

FY 2012 BUDGET PREPARATION SCHEDULE

September Budget parameters detailed

October Budget Meetings parameters detailed

October- March Budget preparation and continued discussion

February 4th Goals and Objectives

February 4th Description of Services

March 4th New Personnel Request Forms submitted to Employee Services

March 4th Vehicle Replacement

March 4th Capital Item Requests

March 11th Departmental Revenue estimates submitted to Finance

March 11th Departmental Expenditure requests submitted to Finance

March 18-31 Review of Departmental requests

April 15th FY2011 capital cutoff/all purchases requiring bids
(Except CIP Projects)

April 11th Finance Committee Meeting

April 25th Finance Committee Meeting

May 23rd Finance Committee Meeting

June 13th Finance Committee Meeting

May 9th First Reading of FY 2012 Budget

May 23rd Second Reading of FY 2012 Budget (HHI)

May 23rd Public Hearing

June 13th Third Reading and Adoption of FY 2012 Budget

June 13th Public Hearing

June 27th Third Reading and Adoption of FY 2012 Budget (If needed)

June 27th Public Hearing (If needed)

July 1 Implementation of FY 2012 Budget