

Basic Budgeting and Municipal Finance

Tuesday, March 17, 2026

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 – 10:55 a.m. Part 1: Elected Official’s Responsibility, the Budget Cycle, Revenues and Expenditures and Warning Signs (1-hour 25 min.)

Carolyn Sawyer, Moderator

Caitlin Cothran, Manager for Local Revenue Services, Municipal Association

Eric DeMoura, Town Administrator, Town of Mount Pleasant

Karen Caulder, CFO and Assistant City Manager, City of Hartsville

Larry Finney, CPA, Greene Finney Cauley, LLP

10:55 – 11:10 a.m. Break for Short Discussion/COG Presentation About Services

11:10 – 11:25 a.m. Serve Lunch — Participants Complete Lunch During Part 2 of the Program

11:25 a.m. – Noon Part 2: Financial Controls and Accountability, Audit Requirements, Municipal Finance and Roles in Municipal Finance (35 min.)

Noon – 12:30 p.m. Question and Answer Session Via Microsoft Teams 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 19 Municipal Governance and Policy and the Freedom of Information Act in SC

July 15 – 19 MEO Institute graduation during the Annual Meeting, Greenville, SC

September 22 Municipal Economic Development and Forms of Municipal Government

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