



## FY 2021/2022 BUDGET CALENDAR

**Date**  
**(Subject to Change)**

**Action Required**

|                            |  |
|----------------------------|--|
| January 21, 2021           | Distribute budget calendar to Department Directors.  |
| January 25, 2021           | Budget projections to departments: (In Munis, Department-division level or Program level).   |
| February 8 – March 1, 2021 | Munis-Budget Workshops/Training.   |
| February 18, 2021          | Prepare preliminary FY 2021/22 revenue estimates; update monthly.  |
| March 1, 2021              | Final date for submission of completed department budgets to Finance. Submit staffing changes (e.g. retirements, recruitments, reductions, additions, other known modifications) to Finance.                     |
| March 1, 2021              | Submit goals & objectives to Finance.  |
| March 1 - 15, 2021         | Budget committee review of department budget requests. Schedule follow-up meetings with departments and budget committee.  |
| April 5, 2021              | Submit proposed budget to City Manager for review and recommendations. Meet with departments, if necessary.  |
| April 12, 2021             | Submit budget to City Council and Departments.   |
| April 19, 2021             | City Council to set time and dates for:<br>Budget Work Sessions: May 3, 2021 and May 17, 2021<br>Adopt Tentative Budget: Recommend May 18, 2021<br>Adopt Final Budget: Recommend June 15, 2021                   |
| April 26 thru 29, 2021     | One on ones with City Council members.   |
| April 28, 2021             | Resolution & Tentative Budget for Clerk/Attorney review.   |
| May 3, 2021*               | Public budget work sessions with City Council and Departments. Initial roll-out of budget to the Public.   |
| May 17, 2021*              | Public hearing and adoption of FY 2020/21 Tentative Budget by City Council. <b>(Last date to meet legal requirements: July 19, 2021. Must be done on or before the third Monday in July {A.R.S. §42-17101}).</b> |
| June 1, 2021               | Resolution & Final Budget for Clerk/Attorney review.   |
| June 2 or 3, 2021          | First publication of FY 2021/22 Tentative Budget. <b>(Must be published once a week for at least two consecutive weeks {A.R.S. §42-17103}).</b>  |
| June 9 or June 10, 2021    | Second publication of FY 2021/22 Tentative Budget. <b>(Must be published once a week for at least two consecutive weeks {A.R.S. §42-17103}).</b>   |
| June 15, 2021*             | Adoption of FY 2021/22 Final Budget <b>{A.R.S. §42-17105}.</b><br><b>*Request Departments to be present</b>  |