



## 2016-2017 City of Kingsburg Budget Schedule

### January 2016

20 2016-2017 budget schedule approved by the City Council

### February 2016

- 2 Draft budget guidelines, timelines and parameters discussed among City Large Management Team.
- 4 Finance Committee meeting. 2015-2016 mid-year revenue and expenditure review. Recommendation for any adjustments made to City Council.
- 15 Begin personnel costing worksheets and 2015-16 year end revenue projections.
- 17 City Council 2015-2016 mid-year budget review and potential adjustments.
- 22 Capital Improvement Plan (CIP) documents distributed to department heads for review and update.
- 25 Finance Committee meeting.

### March 2016

- 14 City staff discussion on long-term strategic goals.
- 24 Finance Committee meeting.
- 25 Capital improvement project (CIP) department requests with supporting documentation due to Finance Director for review.
- 31 Personnel costing worksheets and 2015-16 revenue projections due from Finance Director.

### April 2016

- 5 Department heads complete 2015-16 year to date and year end revenue and expenditure projections.
- 8 Department budget requests due from Department Heads.
- 11-22 Departmental meetings to discuss individual projections and 2016-2017 operational and CIP requests.
- 28 Finance Committee meeting.
- 29 2016-17 long-term departmental strategic goals from Department Heads due to City Manager.

May 2016

- 4 City Council approval of budget guidelines and parameters; review of City Financial Policies.
- 12 Final revenue and expenditure projections for 2015-16.
- 20 Distribution of the City Manager's recommended budget.
- 26 Finance Committee meeting. Final review of budget revenue and expenditure projections. Review and recommendation regarding City Financial Policies.

June 2016

- 1 First reading of recommended budget to the City Council for consideration.
- 15 Public hearing, final consideration and approval of 2016-2017 City Budget.