

BUDGET PACKET PREPARATION

- # Be sure to provide a copy of your submitted budget proposals to BOTH THE MAYOR AND THE FINANCE DIRECTOR by **Friday, August 7, 2015**.

DO NOT SEND A COPY TO THE FINANCE COMMITTEE AT THIS TIME.

- # Included with your submission, please email a copy of the file(s) used in the calculation of labor wages and benefits to scorbeille@manitowoc.org
- # Any department heads or staff members who would like some assistance or guidance in preparing their 2016 budget request should feel free to contact me in the Finance Office at 686-6961. We will be able to assist you with most aspects of your budget preparation, including where to find data, how to analyze the data, create spreadsheets or other documents, and provide general guidance with your presentation package.

TIME LINE - 2016 BUDGET PROCESS

July 13th - Budget Worksheets Distributed to Departments

August 7th - Budget Requests due from Departments to Mayor and Finance Department

August 10th – 14th – Finance Department Budget Entry and Analysis

August 17th – 28th – Departments meet with Mayor

August 31th – September 4th – Follow-up meetings with Departments if necessary

September 4th – 25th - Formulation of Executive Budget

September 28th - Executive Budget Submitted to Common Council

September 28th – November 16th - Finance Committee Budget Deliberations

October 24th – Mayor’s Budget Listening Sessions (10:30am and 6:30pm)

November 2nd - Budget Publication Notice

November 16th - Formal Budget Hearing and Budget Adoption