

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: September 20, 2023

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.

Staff recommends that this policy be 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:

- Draft Budget Management and Review Policy