**Sample City Budget Calendar**

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| **DECEMBER 9, 20XX** | **Budget Kickoff Meeting.** City Manager briefs department heads and fiscal staff on FYXX budget guidelines. |
| **JANUARY 20XX**  **THROUGH**  **10 DAYS BEFORE**  **DEPARTMENT**  **HEARING** | **Departments review and update budget materials:**   * Personnel analysis sheets * Current FY revenue and expenditure projections and FYXX requests * Budget presentation templates * FYXX budget narratives * Goals and prior FY actuals, current FY projections, and FYXX targets for performance measures   All supporting documentation must be submitted to Budget Analyst for preliminary review. |
| **JANUARY 21, 20XX THROUGH MARCH 6, 20XX** | **Formal department presentations to the City Manager.** Budget presentation templates need to be finished, along with all supporting documentation, in conjunction with Budget Analyst for final review with Budget Director 72 hours prior to the scheduled meeting. This meeting should be a review to make only minor adjustments. |
| **JANUARY 15, 20XX** | **Deadline for Capital submissions** to the Budget Office.**0** |
| **MARCH 9, 20XX** | **Deadline for submission of Key Initiatives and Benchmarks** to Budget Office. |
| **MAY 11, 20XX** | **City Manager submits Budget to the City Council.** |
| **MAY 26, 20XX THROUGH JUNE 3, 20XX** | **City Council’s Committee on Finance Budget Hearings.** |
| **JUNE 15, 20XX** | **Projected budget adoption.** |
| **JUNE 25, 20XX** | **Deadline for City Council adoption of FYXX Budget.** |
| **JUNE 17, 20XX** | **City Manager’s transmittal of chart of accounts and allotment plan** (based on departmental work plans) to City Auditor for execution. |
| **JULY 1, 20XX** | **First day of FYXX** Begin execution of FYXX allotment plans. |