

## **Town of Sylva Proposed 2023-2024 Budget Schedule**

**January 26, 2023**

10:00 a.m. (after mtg.)

### **Budget Planning Worksession**

- Meeting with Town Staff and Town Council to determine the needs, priorities, and goals.

**March 3, 2023**

### **Department Budget Requests Due**

- Department Heads must have Budget Request submitted to Town Manager.

**March 23, 2023**

10:00 a.m. (after mtg.)

### **Budget Planning Worksession**

- Town Staff and Council meet to prioritize needs and objectives.

**March 30, 2023**

### **Grant Spending Deadline**

- Department heads notify Finance Officer of any grant funds that will not be encumbered by June 30<sup>th</sup>.

**April 18, 2023**

### **Balanced Draft Budget Sent to Council**

**April 27, 2023**

9:00 a.m. (after mtg.)

### **Council Worksession**

- Town Council, Town Manager, Finance Officer, Department Heads

**May 11, 2023**

### **Formal Submission of the Budget to Council**

**May 11, 2023 (tentative)**

3:00 p.m. (before mtg.)

### **Council Worksession**

- Town Council, Town Manager, Finance Officer, Department Heads

**May 11 and 18, 2023**

### **Advertising of the Public Hearing**

- *Sylva Herald and Ruralite*

**May 15, 2023**

### **Year-End Spending Deadline**

**May 25, 2023 (irregular mtg. time)**

5:30 p.m.

### **Public Hearing**

- Citizen Input

**June 8, 2023**

5:30 p.m.

### **Council Meeting**

- Budget Approved by Sylva Town Council