

# BUDGET CALENDAR

November-09						
S	M	T	W	T	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-09						
S	M	T	W	T	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	31		

January-10						
S	M	T	W	T	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
31						

February-10						
S	M	T	W	T	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						

March-10						
S	M	T	W	T	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	31			

April-10						
S	M	T	W	T	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	

## NOVEMBER / DECEMBER 2010

Monitoring of all Budgets

## JANUARY 2010

Departments began planning for the upcoming fiscal year and begin to prepare budgets

## FEBRUARY 2010

Budget module enabled for departmental input  
 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

## MARCH 2010

Performance Measures submitted by departments  
 City Manager reviews revenues, new programs, expense budgets and meets with department directors and Finance to review the proposed budget

## APRIL 2010

City Manager reviews revenues, new programs, and expense budgets for self-sustaining units and meets with department directors and Finance to review the proposed budget

## MAY 2010

City Manager meets with department directors and Finance to review the proposed budget  
 Finance submits draft of budget book to City Manager for review

## JUNE 2010

Budget Workshop (Review of 2010-11 Proposed Budget)

## JULY 2010

Budget Revision for fiscal year ending 2010  
 Complete 5-year capital improvement plan  
 City Manger submits proposed budget to City Commission

## AUGUST 2010

Establish Maximum Millage Rate to Advertise in the Trim Notice  
 Budget Workshop (Review of 2010-11 Proposed Budget)

## SEPTEMBER 2010

- 7** First Budget Hearing
- 13** Fire Assessment Hearing
- 21** Second and Final Budget hearing—Adopt millage rate and Budget Budget is loaded into the accounting system and is published on the City's website:  
<http://www.ppines.com/finance/citybudget-link.html>

## OCTOBER 2010

- 1** Adopted budget goes into effect

May-10						
S	M	T	W	T	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	31					

June-10						
S	M	T	W	T	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			

July-10						
S	M	T	W	T	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	31

August-10						
S	M	T	W	T	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	31				

September-10						
S	M	T	W	T	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		

October-10						
S	M	T	W	T	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
31						