds are strongly discouraged from funding recurring expenditures. Examples of non-recurring revenues are sales of fixed assets, budgetary savings from a debt refinancing, court settlements, tax collection windfalls and fund balance.
- 4 Department/division heads will review department revenues annually during the budget process. The full cost of providing services for which fees are or should be charged will be identified. The calculation of cost will include all reasonable and justifiable direct and indirect cost components. Fee schedules will be based upon cost recovery goals for each fee and will be approved by the County Manager and Board as required by enabling legislation.
- 5 County staff will continue to diligently pursue federal and state grants and legislative changes where necessary.
- 6 The County will follow a responsible policy of collecting revenues.
- 7 Florida Statutes will be adhered to in determining how state revenues shall be budgeted and spent.
- 8 The budget will be organized so that revenues are related to expenditures whenever possible. County wide revenues shall be allocated to funds providing county wide services and unincorporated revenues to funds that provide unincorporated services. Revenues generated by departments will be assigned the same organizational number as the departmental expenditures.
- 9 When budgeting revenues, the local economy and guidance from the state will be taken into consideration. Reasonable estimates will be maintained to avoid a potential revenue shortfall.
- 10 Ad Valorem, Surtax, and Sales Tax revenues shall be budgeted based on prior year's collection levels, trends, and current economic events. Not less than 95% of estimated revenue collections will be budgeted.
- 11 All fee revenues (including impact fees) will be based on fee schedules adopted by the Board. All BOCC fee schedules will be reviewed on an annual basis and updated as necessary.
- 12 Each year, before budget packages are sent to departments, the Budget Officer will prepare major revenue estimates and provide those estimates to the County Manager so he/she may provide

guidance to departments in preparing budget requests.

- 13 For the purpose of financial reporting, the County considers revenue to be recognizable when receipt is measurable and available. Availability is defined as anticipated to be received within sixty (60) days.