



## FLOWCHART OF STATUTORY MANDATES CONCERNING THE LOCAL GOVERNMENT BUDGET ACT

	CITES	POLITICAL SUBDIVISIONS	ELECTED OFFICIALS	SCHOOL BOARDS
<b>Complete Budget</b>	R.S. 39:1305(A)	✓	✓	✓
<b>Budget Preparer</b>	R.S. 39:1305(B)	Chief Executive or Administrative Officer	Elected Official	Local Superintendent
<b>Budget Message Prepared by:</b>	R.S. 39:1305 (C)(1)	Chief Executive or Administrative Officer	Elected Official	Local Superintendent
<b>Budget Instrument for Adoption</b>	R.S. 39:1305(D) (R.S. 33:406(A)(3))	Ordinance or Resolution (Lawrason Act Municipalities - Ordinance only)	Letter authorizing implementation signed by elected official	Resolution
<b>Completed &amp; Submitted for Public Inspection</b>	R.S. 39:1306	<u>Political Subdivision</u> - 15 days prior to beginning of fiscal year  <u>Parish</u> - Prior to 15 <sup>th</sup> day of fiscal year	15 days prior to beginning of fiscal year	15 days prior to date of adoption
➤ <b>Publication</b>	R.S. 39:1307(B)	Official Journal	Official Journal	Official Journal
➤ <b>Public Hearing</b>	R.S. 39:1307(A)(C)	No sooner than 10 days after publication	No sooner than 10 days after publication (A.G. Opinion #85-938A)	✓ Prior to September 15 <sup>th</sup> of fiscal year
➤ <b>Certify Completion of Public Process</b>	R.S. 39:1307(D)	Notice in Official Journal	Notice in Official Journal	Notice in Official Journal
<b>Adoption</b>	R.S. 39:1309	<u>Political Subdivision</u> - At open meeting before end of prior fiscal year.  <u>Parish</u> - At open meeting prior to 30 <sup>th</sup> day of new fiscal year.	No public meeting required	At open meeting – by September 15 of fiscal year R.S. 17:88(A)  Send to State Superintendent by September 30 <sup>th</sup> for approval R.S.17:88(C)
<b>Retain Certified Copies</b>	R.S. 39:1309(D) & R.S. 39:1313	Chief Executive or Administrative Officer	Elected Official	Local Superintendent
<b>Amendments to Adopted Budget</b>	R.S. 39:1310* & 1311 <i>*Not applicable to amendments to proposed budget prior to final adoption</i>	Adopted at public meeting* after publication on the agenda. <i>*No additional separate public hearing required</i> (Must amend if there is a 5% variance in revenues or expenditures or beginning fund balance.)	Publication in the Official Journal* <i>*No additional separate public hearing required</i> (Must amend if there is a 5% variance in revenues or expenditures.)	Adopted at public meeting* after publication on the agenda. <i>*No additional separate public hearing required</i> (Must amend if there is a 5% variance in revenues or expenditures)

**Click here for Additional information on the [LGBA](#).**

➤ Public participation is required if the total proposed expenditures are \$500,000 or more.