



MEMORANDUM

Meeting Date: 10/14/2024

To: Town of Grand Lake Board of Trustees
From: Heike Fawkes, Treasurer

Re: Appointment of Budget Officer

Historically, the former Town Manager has held the title of Budget Officer, while the Treasurer has been responsible for all budget preparation and compliance work. To comply with Colorado's Local Government Budget Law (C.R.S. 29-1-104), we need to formally designate a Budget Officer. This officer is responsible for preparing the annual budget for the town. The budget officer ensures that the budget aligns with statutory requirements and is submitted in a timely manner for adoption by the governing body.

Motion: I move to appoint _____ as the Town's Budget Officer, in accordance with Colorado's Local Government Budget Law (C.R.S. 29-1-104).