

TOWN OF ALTA

RESOLUTION NO. 2024-R-6

**A RESOLUTION OF THE TOWN COUNCIL OF ALTA, UTAH
ESTABLISHING A BUDGET COMMITTEE**

WHEREAS, prudent financial management is crucial for the continued success and stability of the Town of Alta; and

WHEREAS, the Town Council recognizes the importance of transparency and clarity of budget and financial planning documentation; and

WHEREAS, the attached Budget Committee Charter provides operating guidelines for the committee; and

WHEREAS, the establishment of a dedicated Budget Committee will enhance the efficiency and effectiveness of the budget planning process;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF ALTA, UTAH AS FOLLOWS:

Section 1. The Budget Committee Charter is hereby established for the Town of Alta and is attached as Exhibit A.

Section 2. This resolution shall become effective immediately upon passage.

PASSED AND APPROVED this 13th day of March, 2024.

By

Mayor Roger Bourke

ATTEST:

Jen Clancy, Town Clerk

VOTE:

Mayor Bourke _____

Councilmember Byrne _____

Councilmember Schilling _____

Councilmember Anciales _____

Councilmember Morgan _____

MAYOR
ROGER BOURKE
TOWN COUNCIL
CAROLYN ANCTIL
JOHN BYRNE
ELISE MORGAN
DAN SCHILLING



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Exhibit A

Budget Committee Charter

Authority

Pursuant to resolution number 2024-R-6, dated March 13, 2024, the Alta Town Council has established a Budget Committee to operate according to this charter. The Budget Committee serves as an advisory body to the town manager in preparation of annual Town of Alta fiscal budgets for proposal to the Town Council.

Purpose

The purpose of the Budget Committee is to assist the town manager and budget officer in the preparation, review, and recommendation of annual budgets to the Town Council. The committee makes recommendations to ensure fiscal responsibility, transparency, and clarity of budgets and financial planning documentation.

Membership

- The Budget Committee shall consist of a minimum of 5 members and no more than 7 members.
- At least 2 committee members shall be councilmembers.
- The town manager, budget officer, and treasurer shall serve *ex-officio* on the committee.

Appointment

- The town manager¹ shall appoint committee members with advice and consent of the Town Council.
- The town manager, budget officer, and treasurer serve *ex-officio*
- All appointments shall include a term end date.
- No member of the Budget Committee shall receive additional compensation for their service on the committee beyond existing wages.

Qualifications

- Committee members should collectively possess knowledge of budgeting, accounting, and financial reporting.

Duties and Responsibilities

- Assist in the preparation, review, and recommendation of annual budgets to the Town Council.
- Review revenue projections, expenditure requests, staff compensation structure, and departmental justifications.
- Review sources of risk and recommend procedural changes.

¹ [Alta Code 1-15-2\(A\)\(4\)](#)

- Recommend and review fiscal health targets.
- Assist in creating transparent and legible financial reports for presentation to the council and the public.
- Propose recommendations for budget adjustments and improvements.
- Periodically review outsourced labor expenditures and make recommendations.
- Provide regular updates and recommendations on the budget process to the Town Council to foster transparency and facilitate the council's ability to make key decisions.
- Assess the impact of proposed budgets on the community and services.
- Approve committee meeting minutes via a quorum.

Decision Making

Meeting minutes shall be approved by a quorum of the committee. A quorum of the Budget Committee constitutes a simple majority of the total membership.

Meetings

The Budget Committee shall be chaired by the budget officer and subject to the Open and Public Meetings Act². The committee shall meet regularly from January through June each year during the budget preparation period and as needed otherwise.

The agenda of each meeting shall be clearly determined in advance and committee members should receive supporting documents in advance, for reasonable review and consideration. Meetings will not be conducted unless a quorum is present. The chair of the Budget Committee shall create meeting minutes which include:

- Agenda
- Time, date, and location
- Attendance
- A summary of the topics discussed
- Record of recommendations that will be made to the Town Council

Charter Review

As needed, the Budget Committee shall recommend modifications to this charter for the Town Council's review.

² [UCA 52-4-202](#)