

Town of Sylva Proposed 2024-2025 Budget Schedule

December 14, 2024	Approve Budget Schedule
December 15, 2024	Department Budget Worksheets Emailed to Department Heads
January 25, 2024 10:00 a.m. (after mtg.)	Budget Planning Worksession <ul style="list-style-type: none">• Meeting with Town Staff and Town Council to determine the needs, priorities, and goals.
February 15, 2024	Finalized Department Budget Requests Due <ul style="list-style-type: none">• Department Heads must have Budget Request submitted to Finance Officer.
March 21, 2024 (irregular mtg. time) 10:00 a.m. (after mtg.)	Budget Planning Worksession <ul style="list-style-type: none">• Town Staff and Town Council meet to prioritize needs and objectives.
March 30, 2024	Grant Spending Deadline <ul style="list-style-type: none">• Department heads notify Finance Officer of any grant funds that will not be encumbered by June 30th.
April 18, 2024	Balanced Draft Budget Sent to Council
April 25, 2024 10:00 a.m. (after mtg.)	Council Worksession <ul style="list-style-type: none">• Town Council and Town Staff
May 9, 2024	Formal Submission of the Budget to Council
May 9, 2024 (tentative) 3:00 p.m. (before mtg.)	Council Worksession <ul style="list-style-type: none">• Town Council and Town Staff
May 16 and 23, 2024	Advertising of the Public Hearing <ul style="list-style-type: none">• <i>Sylva Herald and Ruralite</i>
May 15, 2024	Year-End Spending Deadline
May 30, 2024 (irregular mtg. time) 5:30 p.m.	Public Hearing <ul style="list-style-type: none">• Citizen Input
June 13, 2024 5:30 p.m.	Council Meeting <ul style="list-style-type: none">• Budget Approved by Sylva Town Council