

## Statutory Deadlines for Preparing 2025 City/Town Budgets

<b>Pre-Budget Items (Spring/Summer 2024)</b>	Council retreat; Adopt/update financial policies; Public hearings for capital facility plan updates; Public forums or community outreach (ex: community priorities); Mayor/manager communicates budget objectives to staff
<b>Sept. 9</b>	Budget request to all department heads
<b>Sept. 9-22</b>	Department heads prepare estimates of revenues and expenditures; Clerk prepares estimates for debt service and all other estimates
<b>Sept. 23</b>	Budget estimates from department heads filed with clerk
<b>Sept. 25</b>	Implicit price deflator calculated (only applies to cities of 10,000+ population)
<b>Oct. 1</b>	Clerk provides estimates filed by department heads to mayor/manager showing complete financial program
<b>Oct. 7</b>	Mayor/manager provides council with estimates of revenues from all sources, including estimates prepared by clerk, for consideration of setting property tax levy
<b>Mid-October to mid-November (approx.)</b>	Public hearing on revenue sources including possible increases in property tax
<b>Nov. 2</b>	Mayor/manager prepares preliminary budget and budget message; files with clerk and council
<b>Nov. 1-18 (approx.)</b>	Publication notice of preliminary budget and final hearing
<b>Nov. 1-25 (approx.)</b>	Public hearing(s) on preliminary budget
<b>Nov. 21</b>	Copies of budget available to public
<b>Nov. 30</b>	Property tax levies set by ordinance and filed with county
<b>Dec. 2</b>	Final budget hearing
<b>Dec. 31</b>	Budget adoption deadline