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Finance Department

To: Agency Directors
From: Beth Edmondson, Interim Finance Director
Date: January 24, 2023
Subject: Budget Requests

Below is the budget planning schedule for FY 2023-2024. All requests for appropriation must be submitted to the County Finance Director by **March 31, 2023**. When submitting your budgets, please include the amount of your request with a detailed explanation of how the funds will be used if approved, and/or a detailed budget. Also, please include a request for an appointment if you would like to make a presentation to the County Manager and/or the Board of Commissioners.

Please submit budgets and requests to:

Beth Edmondson, Interim Finance Director
PO Box 10
201 St. Andrew St. – Suite 402
Tarboro NC, 27886

Budget Schedule

March 31, 2023	All budget requests must be sent to the Finance Director. Applicable documentation must accompany all requests.
April 10 – April 21	Budget review sessions to be scheduled with departmental/agency heads.
April 10 – May 1	Departmental/Agency budget requests, estimated revenues and anticipated fund balances consolidated, reviewed and adjusted.
May 1	Call for public hearing.
May 4 & 11	Budget Committee work sessions.
May 17	Commissioners budget work session.
June 5	Public Hearing held for the 2023 - 2024 County Budget.
TBA	Commissioners budget review session #2 (If applicable).
TBA	*** Budget adoption and approval of final current-year budget amendments prior to year-end.