

**CHEROKEE COUNTY BOARD OF COMMISSIONERS**

**REQUEST TO BE ON AGENDA**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

DETAILED REASON FOR REQUEST:

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SIGNATURE OF REQUESTOR

REQUESTS MUST BE RECEIVED TEN CALENAR DAYS PRIOR TO THE REQUESTED MEETING DATE. REQUESTS MUST PERTAIN TO COUNTY BUSINESS. COUNTY BUSINESS IS DEFINED AS: ANY ITEM OF BUSINESS THAT REQUIRES BOARD ACTION, OR DISCUSSION AND CONSIDERATION OF AN ITEM THAT THE BOARD OF COMMISSIONERS HAS STATUTORY AUTHORITY TO ACT ON. REQUESTS MUST BE ACCOMPANIED BY SUPPORTING DOCUMENTATION.

**NOTE: FUNDING OR BUDGETARY REQUESTS MUST MEET REQUIREMENTS OF THE ATTACHED ORDINANCE**

# Supplemental Budget Request Ordinance

Whereas, the North Carolina Local Government Budget and Fiscal Control Act vests appropriations of local revenues to the exclusive control of the Board of County Commissioners subject to state and federal law.

Whereas, Cherokee County administration is responsible for executing the budgetary decisions made by the Board of County Commissioners and for ensuring compliance with the North Carolina Local Government Budget and Fiscal Control Act, State statutes and federal regulations, as well as stewardship of already-budgeted taxpayer dollars.

Whereas, proper notice and vetting of funding requests outside of the established county budget are necessary from time to time.

Whereas, the Cherokee County Board of County Commissioners requires information regarding the nature, scope, possible alternatives, and availability of funds to consider supplemental budgetary requests.

WHEREFORE, The Cherokee County Board of Commissioners, hereby, implements, adopts, and ordains the following regarding supplemental budgetary requests from all county departments and other agencies requesting funding from Cherokee County:

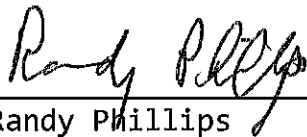
Supplemental funding is any and all funding outside of, or in addition to, the Cherokee County Budget Ordinance for the fiscal year in which the request is made. Any requesting individual, department, municipality or other agency requesting funding from the County shall submit the following no less than ten (10) calendar days before the matter is requested to be brought before the County Commission:

1. A document detailing:
  - the request and the need for the requested item or service
  - signature of the person or agency/department head making the request.
  - supporting documentation such as cost estimates, quotes, etc.
  - delivery dates of requested items or services
  - efforts made to secure alternative funding (grants, other governmental bodies, etc.)
  - availability of already budgeted funds to the agency/department that may be used to fund the purchase.
2. Any such other documentation or information as may be requested by the County Manager, Assistant County Manager or Chief Finance Officer.

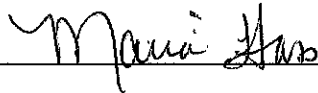
The County Manager, in his authority under Rule 9 of the Rules of Procedure of the Cherokee County Board of Commissioners, and at his discretion, may waive the 10-day submission requirement and place the budget request on the agenda of the Board.

The Cherokee County Board of Commissioners may by unanimous vote place any budgetary request for supplemental funding on the agenda for consideration at any meeting of the Board of Commissioners.

SUCH IS HEREBY ORDAINED and effective as of this the 1st day of July, 2024 and shall remain until modified or repealed.



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Randy Phillips  
Chairman of the Cherokee County Board of Commissioners  
ATTEST:



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Maria Hass  
Clerk to the Board of Commissioners

