



Detailed Budget Preparation Schedule

Budget Calendar Adoption	January 8, 2024
Budget Preparation Documentation	
Personnel Action Forms	January 15, 2024
Capital Outlay Requests	January 15, 2024
Department Requests	January 15, 2024
Grants to Agencies Request	January 15, 2024
CIP Review and Status Reports	January 26, 2024
Vehicle and Equipment Assessment Review	January 26, 2024
Executive Leadership Workshop	January 31, 2024
Proposed Budget Prepared	February 23, 2024
Proposed Budget Reviewed by the City Manager	February 29, 2024
First Budget Review	March 8, 2024
Trinity City Council Budget Retreat	March 20, 2024
Proposed Budget Draft Submitted to City Council	
Publish Notice of Budget Hearing	April 5, 2024
Budget Workshop on Proposed FY 2024 – 2025 Budget	
Workshop One	April 8, 2024
Workshop Two (<i>if, needed</i>)	April 22, 2024
Public Hearing on Proposed FY 2024 – 2024 Budget	May 13, 2024
Adoption of FY 2024 – 2025 Budget	June 10, 2024

Basic of Budgeting

The City of Trinity's annual balanced budget is adopted as required by the North Carolina General Statutes. All budgets are prepared using the modified accrual basis of accounting. The budget ordinance must be adopted by July 1st of the new fiscal year; otherwise, the governing board must adopt an interim budget that covers the period until the annual ordinance can be adopted.

