



# Helena Budget Office Calendar



JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>Budget Priorities discussion with Commission</li> <li>Calculate Salary &amp; Wage Projections</li> <li>Department Personnel meetings/personnel budget changes (HR, Finance and Departments)</li> <li>Updating of department CCIPs</li> <li>Interdepartmental allocations calculated (<i>IT&amp;S, Gen Fund Cost Recovery, Internal Services</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Base budgets calculated/completed</li> <li>Department Entry Budget level released</li> <li>Department meetings: Base budget vs. Dept. changes</li> <li>Develop of New budget initiatives list for City Manager review</li> <li><b>Mid-Year Report</b>- Mid Year Financial Report to Commissioners</li> </ul>	<ul style="list-style-type: none"> <li>Prelim Budget Review meetings with City Manager</li> <li>Prioritization of new initiatives with City Manager</li> <li>Draft Budget Presentation Templates sent to Depts.</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li><b>Budget Presentations - Commission:</b> <ol style="list-style-type: none"> <li>General Budget Overview</li> <li>General Capital/Non-Departmental/ City Manager / City Atty./City Clerk Commission /Finance / Municipal Court / Community Development/ Building / Parking</li> <li>Fire / Police Ops. / Facilities / Parks &amp; Rec / Open Lands / Golf / Civic Center / Urban Forestry</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li><b>Budget Presentations-Commission:</b> <ol style="list-style-type: none"> <li>Human Res. / Transit / Fleet / Streets / Pub. Works Admin /Engineering/Ind. Fac./Solid Waste/Water/Wastewater/Strm</li> <li>Joint City/Cty Budget Meeting</li> </ol> </li> <li><b>Commission Recommendations</b></li> <li><b>Budget Discussion Wrap Up</b></li> </ul>	<ul style="list-style-type: none"> <li>City Manager Delivers Preliminary Budget to City Commission</li> <li>BID &amp; TBID Work plans and assessments Presentations</li> <li><b>Preliminary budget adoption</b></li> <li>Carry Over list reviewed by City Manager</li> <li>Any Fees with July 1<sup>st</sup> adoption date ROI and Final Resolutions.</li> </ul>
JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>Assessment Discussion with City Commission</li> <li>Carry over Requests Presented to City Commission</li> <li>Roll Contracts, Process Carry-overs, Build New Projects</li> <li><b>ROI's Assessments:</b> Streets Maint, Lighting Dist, Snow Removal, Renewable Energy Loans, Infrastructure loans, Storm Assessments, Residential Solid Waste, Landfill Monitoring, Urban Forestry, Open Lands</li> </ul>	<ul style="list-style-type: none"> <li>Recommendation of Mills to City Commission</li> <li>Changes to Prelim Budget Finalized</li> <li><b>Public Hearings: Assessments:</b> Streets Maint, Lighting Dist, Snow Removal, Renewable Energy Loans, Infrastructure loans, Storm Assessments, Residential Solid Waste, Landfill Monitoring, Urban Forestry, Open Lands</li> <li><b>Final Budget and Mill Levy Adoption</b></li> </ul>	<ul style="list-style-type: none"> <li>Water and Wastewater Rate Recommendations discussion with City Commission</li> <li>Other Department Rate &amp; Fee Recommendations to City Commission</li> <li>Update and review City Assessments In County Tax System (CSA)</li> <li>Budget Process and Improvement meetings with Departments</li> </ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>City Assessments due to County Oct 1<sup>st</sup></li> <li>Final Review: Assessments before tax bills go out</li> <li>File Budget with State of Montana Due Oct 1<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>Budget analysis and preparation</li> <li>Rate Analysis updated</li> </ul>	<ul style="list-style-type: none"> <li>Finance Base Budget Draft; Budget vs. Actual Analysis</li> <li>Salary &amp; Wage Projection Draft</li> <li>Prelim Internal Cost allocations calculated &amp; updated</li> </ul>