

Budget Calendar for Fiscal Year Starting October 1, 2010 (FY2011)

June 1 to 25 – Revenue forecasts will be formulated by Finance during this period.

June 14 - Budget Preparation forms will be distributed which will include FY2009 data along with year to date FY2010 data.

June 21 – 2010 Projections to year end will be submitted by each department. These projections will be included in the excel spreadsheets and distributed to each department head for their use in preparing 2011 preliminary budget projections.

June 28 – 2011 Preliminary Budget Requests are turned in to Finance Department.

June 28, 29 – Analysis of Department requests by Finance Department. Finance will hold conferences as necessary with department heads to clear up any issues before presenting to City Manager.

June 30 to July 2 – Finance reviewed preliminary budget requests presented to City Manager. Finance and City Manager will hold conferences with department heads to clear up remaining issues.

July 6 to 8 – Once all issues are resolved, Finance will assemble the budget requests, compare with revenue estimates, and compile the budget document.

July 8 – Proposed Budget will be added to the agenda for the July 15 Council Meeting.

July 15 – Mayor and City Council will be presented with the Proposed Budget document.

July 26 to 30 – Proposed Budget Document will be advertised in the Cherokee Tribune along with notification that the Public Hearing will be at the August 5 Work Session. The advertisement will include directions on obtaining a copy of the proposed budget document.

August 5 – City Manager, Finance, and all Department Heads will be available at the Council work session to address concerns and comments from the Mayor, Council, and the general public.

August 6 to 11 – Finance will further review budget and make any revisions necessary,

August 11 – Revised Budget Proposal will be added to the agenda for the August 19 Council Meeting.

August 12 to 19 – Final Revised Budget will be advertised in the Cherokee Tribune, including information on where public can obtain a copy along with the date, August 19, of the vote for final approval.

August 26 – Approved Budget for FY2011 will be sent to Management team, Mayor and Council, and the Media.

Budget Calendar Summary

June Finance working on Revenue Forecasts

Dept heads working on budget requests

July Budget requests reviewed by Finance and City Manager

Proposed Budget presented to Mayor and Council at July Council Meeting

August Public hearing on proposed budget at August work session

Final approval of budget at August Council Meeting