BUDGET CALENDAR FOR METRO UTILITY DEPARTMENT

The annual budget preparation procedures and deadlines for Metro Utility Department is outlined below.

The pre-budget items listed below are recommendations only and are not required by statute. The rest of the items are utility policy deadlines only – Metro Moore County’s General Budget may operate on a slightly different timetable than presented below as adopted by ordinance or charter.

It is recommended that a timetable be set that best meets the Metro Utility Department’s needs, assures compliance with state statutes, and provides sufficient time to prepare this vital plan annually.

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| December - January | Administration begins budget discussions.Update and/or adopt financial policies.General Manager communicates budget objectives to staff. |
| February | Budget requests to all department heads.Department heads prepare estimates for revenues and expenditures.Budget estimates from department heads to administration. |
| March | Administration presents estimated budget figures to utility board showing estimated financial program.Utility board reviews budget, and makes recommendations from all sourcing provided for consideration of setting water and sewer rates. |
| April | General Manager prepares preliminary budget and budget message, files with Metro Mayor and budget committee for review. |
| May | Metro Mayor distributes preliminary budget to budget committee for review and consideration.Budget discussions begin with budget committee. |
| June | Final budget presented to Metro Council for consideration.Final budget adoption.Final budget submitted to State of TN Local Finance Office. |

Date Adopted: 3/10/2020

Utility Board Chairperson: Keith Moses