CITY OF CHARLES TOWN

FINANCE COMMITTEE
AGENDA • JANUARY 10, 2024

Committee Meeting **COUNCIL CHAMBERS** **10:00 AM**
101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. UNFINISHED BUSINESS

3. NEW BUSINESS

: **2024-4:** FY2025 Budget Process
FY2025 Budget Development Process Overview.pdf

: **2024-6:** ARPA Grants Status

: **2024-7:** Revise Grants Status

FINANCE DIRECTOR REPORT

: **2024-8:** Budget Revision #3

: **2024-9:** Opioid Funds

4. ADJOURNMENT

5. NOTICE: The Public May View the Meeting Live by Clicking on the Event Link at: https://www.charlestownwv.us/government/agendas-and-minutes/

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/10/24
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-4: FY2025 Budget Process

ATTACHMENTS:

- FY2025 Budget Development Process Overview.pdf

FY2025 Budget Development Calendar

Month	Day	Event
January	By 22nd	Finance Department to provide Department Heads with a form to complete for the variable expenditures within their department.
February	9th	Deadline for Department Heads to submit forms for variable expenses and budget requests. Finance Department will provide fixed costs and historical costs.
	12th-16th	City Manager and Finance Director will review the budget separately with each Department Head. Department Heads should file a detailed request for appropriation with Finance Director prior to meeting, as discussed above.
	20 th	City Council Budget Workshop
March	3rd	County Assessor delivers Certificate of Valuation & Roll Back Value Forms
	4th	City Council Budget Discussions During Meeting
	21st	Public Hearing on Budget
	21st	Levy Rate is adopted
	29th	Deadline for submitting a Levy Estimate (Budget) to State Auditor's Local Government Services. Postmarked NLT March 29, 2024.
April	5th	"Adopted" Levy Estimate (Budget) published in Spirit of Jefferson for the second time.
	18th	All Levy Estimate (Budgets) must be finally approved by the State Auditor's Office no later than the 3rd Tuesday in April.
	21st	Within 3 days of the Council's approval of the Levy rates, the City Clerk must submit the levy order and rate sheet to the State Auditor's office, no later than April 21, 2024.
June	10th	Final Budget Revision for current fiscal year. The State Auditor must be in receipt of the final budget revision for the current fiscal year by June 15th. This deadline date should better assure sufficient time to review, approve, and return the request to the municipality before fiscal year end.
July	15th	Coal Severance Fund budget revision: The projected fund balance for July 1 shall be revised to actual by July 15th.
July	30th	General Fund budget revision: The projected fund balance for July 1 should be revised by July 30th.
September	27th	Every City shall prepare a financial statement within ninety (90) days after the beginning of each fiscal year. The financial statement must be published as a Class I legal advertisement. The publication area is the municipality.

Finance Committee
101 East Washington Street
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Meeting: 01/10/24
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2024-6: ARPA Grants Status

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/10/24
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-7: Revise Grants Status

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/10/24
Department: Finance Committee
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-8: Budget Revision #3

ATTACHMENTS:

Finance Committee
101 East Washington Street
Charles Town, WV 25414

Meeting: 01/10/24
Department: Finance Committee
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-9: Opioid Funds

ATTACHMENTS: