

BUDGET CALENDAR

November-12						
Su	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December-12						
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30	31					

January-13						
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February-13						
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March-13						
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April-13						
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28	29	30				

NOVEMBER / DECEMBER 2012

Monitoring of all Budgets

JANUARY 2013

Departments began planning for the upcoming fiscal year and begin to prepare budgets
Budget module enabled for departmental input

FEBRUARY 2013

Finance forecasts status quo personnel expenses
Departments submit revenue, debt service, personnel and new program estimates and narratives to Finance
Departments submit operating and capital expenses
Departments request new positions and reclassifications
Performance Measures and Narratives submitted by departments
HR Director reviews personnel and benefits budgets
City Manager reviews revenues, new programs, and debt service and meets with department directors and Finance to review the proposed budgets

MARCH 2013

Budget staff reviews and revises narratives as appropriate

APRIL 2013

MAY 2013

JUNE 2013

JULY 2013

Finance submits draft of budget book to City Manager for review
Completion of 5-year capital improvement plan
Proposed Budget is finalized and published on the internet

AUGUST 2013

Commission's public workshop on the Proposed Budget
City Manager submits the Proposed Budget to City Commission
Commission establishes Maximum Millage Rate to advertise in the property-tax TRIM Notice

SEPTEMBER 2013

- 3 First Public Budget Hearing
- 12 Fire Assessment Hearing
- 18 Second and Final Budget Hearing—Adopt millage rate and Budget
Adopted Budget is loaded into the accounting system and is published on the City's website:

<http://www.ppin.es.com/finance/citybudget-link.html>

OCTOBER 2013

- 1 Adopted Budget for Fiscal Year 2014 goes into effect
Commission approves Budget Revisions for fiscal year ending 9/30/13

May-13						
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June-13						
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July-13						
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August-13						
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September-13						
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October-13						
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27	28	29	30	31		