

Sample Budget Calendar

DATE (S)	ACTIVITY
First Week in January	Meet with Budget Staff, review current year spending, review budget preparation ordinance for necessary changes (if city has adopted a budget preparation ordinance), and finalize budget calendar.
Second Week in January	Distribute Capital Projects/Equipment Forms to Departments.
Last Week in January	Mayor/Executive Authority and Finance Staff meet with City Council/Commission to review progress of current year budget and discuss issues and priorities for upcoming budget.
Second Week in February	CIP Requests submitted by Departments.
First Week in March	Department Objectives (if required) are submitted to Budgeting Staff.
Second Week in March	Budget worksheets are prepared and distributed to each Department. Worksheets are based on eight months of actual expenses. General increases (if any) are allocated by line item or on a Departmental basis.
Last Week in March	Proposed budgets are submitted from each Department to Finance Staff.
First Week in April	Initial budget projections are made by Finance Staff and meetings held with Mayor/Administrator/City Manager.
Last Two Weeks in April	Revenue projections are made by Finance Staff and expenditure proposals finalized. Budget issues and choices are prepared for Council/Commission work sessions.
1 st of May	Mayor/City Manager's Budget Message and proposal submitted to Council/Commission.
Second and Third Week in May	Council/Commission meets in work session(s) to review budget proposal and to discuss key issues and finalize budgetary decisions.
Second Week in May	Advertise for Budget Hearing and proposed use of Municipal Road Aid and LGEA Funds
First Week in June	Budget Hearing and proposed use of LGEA and Municipal Road Aid Funds. First Reading of proposed Budget Ordinance.
Third Week In June	Second Reading and Adoption of Budget for next Fiscal Year.
July 1st	Beginning of new Fiscal Year.
First Week in July	Publish Budget Ordinance and Post at Local Library.

Refer to KRS 91A.030 for all statutory budget requirements.