

## Village of Elm Grove Budgeting Process/Timeline

### Capital Budget

mid-June- July	Departments develop their requests for capital items/projects for the upcoming 5 year period
mid-July-August	Department heads meet with Village Manager and Finance Director to review their requests
Mid- August	Village Manager and Finance Director develop the 5 year capital budget
Early September	Draft of the capital budget is distributed to the Village Board and Finance committee
Mid-September	Finance committee meets with staff to discuss capital budget requests. Meeting in the past has been on a Thursday or Friday morning from 7:30-10:00am but can be scheduled on availability of those attending. Past practice has been to review items, consider alternatives, request further information. The capital budget is then reviewed again during October in conjunction with the operating budget
October	Capital budget reviewed again during discussion with departments on the operations budget and in conclusion

### Operation Budget

Early August	Operations budget worksheets are distributed to departments heads for completion
Late August	Department heads meet with Village Manager and Finance Director to review their requests
Early September	Village Manager and Finance Director develop the complete budget including all 2023 operations and capital
Late September	Draft of complete Budget distributed to Village Board and Finance committee

### Operation and Capital Budget

October	Finance Committee meets with department heads to discuss specific budgets. Past practice has been to meet on Thursday evenings during October for discussion of specific departments/funds
November	1st week of November- Finance needs to complete review and approve draft Draft of Budget published on web-site and available at Village Hall for public review November Village Board meeting- Public hearing on budget and Board action
December	Tax roll completed using approved budget with tax levy and user fees