

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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27	28	29	30	31		

February-13						
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March-13						
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31						

April-13						
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28	29	30				

NOVEMBER / DECEMBER 2012

Monitoring of all Budgets

JANUARY 2013

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

Enable budget module 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
 Complete 5-year capital improvement plan
 Finalize Proposed Budget and publish book on the internet
 Commission establish Maximum Millage Rate to advertise in the property-tax TRIM Notice

AUGUST 2013

Commission's public workshop on the Proposed Budget
 City Manager submits the Proposed Budget to City Commission

SEPTEMBER 2013

- 3** First Public Budget Hearing
- 12** Fire Assessment Hearing
- 18** Second and Final Budget Hearing—Adopt millage rate and Budget Import Adopted Budget into the accounting system published

OCTOBER 2013

- 1** Adopted Budget for Fiscal Year 2014 goes into effect
 Publish Adopted Budget Book on the City's website
<http://www.pines.com/index.aspx?NID=865>

NOVEMBER 2013

Commission approves Budget Revisions for fiscal year ending 9/30/13

May-13						
Su	M	T	W	Th	F	S
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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		