

Budget Development FY2022 Calendar

CITY OF MERIDIAN

Su	Mo	Tu	We	Th	Fr	Sa			
February							February	Assigned to:	Budget Task Description
	1	2	3	4	5	6	2/1/21	Finance	Finance to send Preliminary Base Budgets to all Departments and Mayor
7	8	9	10	11	12	13	2/1/21	All Depts.	All Departments begin working with Mayor to discuss budget
14	15	16	17	18	19	20	2/11/21	All Depts.	Annual Budget Development Review Course
21	22	23	24	25	26	27	2/22/21	All Depts.	All Departments to send HR job descriptions for proposed NEW positions for upcoming budget year
28									
March							March	Assigned to:	Budget Task Description
	1	2	3	4	5	6	3/1/21	All Depts.	All Departments begin working with Council Liaisons to discuss budget
7	8	9	10	11	12	13	3/1/21	Finance	Finance to Request Directors & Liaisons to begin discussing Base Budget Changes
14	15	16	17	18	19	20	3/1/21	Finance	Finance to deliver Base Budgets, Detail Fixed Costs, and 5 Year Trends to Mayor for March meetings
21	22	23	24	25	26	27	3/1/21	Mayor's Office	Mayor's Office to schedule Base Budget meetings with all Departments and Liaisons
28	29	30	31				3/12/21	All Depts.	All Departments send Employee Reclassification and Equity Adjustment requests to HR for review
							3/16/21	Finance	Finance to propose fund balance transfers for Fund 08 and 55 based on finalized Audit Report
							3/19/21	HR	HR to send salary range for NEW job descriptions to departments
							3/19/21	IT	IT sends all Departments their recommendations for electronic & software purchases
April							April	Assigned to:	Budget Task Description
				1	2	3	4/1/21	All Depts.	All Departments to send Budget Request lists to Mayor for review
4	5	6	7	8	9	10	4/1/21	Finance	Finance to request Directors & Liaisons begin discussing New Budget Requests
11	12	13	14	15	16	17	4/9/21	HR	HR to send Employee Reclassification and Equity Adjustment decisions to Finance
18	19	20	21	22	23	24	4/14/21	All Depts.	All Departments confirm final Budget Requests to Finance
25	26	27	28	29	30		4/14/21	Finance	Finance to publish Annual Revenue Report
							4/19/21	All Depts.	Last day to submit Replacement Requests into CFP for consideration
							4/19/21	IT	IT to submit Replacement Requests for Computers & Printers
							4/23/21	Finance	Finance to send Base Budgets to all Departments for final review
							4/23/21	Clerk	Clerk to notify County Clerk of City Budget Hearing to be held on 8/17/21 (No later than April 30 I.C. 63-802A)
							4/29/21	Finance	Budget Request Summary due to Mayor and Directors
May							May	Assigned to:	Budget Task Description
						1	5/3/21	HR	HR to send Merit increase recommendation to Finance
2	3	4	5	6	7	8	5/5/21	Mayor	Mayor and Department Directors finalize all department budget reviews
9	10	11	12	13	14	15	5/7/21	All Depts.	All Departments verify they have reviewed the Base Budget & notified Finance of changes
16	17	18	19	20	21	22	5/10/21	Finance	Finance to send Budget Draft to Mayor
23	24	25	26	27	28	29	5/14/21	Mayor	Mayor to finalize review of the Budget Draft and submit all changes to Finance prior to publication
30	31						5/21/21	Finance	Finance to send Budget Book out for printing and production for Mayor, Council, and Directors
							5/28/21	Finance	Finance to deliver Mayor's Budget Draft Proposal to Mayor, Council, and Directors
							5/31/21	Finance	Finance to deliver Growth Demographics Slides to Council/Directors
June							June	Assigned to:	Budget Task Description
	1	2	3	4	5		6/1/21	Clerk	Clerk to post a notice for the June Budget Workshops
6	7	8	9	10	11	12	6/7/21	Finance	Finance to deliver Property Tax 0/1/2/3% Calculations
13	14	15	16	17	18	19	6/15/21	All Depts.	Department Budget Workshop #1- Presentations to Mayor and Council
20	21	22	23	24	25	26	6/30/21	All Depts.	Last day for FY2021 Amendments to be submitted to Finance
27	28	29	30				6/29/21	All Depts.	Department Budget Workshop #2 - Discussions with Mayor and Council
July							July	Assigned to:	Budget Task Description
				1	2	3			
4	5	6	7	8	9	10	7/9/21	All Depts.	FY2021 I100 FORM - Carry forward Amount for Capital Projects Due to Finance
11	12	13	14	15	16	17	7/20/21	Council	Council to Adopt Tentative Budget for both FY2022 (I.C.50-1002) and FY2021 Amendments (I.C.50-1003)
18	19	20	21	22	23	24	7/20/21	Council	Council to adopt any forgone revenue (I.C.63-802)
25	26	27	28	29	30	31	7/28/21	Finance	Finance to send Public Notices to Clerk's office
							7/28/21	Clerk	Clerk to post a notice for the Public Hearing on 8/17/21 - Run for two weeks
August							August	Assigned to:	Budget Task Description
1	2	3	4	5	6	7	8/2/21	County	Last day for County Clerk to give City current operating roll (I.C.63-1312)
8	9	10	11	12	13	14	8/17/21	Council	Council to hold a Public Hearing for FY2022 Budget & FY2021 Amendments
15	16	17	18	19	20	21	8/31/21	Finance	Finance to submit L2 to Clerk
22	23	24	25	26	27	28			
29	30	31							
September							September	Assigned to:	Budget Task Description
	1	2	3	4			9/1/21	Council	Council to Approve Budget Ordinance for both FY2022 Budget and FY2021 Amendments
5	6	7	8	9	10	11	9/13/21	Clerk	Last day to certify tax levy to county commissioners
12	13	14	15	16	17	18			(No later than the 2nd Monday in September I.C. 50-1007, 63-803 and 63-804)
19	20	21	22	23	24	25	9/16/21	Clerk	Last day to publish annual appropriation ordinance for the City's Fiscal Year (I.C.50-1003)
26	27	28	29	30					