



Helena Budget Office Calendar



JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none">• Budget Priorities discussion with Commission• Calculate Salary & Wage Projections• Department Personnel meetings/personnel budget changes (HR, Finance and Departments)• Updating of department CCIPs• Interdepartmental allocations calculated (<i>IT&S, Gen Fund Cost Recovery, Internal Services</i>)	<ul style="list-style-type: none">• Base budgets calculated/completed• Department Entry Budget level released• Department meetings: Base budget vs. Dept. changes• Develop of New budget initiatives list for City Manager review• Mid-Year Report- Mid Year Financial Report to Commissioners	<ul style="list-style-type: none">• Prelim Budget Review meetings with City Manager• Prioritization of new initiatives with City Manager• Draft Budget Presentation Templates sent to Depts.
APRIL	MAY	JUNE
<ul style="list-style-type: none">• Budget Presentations - Commission:<ol style="list-style-type: none">1. Discussion of Commission Budget Priorities2. General Budget Overview: Salary, benefits, General Capital, new initiative recommendations3. City Mgr./City Atty./City Clerk/Finance/HR/Police/Fire/Court/Comm Dev/Building/Facilities<i>Fee Discussions in Dept. Presentations if applicable</i>	<ul style="list-style-type: none">• Budget Presentations-Commission:<ol style="list-style-type: none">1. Public Works/Parks & Rec / Transportation Systems2. Joint City County Budget Meeting• Commission Recommendations: Community Donation allocations/other• Prelim Budget Book Complete <i>Fee Discussions in Dept. Presentations if applicable</i>	<ul style="list-style-type: none">• City Manager Delivers Preliminary Budget to City Commission• BID & TBID Work plans and assessments Presentations• Preliminary budget adoption• Carry Over list reviewed by City Manager• Any Fees with July 1st adoption date ROI and Final Resolutions.
JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none">• Assessment Discussion with City Commission• Carry over Request Presented to City Commission• Roll Contracts, Process Carry-overs, Build New Projects• ROI's Assessments: Streets Maint, Lighting Dist, Snow Removal, Renewable Energy Loans, Infrastructure loans, Storm Assessments, Residential Solid Waste, Landfill Monitoring, Urban Forestry, Open Lands	<ul style="list-style-type: none">• Recommendation of Mills to City Commission• Changes to Prelim Budget Finalized• Public Hearings: Assessments: Streets Maint, Lighting Dist, Snow Removal, Renewable Energy Loans, Infrastructure loans, Storm Assessments, Residential Solid Waste, Landfill Monitoring, Urban Forestry, Open Lands• Final Budget Book Completed: End of the Month	<ul style="list-style-type: none">• Adoption of Final Budget• Adoption of Mill Levies• Water and Wastewater Rate Recommendations discussion with City Commission• Other Department Rate & Fee Recommendations to City Commission• Update and review City Assessments In County Tax System (CSA)
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none">• City Assessments due to County Oct 1st• Final Review: Assessments before tax bills go out• File Budget with State of Montana Due Oct 1st	<ul style="list-style-type: none">• Budget Process and Improvement meetings with Departments• Budget analysis and preparation• Rate Analysis updated	<ul style="list-style-type: none">• Finance Base Budget Draft; Budget vs. Actual Analysis• Salary & Wage Projection Draft• Prelim Internal Cost allocations calculated & updated