RESOLUTION ADOPTING A POLICY ON ZERO-BASED BUDGETING (ZBB)

WHEREAS, the Burke County Board of Commissioners is responsible for adopting an annual balanced budget ordinance and providing oversight of the County's financial operations in accordance with North Carolina General Statutes Chapter 159; and

WHEREAS, the Board of Commissioners seeks to promote fiscal responsibility, transparency, and accountability in the development of the County's annual budget; and

WHEREAS, Zero-Based Budgeting (ZBB) is a budgeting approach that encourages the evaluation and justification of expenditures during each budget cycle; and

WHEREAS, the Board desires to establish a policy framework to guide the incorporation of Zero-Based Budgeting principles into the County's budget development process, while maintaining flexibility and compliance with applicable laws; and

WHEREAS, the County Manager, as Budget Officer pursuant to N.C.G.S. § 159-11, is responsible for preparing and submitting the recommended annual budget to the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED by the Burke County Board of Commissioners as follows:

1. **Adoption of Policy**

   The Burke County Board of Commissioners hereby adopts the "Policy on Zero-Based Budgeting (ZBB)," attached hereto as Exhibit A and incorporated herein by reference.

2. **Implementation**
   The County Manager, as Budget Officer, is directed to administer and implement the Policy on Zero-Based Budgeting (ZBB) in a manner consistent with applicable provisions of North Carolina General Statutes Chapter 159 and other relevant laws.

3. **Administrative Authority**
   The County Manager is authorized to develop procedures, guidance, templates, and timelines necessary to implement the policy and may phase implementation over multiple fiscal years to ensure administrative feasibility and effectiveness.

4. **Severability**
   If any section or provision of this resolution is determined to be invalid or unenforceable, such determination shall not affect the validity of the remaining provisions.

5. **Effective Date**
   This resolution shall be effective upon adoption.

Adopted this 18th day of May 2026.

DRAFT

_____

Jeffrey C. Brittain, Chairman
Burke Co. Board of Commissioners

Attest:

_____

Katherine Wright
Interim Clerk to the Board

DRAFT

Exhibit A:

Burke County Board of Commissioners
Policy on Zero-Based Budgeting (ZBB)

___

Policy Title: Adoption of Zero-Based Budgeting for Burke County

Effective Date: [Insert Date]

Adopted By: Burke County Board of Commissioners

___

I. Purpose

The purpose of this policy is to establish a formal budgeting framework that promotes fiscal responsibility, transparency, and accountability by requiring the use of Zero-Based Budgeting (ZBB) principles in the development of the annual Burke County budget.

This policy ensures that all expenditures are justified annually, rather than relying on prior-year budgets as a baseline.

___

II. Policy Statement

The Burke County Board of Commissioners hereby adopts Zero-Based Budgeting (ZBB) as the official budgeting methodology for Burke County government operations.

All county departments and agencies shall prepare and submit their annual budget requests using Zero-Based Budgeting principles, beginning from a "zero base," with all expenses required to be justified for each new budget cycle.

___

III. Definitions

Zero-Based Budgeting (ZBB): A method of budgeting in which all expenses must be justified for each new budget period, starting from a base of zero, rather than adjusting prior budgets incrementally.

DRAFT

___

IV. Scope

This policy applies to:

- All Burke County departments
- All county-funded programs and services
- Any agency or organization receiving county appropriations

___

V. Requirements

1. Annual Budget Development

Each department shall:

- Build its budget request from a zero base each fiscal year
- Justify all requested expenditures, including personnel, operations, and capital
- Identify the purpose and expected outcomes of each expenditure

___

2. Program Evaluation

Departments shall:

- Evaluate all programs and services annually
- Identify essential vs. non-essential services
- Provide performance metrics where applicable

___

3. Decision Packages

Departments may be required to:

- Organize budget requests into "decision packages"
- Rank programs or funding levels based on priority and necessity

___

DRAFT

4. Transparency and Documentation

All budget submissions shall:

- Include clear explanations for funding requests
- Be documented in a manner that allows comparison and review by the Board and the public

___

5. County Manager Role

The County Manager shall:

- Develop and provide guidance, templates, and timelines for ZBB implementation
- Review departmental submissions for completeness and alignment with policy
- Present a recommended budget to the Board consistent with ZBB principles

___

VI. Implementation

This policy shall take effect for the budget cycle beginning Fiscal Year [Insert Year].
The County Manager may implement ZBB in phases if necessary to ensure effective adoption.
Training and support shall be provided to department heads as needed.

___

VII. Exceptions

The Board of Commissioners may allow limited exceptions to ZBB requirements in cases where:

- Legal or contractual obligations require fixed funding levels
- State or federal mandates dictate specific budgeting formats

Any exceptions must be clearly documented and approved by the Board.

___

VIII. Review and Amendment

DRAFT

This policy shall:

- Remain in effect until amended or repealed by formal action of the Burke County Board of Commissioners
- Be reviewed periodically to ensure effectiveness and alignment with county goals

___

IX. Authority

This policy is adopted under the general budgeting authority of the Burke County Board of Commissioners as provided by the laws of the State of North Carolina.

___

X. Adoption

Adopted this___ day of _____ 20__ by the Burke County Board of Commissioners.

DRAFT