

# **AGENDA ITEM SUMMARY SHEET**

## **City of Rollingwood**

**Meeting Date: September 18, 2024**

**Submitted By:**

Staff

**Agenda Item:**

Discussion and possible action on a Budget Management and Review Policy

**Description:**

Staff has drafted a Budget Management and Review policy that serves as a framework of the city's budget process. This policy outlines:

- How budget requests are to be made by department directors
- The budget process from approval of the budget calendar to adoption
- The process for budget amendments, and
- The quarterly budget review process.

This policy was adopted last year and staff recommends that this policy be reviewed and approved annually in conjunction with budget approval.

**Action Requested:**

To consider approval of the Budget Management and Review Policy.

**Fiscal Impacts:**

No fiscal impact anticipated at this time.

**Attachments:**

- Budget Management and Review Policy