



Basic Budgeting and Municipal Finance

Tuesday, March 21, 2023

- 9:00 – 9:25 a.m. Registration**
- 9:25 – 9:30 a.m. Welcome to Your Regional Council of Governments**
Council of Governments Facilitator
- 9:30 – 10:45 a.m. Part 1: Elected Official’s Responsibility, the Budget Cycle, Revenues and Expenditures and Warning Signs (1-hour 15 min.)**
Carolyn Sawyer, Moderator
Caitlin Cothran, Manager for Local Revenue Services, Municipal Association
Eric DeMoura, Town Administrator, Town of Mount Pleasant
Karen Caulder, CFO, City of Hartsville
Larry Finney, CPA, Greene, Finney Cauley
- 10:45 – 11:00 a.m. Break for Short Discussion/COG Presentation About Services**
- 11:00 – 11:15 a.m. Serve Lunch — Participants Complete Lunch During Part 2 of the Program**
- 11:15 a.m. – noon Part 2: Financial Controls and Accountability, Audit Requirements, What is Municipal Finance and Roles in Municipal Finance (45 min.)**
- Noon – 12:30 p.m. Question and Answer Session Via Microsoft Teams**
Complete evaluation
- 12:30 p.m. Training ends**

Note:

Information on elements of budgeting can be found in the *Handbook for Municipal Officials in SC*
Chapter 4 – Municipal Revenue Sources
Chapter 5 – Financial Administration
Chapter 6 – Borrowing: Municipal Debt

Mark your calendar for upcoming MEO Institute classes and graduation:

- May 16 Municipal Governance and Policy and the Freedom of Information Act in SC
- July 27 – 30 MEO Institute graduation during the Annual Meeting, Greenville, SC
- September 19 Municipal Economic Development and Forms of Municipal Government

On-demand classes are available at www.masc.sc (keyword: MEO).