



## **Basic Budgeting and Municipal Finance**

Tuesday, March 18, 2025

- 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.)**  
*Karen Caulder, CFO and Assistant City Manager, City of Hartsville*  
*Caitlin Cothran, Manager for Local Revenue Services, Municipal Association*  
*Eric DeMoura, Town Administrator, Town of Mount Pleasant*  
*Larry Finney, CPA, Greene Finney Cauley, LLP*  
*Carolyn Sawyer, Moderator*
- 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**  
*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 20                      Municipal Governance and Policy and the Freedom of Information Act in SC  
July 16 – 20                MEO Institute graduation during the Annual Meeting, Hilton Head Island, SC  
September 16              Municipal Economic Development and Forms of Municipal Government

**On-demand classes are available at [www.masc.sc](http://www.masc.sc) (keyword: MEO).**