

**CITY OF CARSON  
BUDGET CALENDAR  
FY 2013/14**

<b>DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>
February 1, 2013	Administrative Services Director, Finance Administrative Analyst	Prepare revenue estimates and salary & benefits projections.
March 21, 2013	Administrative Services Director Finance Administrative Analyst	Distribute budget packet and instructions for budget preparation and on-line forms.
April 11, 2013	City Manager, Directors, City Clerk, City Treasurer	Deadline for submission of the first draft of the proposed budget.
April 25 – May 1	City Manager, Administrative Services Director, Directors	Review and discuss the proposed budget in detail.
May 8 – May 30	City Manager, Directors, Finance Officer Finance Administrative Analyst	Discuss the budget and amend IFAS based on discussions with the City Manager and Directors.
June 4, 2013	City Manager, Administrative Services Director, Finance Officer	Presentation of the General Fund to the City Council and Special Revenue Funds budget continued by City Council
June 14, 2013	City Manager, Administrative Services Director	General Fund Budget Study Session #1 with City Council.
June 18, 2013	City Council, City Manager, Administrative Services Director	Public Hearing on the proposed General Fund.
July 2, 2013	City Manager, City Manager, Administrative Services Director	Continued Public Hearing on the proposed General Fund budget.
July 10, 2013	City Manager, Administrative Services Director	General Fund Budget Study Session #2 with City Council at a Special meeting.
July 16, 2013	City Manager, Administrative Services Director, Finance Officer	Continued discussion of the General Fund Budget and presentation of the Special Revenue Funds, Carson Successor Agency and Carson Hosing Authority budgets.
July 29, 2013	City Council, City Manager, Administrative Services Director, Finance Officer	Budget Study Session #3 with City Council.
August 6, 2013	City Council, City Manager, Administrative Services Director, Finance Officer	Adoption of the Special Revenue Funds, Carson Successor Agency and Carson Housing Authority budgets.
September 3, 2013	City Council, City Manager, Administrative Services Director, Finance Officer	Continued discussion of the General Fund Budget.
September 9, 2013	City Council, City Manager, Administrative Services Director, Finance Officer	Adoption of the General Fund Budget