

## Budget Calendar Fiscal Year 2021

DATE	ACTION
July 16, 2020	Finance Officer holds initial budget preparation meeting with department heads
August 3, 2020	Provide departmental access to 2021 Budget System
September 14, 2020	Present employee compensation to Board of Aldermen
September 28, 2020	Present Capital Improvement Plan and General Fund Budget Revenues to Board of Aldermen
September 29 – October 1, 2020	City Administrator and Finance Officer meet with individual department heads to review departmental budgets
October 12, 2020	Conduct Budget Work Session with Board of Aldermen; present General Fund Budget Expenditures
October 26, 2020	Present Comprehensive Proposed Budget for all funds to Board of Aldermen
November 23, 2020	Present 2020 Budget Re-appropriation to Board of Aldermen
December 2, 2020	Publish Public Hearing Notice
December 7, 2020	Present Capital Improvement Plan for approval at Planning & Zoning Commission Meeting (as required by State Statute)
December 14, 2020	Conduct Public Hearing on Proposed Budget; Adopt Budget
December 15, 2020	Distribute Approved Budget