

Detailed Description of Requested Records

Please provide copies of all meeting minutes, emails, and internal memos related to the budget planning process for the fiscal year 2023-2024. This request includes but is not limited to correspondence between the finance department and executive management, preliminary draft budgets, final approved budgets, and any presentations or reports delivered regarding budget allocations.

In addition, I request all records documenting decisions made concerning departmental budget adjustments, including any supporting data, analysis, or communications justifying those changes. If available, please include attachments or appendices referenced in the aforementioned records.