

# **AGENDA ITEM SUMMARY SHEET**

## **City of Rollingwood**

**Meeting Date: September 17, 2025**

**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 the year before last, reapproved 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