

City of Mauldin

FY2025 Budget Calendar

September - November	<p>Pre-Budget Items</p> <p>5- year Capital Budget updated and distributed to Committee. City Administrator and Finance Director meet and rank the submitted items.</p> <p>Council retreat - to establish goals and budget objectives for staff.</p>
December - January	<p>Budget request forms are prepared and distributed to Department Heads. Finance staff compiles personnel and fringe benefit numbers. Finance staff compiles Projected Revenue numbers. City Administrator develops and distributes the Budget Guidance document.</p>
February	<p>Feb 9 Budget requests due to Finance Director.</p> <p>Feb 12-23 Budget is reviewed and refined as needed.</p> <p>Feb 26 Any changes are processed and entered by Finance staff.</p>
March	<p>March 1-13 Council budget notebooks are produced and distributed by the finance department.</p> <p>March 14 Budget Workshop with Council and staff.</p> <p>March 28 Budget Workshop with Council and staff.</p>
April	<p>April 1-5 Budget revisions are inputted. Budget Ad is prepared.</p> <p>April 9 Budget Ad is submitted to newspaper.</p> <p>April 18 Budget Workshop with Council and staff.</p> <p>April 23 Ad is circulated in the Tribune Times.</p>
May	<p>May 20 Public Hearing and first reading on the proposed Budget Ordinance.</p>
June	<p>June 17 Second reading and Adoption on the proposed Budget Ordinance.</p>