

COUNCIL WORKSHOP ITEM

ITEM: BUDGET CALENDAR/TIMELINE
DATE: January 15, 2002
PREPARED BY: MARTIN LYONS, DIRECTOR OF FINANCIAL SERVICES
PURPOSE: PROVIDE A FRAMEWORK FOR SCHEDULING THE ANNUAL BUDGET REVIEW PROCESS

DISCUSSION:

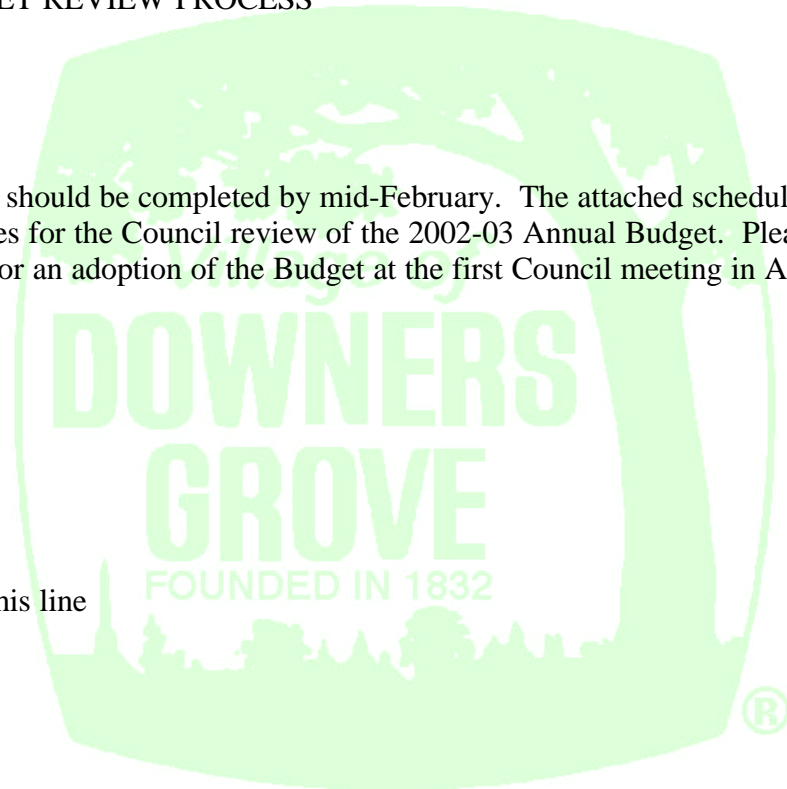
Budget review and preparation should be completed by mid-February. The attached schedule shows a listing of tentative dates for the Council review of the 2002-03 Annual Budget. Please note that this schedule allows for an adoption of the Budget at the first Council meeting in April.

ATTACHMENT:

Budget Calendar/Timeline

RECOMMENDATION:

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BUDGET CALENDAR/TIMELINE

January 8-12 , 2002		Manager's Review with Depts: requests & initiatives
01/14/02		
January 14-18		Manager's Review with Depts: requests & initiatives Prepare proposed form for Budget Presentation to Council
01/21/02		
1/21 - 1/26/02		Final Budget Team Review of Budget Requests
01/28/02		Finalize Documents & begin Reports/Deliver Report to Fin. And Admin Committee.
02/02/02		Draft budget review by Fin. And Admin Committee
02/11/01		Final Documents completed & ready for editing
02/18/01		Documents and Reports edits completed, ready for production
02/22/01	for 03/09 Workshop	Distribute Budget Documents to Council
02/25/02		
02/26/02	Council Workshop	Mgmt Recommendation Presentation: Introduction of Manager's Proposed Budget to Council.
03/02/01	Budget Workshop	Saturday Budget Workshop Meeting - General Fund Programs
03/05/02	Council Meeting /Budget Workshop	Review Capital and CBD/TIF budgets
03/09/02	Budget Workshop	Saturday Budget Workshop Meeting -Other Fund Programs
03/16/02	Tentative Budget Workshop	If the previous Saturday meeting dates are not acceptable, either General or Other Funds can be reviewed.
03/18/02		
03/23/02	Tentative Budget Workshop	IF NEEDED: Saturday Budget Workshop Meeting -Other Fund Programs
03/25/02		
04/01/02		
04/02/02	Council Mtg	Adoption of Budget Document
04/03/02		Prepare data input into Financial Software Finalize Bud Documents
04/08/02		
04/15/02		
04/22/02		
04/29/02		New Budget Available in Financial Software