IVINS CITY
UTAH

# FISCAL YEAR 2017/2018
# BUDGET PREPARATION CALENDAR

| DATE | EVENT DESCRIPTION |
|---|---|
| January 5 | Presentation of Budget Preparation Schedule to Mayor & City Council<br>Approve 5-Year Plan to Use with Budget Preparation |
| January 23 | Department Head Budget Retreat |
| February 2 | Presentation of Department Needs to Council |
| February 16 | Discussion & Prioritization of Department Needs by Council |
| February 17 – March 17 | Staff Prepares Tentative Budgets |
| March 1 | County notified of date, time and place of public hearing for any potential tax levy increase (59-2-919 (8) (a)) |
| March 17 | Capital Project Budgets, Operating Budgets and Salaries & Benefits requests due |
| Week of March 20 | Finance Director and City Manager conduct budget reviews with Department Directors and complete revenue estimates for all funds |
| March 20 through April 6 | Finance Director completes preparation of the Tentative Budget and determines if any Millage Rate increase is necessary to support the proposed Tentative Budget |
| April 6 | Review and Discuss the Proposed Tentative Budget |
| April 20 | Review and Discuss the Proposed Tentative Budget |

| DATE | EVENT DESCRIPTION |
|---|---|
| May 4 | Tentative Budget and Tentative Millage Rate submitted to City Council (10-6-111(1))<br>Tentative Budget Tentatively Adopted by City Council (10-6-111(3)) and Public Hearing date set for Final Adoption of Tentative Budget (10-6-113) |
| May 8 | Final Tentative Budget distributed to Council & Staff<br>Final Tentative Budget made available for public inspection a minimum of 10 days prior to adoption of final budget (10-6-112) |
| May 11 | Issue notice of Public Hearing (Published 7 days prior to Public Hearing) to consider adoption of Final Tentative Budget for FY 2017/2018 (10-6-113) |
| May 18 | Public Hearing on the Final Tentative Budget for FY 2017/2018 (10-6-114) |
| May 18 – June 1 | After Public Hearing, City Council may continue to review and make changes to the Tentative Budget (10-6-115) |
| June 1 | If no increase in tax levy, legislative body may adopt final Budget by Resolution for FY 2017/2018 (10-6-118)<br>Adopt proposed or final tax rate by resolution or ordinance (59-2-912) (10-6-133) |
| June 15 | Forward proposed or certified Tax Rate to County Auditor (10-6-134) |
| June 15 | If necessary, due to input received at public hearing and changes to the Tentative Budgets, City Council adopts Budget and Tax Rate |
| Prior to July 1 or July 15 | Final certified copy of budget filed with State Auditor within 30 days after adoption (10-6-118) |
| | NOTE: If the City decides to increase the tax levy, the City would not adopt the budget in June. In the event of an increase in the tax levy, the following additional steps would be undertaken: |
| July 20 | Issue public notice of Public Hearing for adoption of FY 2017/2018 Tax Levy (59-2-919) |
| August 3 | Mayor and Council hold Public Hearing on proposed augmented tax levy (59-2-919)<br>Mayor and Council adopt Resolution approving augmented tax levy (59-2-919)<br>Mayor and Council adopt Resolution approving Final Budget |
| August 7 | Forward resolution adopting augmented Tax Levy to County Auditor (59-2-920) |