



CITY OF DESERT HOT SPRINGS

BUDGET CALENDAR FISCAL YEAR 2014 - 2015

KS	February	ongoing	Budget meetings with Key Staff "KS"
Finance	March	17 - 27	Budget Assignments & Budget Worksheets distributed to KS along with YTD Budget Performance Reports
KS	April	3	Budget requests submitted to Finance for review
Finance		7	Revenue estimates completed by Finance with assistance from KS
KS		7	Proposed CIP Projects submitted to Finance with Revenue sources identified and estimated project schedules
Finance		7 - 8	Department Operating & CIP budget submittals reviewed and compiled by Finance
KS		9	KS review preliminary budgets
Finance		10, 14	Finance compiles KS changes; budget analysis prepared for Interim City Manager's "ICM" review
ICM		15 - 16	ICM reviews budgets and suggests changes
Finance		17, 21	Compile ICM revisions/changes
Finance		22	Preliminary Operating & CIP Budgets loaded in Sire
Finance		24	Preliminary Operating & CIP Budgets to City Council "CC" with agenda packet
CC		29	CC Special Meeting to review Preliminary Operating & CIP budgets
CM	May	1, 5 - 6	Acting City Manager "ACM" review of budgets
CC		6	Second CC Review of budgets and provide direction to staff
CC		9	CC questions due to CM & Finance
CC		12	CC Special Meeting to review Operating & CIP budgets and provide direction to staff
KS		13 - 15	CC revisions to budgets updated and budget questions answered by KS
CC		20	CC to review Revised Operating & CIP budgets and provide direction to staff
Finance		21 - 29	CC revisions to budgets updated by Finance
CC	June	3	CC to review Revised Operating & CIP budgets and provide direction to staff
Finance /CM		9	Presentation of the Final Draft of the Operating and CIP budgets by the CM and Administrative Services Director
Finance		10 - 12	Final CC revisions to budgets updated by Finance and Finalization of Budget Resolutions, Gann Resolution & Authorized positions list; five-year financial projection updated
CC		17	CC adoption of final Operating and CIP budgets
Finance		18 - 30	Finance Staff enters the FY 2014-15 Adopted Budgets in the New World Accounting Software
Finance		30	Upload of Adopted Operating and CIP budgets on City website
Finance	July	1	Begin FY 2014-15 with balanced Operating and CIP budgets