

**Town of Sylva
Proposed 2026-2027 Budget Schedule**

December 11, 2025

Approve Budget Schedule

December 12, 2025

Department Budget Worksheets Emailed to Department Heads

January 22, 2026

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

Budget Planning Worksession

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

February 12, 2026

Finalized Department Budget Requests Due

- Department Heads must have Budget Request submitted to Finance Officer.

March 26, 2026

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

Budget Planning Worksession

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

March 31, 2026

Grant Spending Deadline

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

April 17, 2026

Balanced Draft Budget Sent to Council

April 23, 2026

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

Council Worksession

- Town Council and Town Staff

May 14, 2026

Formal Submission of the Budget to Council

May 14, 2026 (tentative)

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

Council Worksession

- Town Council and Town Staff

May 14 and 21, 2026

Advertising of the Public Hearing

- *Sylva Herald and Ruralite*

May 15, 2026

Year-End Spending Deadline

May 28, 2026 (irregular mtg. time)

5:30 p.m.

Public Hearing

- Citizen Input

June 11, 2026

5:30 p.m.

Council Meeting

- Budget Approved by Sylva Town Council