



FY2027 Budget Process Overview

Finance Committee
May 21, 2026

New tools to be used for budget preparation

Teams workflow

Document centralization and workflow processing in Teams.

Use one controlled budget workspace for instructions, templates, department materials, approvals, review comments, and version control.

Euna Budget

Budget data entry for both operating and capital will occur in Euna Budget.

Departments enter requests directly into the system; Finance uses Euna for review, reporting, budget book development, and transparency.

BS&A Cloud

BS&A Cloud becomes the core financial system environment after go-live.

Budget work should be coordinated around training, go-live stabilization, chart/account structure, and reporting needs.

Operating model: fewer offline spreadsheets, clearer ownership, improved workflow control, and stronger audit trail from submission through adoption.

Meeting purpose and requested direction

Primary objective

Align early with the Village Manager on the FY2027 budget process, governance cadence, and critical decision points before department work begins.

Why now

FY2027 budget preparation overlaps with major system transitions, Euna implementation, BS&A Cloud go-live, Finance Committee cadence, and capital funding decisions.

What Finance needs

Buy-in on timeline, department expectations, budget marks, committee sequencing, and the new workflow/tools model for submissions and review.

Proposed direction

Use May–June to set assumptions, train users, and launch the department process; use July–August for internal review and Manager’s Draft development; use September–December for public review, department presentations, levy development, and adoption.

FY2027 budget process at a glance

May

Direction & kickoff

10-year outlook, budget marks, Euna training, internal kickoff

June

Systems + submissions

Finance Committee revenue/capital work, BS&A training/go-live, baseline submissions

July–Aug

Review + draft

Capital submissions, CFO/VM review, Manager's Draft by Aug. 20

Sept–Oct

Public review

Department presentations and Finance Committee review

Nov–Dec

Levy + adoption

Levy estimate, public hearing, Truth-in-Taxation, budget/CIP/levy adoption

Key anchor: Manager's Draft Operating Budget released by August 20, 2026.

Key timeline and milestones

May	Budget Marks Set (Village Manager/CFO)	Village Manager	Operating	High-level preview of revenues and expenditures; agree on spending marks, revenue marks for FY2027
May	Euna Training	Village (Departments)	Operating	Finance distributes FY2027 budget instructions, budget marks, assumptions, templates, deadlines, and department presen
June	Village Internal Budget Kickoff (Budget Marks, Issue Instructions & Templates)	Village (Departments)	Operating	BS&A training for budget users and relevant staff.
Jun 15	BS&A Cloud Go-Live	Village (Departments)	Operating	BS&A Cloud go-live. Freeze nonessential configuration changes during stabilization week.
Jun 26	Department Baseline Budget Submissions Due	Village (Departments)	Operating	Departments submit baseline operating budgets, personnel changes, contractual increases, one-time requests, fee change
Dec 7	Budget, CIP, & Levy Adoption (Recommended Window)	Village Board	Operating & Capital	Village Board action to adopt FY2027 budget and tax levy ordinances (and appropriation ordinance if separate).

Finance Committee cadence and policy sequencing

May–June: framework

- May** Strategic Financial Model (10-year Outlook) & FY2027 Budget Process Review
- May** FY2027 Budget Framework + BS&A Cloud / Euna Budget Status Update
- Jun 4** Financial Policies + Major Revenues Review + Initial Capital Context
- Jun 18** Comprehensive Fee Schedule + Comparable Communities + Tax Levy Strategy

July–August: review

- Jul 2** Debt / Bonds / Capital Financing Strategy
- Jul 16** Water Rate Study + Lead Service Line Funding
- Aug 6** Manager’s Draft Preview + CIP Framework and Prioritization Criteria Manager’s Draft
- Aug 20** Operating Budget Released + Streetscape Program + Major Capital Funding Discussion

September–October: department review

- Sep 3** Dept Presentations: Budget Overview + Central Services
- Sep 17** Dept Presentations: Public Safety
- Oct 1** Dept Presentations: Infrastructure & Operations
- Oct 15** Dept Presentations: Community Services & Regulation

November–December: adoption

- Nov 5** Budget Follow-Up + Tax Levy Review
- Nov 19** Final Budget Recommendation

Cadence: first and third Thursday at 6:30 PM, beginning May 7.

Budget philosophy

Confirm FY2027 principles: disciplined baseline, transparent service-level tradeoffs, and early capital affordability framing.

Budget marks

Confirm revenue/spending marks before the May 18 internal kickoff.

Department expectations

Support a clear expectation that departments use Euna and Teams, meet deadlines, and prepare for committee presentations.

Review cadence

Reserve July–August for iterative CFO/VM review before the Manager’s Draft is released August 20.