

## Recreation Commission Budget Checklist

**Budget Document Checklist:** All documents included below are due to the sponsoring city or unified school district, and **County Clerk** by **August 1**, in an electronic format (per KSA 12-1927)

- ✓ Certificate page with signatures of governing body (commission board)
- ✓ Statement of Conditional Lease Purchase and Certificate of Participation (if applicable)
- ✓ All applicable fund pages (general, insurance, employee benefit, and/or donation fund)
- ✓ Budget summary
- ✓ *Published* Notice of Budget Hearing
- ✓ Proof or affidavit of publication (if necessary, i.e. if publication date is not included on published Notice of Budget Hearing)
- ✓ Resolution (if applicable)

### Budget Timeline (KSA 12-1927)

- **June 15:** Assessed Property Valuations from County Clerks
- **July 11:** Last day for notice of hearing to be published in weekly or daily newspaper within the taxing district
- **July 22:** Last day for public hearing with taxpayers
- **July 22-July 31:** Recreation Commission formally adopts budget
- **August 1:** Recreation Commission budget due to city or school district, and County Clerk
- **August 25:** City or School District budget due to County Clerk