

**CITY OF CARSON
BUDGET CALENDAR
FY 2012/13**

DATE	RESPONSIBILITY	ACTIVITY
February 1, 2012	Administrative Services General Manager, Finance Administrative Analyst	Prepare revenue estimates and salary & benefits projections.
March 20, 2012	City Manager, Administrative Services General Manager	Budget kick-off meeting to discuss major issues and expectations for the current budget year, attended by all General Managers, Managers, Supervisors, Analysts, and others directly involved in the budget process. Distribute budget packet and instructions for budget preparation and on-line forms.
April 10, 2012	City Manager, General Managers, City Clerk, City Treasurer	Deadline for submission of the first draft of the proposed budget.
April 25 – May 1	City Manager, Administrative Services General Manager, General Managers	Review and discuss the proposed budget in detail.
May 8 – May 30	City Managers, General Managers, Finance Officer, Finance Administrative Analyst	Discuss the budget and amend IFAS based on discussions with the General Managers.
June 6, 2012	City Manager, Administrative Services General Manager	Presentation of the General Fund Budget to the City Council.
June 13, 2012	City Manager, Administrative Services General Manager	Budget Study Session #1 with City Council.
June 19, 2012	City Council, City Manager, Administrative Services General Manager	Public Hearing and submission of budget referrals to the City Council.
June 25, 2012	City Manager	Submission of additional and/or updated budget referrals.
June 26, 2012	City Manager, Administrative Services General Manager	Budget Study Session #2 with City Council.
June 30, 2012	City Manager	Submission of additional and/or updated budget referrals.
July 3, 2012	City Council, City Manager, Administrative Services General Manager	Continued Public Hearing on the proposed FY 2012/13 General Fund Budget and submission of additional and/or updated budget referrals.
July 17, 2012	City Council, City Manager, Administrative Services General Manager	Continued Public Hearing on the proposed FY 2012/13 General Fund Budget and submission of additional and/or updated budget referrals. Adoption of the FY 2012/13 General Fund Budget.
July 18 – November 15	Finance	Preparation of final budget document and printing of the budget book.