

## 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.

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