



BUDGET CALENDAR

Fiscal Year Ending 2024

September	15 Finance Committee meeting to discuss budget process for FYE 2024
November	14 Fleet Ranking Committee reviews vehicle replacements 15 Council Work Session on Capital Budget to identify Council priorities 25 I.T. critical computer replacement list due
December	2 "Budget Kick-Off" - Distribute budget request forms & base budgets to department representatives 9 Fleet sends out vehicle list for replacement recommendations 16 Fleet vehicle REPLACEMENT requests due to Finance
January	2-6 Budget Staff meets with individual departments as requested Send out Outside Agency Letters requesting funding 6 First Draft Capital Project forms due to Budget 13 Finance/City Manager begin review of reserve/budget policies 31 All Budget Requests and Base Budget Adjustment Requests due to Budget Last day to make changes to Base Budgets
February	3 Revenue projections due to Accounting 2nd Draft Capital Project forms due to Budget 13 Preliminary Fund Summaries due 14 Council Retreat - Capital Budget (midpoint evaluations for CIP proposals) 16 Council Finance Committee Meeting on Mid-Year Amendments/Adjustments/ Outside Agency Funding Requests 20 Fleet Capital Equipment/Vehicle recommendations due to Budget Personnel Adj. recommendations due to Budget from Human Resources Health Insurance recommendation 27 Updated Dept./Div. Summary forms, Performance Measurement forms, and Org Charts due Final Capital Project forms due to Budget (last day to make changes) Send out inter-city surveys and notices to NCVB and NAC
March	3 Management Team Budget Retreat to prioritize and rank department requests 6-10 City Manager review of all Funds City Manager meets with department heads to review budget 13 Finance begins compilation of budget data 24 City Manager wrap up and proposal of budget Last day to make changes / additions to operating budget Capital Project Schedules due Meet w/ NPS for SRO Program costing for FY24
April	11 Preliminary Budget to Print Shop 13 Council & Staff receive preliminary budget document Publish Budget Summary in newspaper announcing Public Hearing 18 Council Study Session - Overview, General Fund and Special Revenue Funds 25 1st Public Hearing at Council Meeting
May	2 Council Study Session for Capital Funds 11 Publish Budget Summary in newspaper announcing Public Hearing 16 Council Study Session for Enterprise Funds 23 2nd Public Hearing at Council meeting
June	6 Council Study Session (if necessary) 13 Council considers budget for adoption 23 Final Budget to Print Shop for printing/binding 30 File budget with Excise Board & State Auditor
July	1 Beginning of Fiscal Year Ending 2024

Note: The above dates are preliminary and may change.