

BUDGET CALENDAR

November-10						
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-10						
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	31	

January-11						
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	31					

February-11						
Su	M	T	W	Th	F	S
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13	14	15	16	17	18	19
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27	28					

March-11						
Su	M	T	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

April-11						
Su	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER / DECEMBER 2010

Monitoring of all Budgets

JANUARY 2011

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

FEBRUARY 2011

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 2011

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 2011

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 2011

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 2011

Budget Workshop (Review of 2011-12 Proposed Budget)

JULY 2011

Complete 5-year capital improvement plan
 City Manager submits proposed budget to City Commission

AUGUST 2011

Establish Maximum Millage Rate to Advertise in the Trim Notice
 Budget Workshop (Review of 2011-12 Proposed Budget)

SEPTEMBER 2011

- 7** First Budget Hearing
- 14** Fire Assessment Hearing
- 20** 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.ppin.es.com/finance/citybudget-link.html>

OCTOBER 2011

- 1** Adopted budget goes into effect

May-11						
Su	M	T	W	Th	F	S
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22	23	24	25	26	27	28
29	30	31				

June-11						
Su	M	T	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

July-11						
Su	M	T	W	Th	F	S
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24	25	26	27	28	29	30
31						

August-11						
Su	M	T	W	Th	F	S
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21	22	23	24	25	26	27
28	29	30	31			

September-11						
Su	M	T	W	Th	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

October-11						
Su	M	T	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					