



Fiscal Year 2015-2016 Proposed Budget Calendar

January 2 – February 28, 2015

Staff-level requests developed

Department Heads work with the Finance Director/Budget Officer to develop current fiscal year-end projections and begin initial FY 15-16 budget request amounts.

February 17, 2015

Town Council's Annual Planning Session

Town Council reviews overall strategic goals, establishes new major projects and updates the priority of pending major projects.

March 13, 2015

Administrative Review of Departmental Requests

Town Administrator and Finance Director/Budget Officer meet to review initial departmental budget requests.

March 14 - 25, 2015

Initial Budget Development

The Finance Director/Budget Officer prepares the first draft of a balanced proposed budget.

March 26 – 30, 2015

Administrator Budget Review

The initial draft of budget is reviewed by Town Administrator.

March 31 – April 20, 2015

Budget Document Development

The Finance Director/Budget Officer prepares budget documents for printing and digital distribution.

April 21, 2015

Presentation of the Initial Draft of the Proposed FY 2015-2016 Town of Sunset Beach Budget

The Finance Director/Budget Officer will present the printed documents to the Town Council at its Council Workshop and will deliver printed and digital documents to the Town Clerk to be made available for public review.

(To be scheduled for)

April 28, 2015 (and recessed to April 29 and 30, if needed)

Town Council Budget Workshop

Town Council review of proposed budget

(To be scheduled for)

May 11, 2015

Public Hearing regarding the Budget

Amended Draft of Proposed Budget to be made available

(Council may opt to move the May 4, 2015 Regular Town Council meeting to May 11, 2015 OR to call a Special Meeting on May 11 for this purpose.)

June 1, 2015

Final Adoption of the FY 2015- 2016 Town of Sunset Beach Budget