

### BUDGET CALENDAR

Date	Phase	Event
January-February	Preparation	Finance Director reviews prior year audit and current year estimates and prepare estimate forms.
March-April	Preparation	Finance Director meets with Department Heads to review estimates. Finance Director estimates revenues to compile budget.
By April 25th	Preparation	Submit proposed budget to City Manager for final recommendations.
First Tuesday in May	Adoption	Submit proposed budget and budget requests to legislative body for first reading.
By June 30th	Adoption	Legislative body finalizes budget, holds necessary public hearings, and adopts budget. State law requires a notice of the budget ordinance be published "in a newspaper of general circulation... not less than 10 days prior to the meeting where the governing body will consider final passage of the budget."
Within 15 days of final approval	Oversight	Submit all required documentation to the State of Tennessee.
July 1 to June 30	Execution	Close monitoring of revenues and expenditures. Budget amendments, as permitted by state law and local charters, should be prepared as necessary.
"As soon as practicable after the end of the fiscal year."	Audit	Audit firm comes to City Hall to conduct fieldwork.
By end of calendar year	Audit	Finance Director shall review the audit.
By end of calendar year	Audit	Send a copy of the audit to the Mayor, City Canager, members of the governing body, and the Comptroller of the Treasury.