



10405 Merrill Road
P.O. Box 157
Hamburg, MI 48139
(810) 231-1000
www.hamburg.mi.us

TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting & HR

DATE: January 7, 2025

AGENDA ITEM TOPIC: 2025/2026 Budget Process

Number of Supporting Documents: **01**

Requested Action

Motion to approve the 2025/2026 Budget Process as presented.



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Supervisor Pat Hohl Clerk Mike Dolan Treasurer Jason Negri Trustees Joanna Hardesty, Patricia Hughes, Chuck Menzies, Nick Miller

DATE: January 7, 2025
FROM: Michelle DeLancey
TO: Department Heads and Township Board
RE: 2025/2026 BUDGET PROCESS

DATE	PROCEDURE
January 21	Township Board approves the Budget Process
February 10	Employee Evaluation with recommendation of step increases to Supervisor and Director of Accounting
February 10	Goals and Objectives to Supervisor and Director of Accounting
February 17 to 28	Meet with Supervisor and Director of Accounting to review budget requests, Goals & Objectives, Employee Evaluations, and job descriptions
April 15	Strategic Planning, 10:00 am
April 16 to 25	Finalize budget requests with Supervisor and Director of Accounting
May 6	Draft Budget to the Board
May 20	Budget Work Session 1:30 pm
May 21 to 28	Supervisor and Director of Accounting make final budget revisions – Budget in Board packet
June 3	Budget Public Hearing, 2:00 pm
June 17	Final Budget to Board for adoption during Regular Board Meeting