



FY 2024-2025

# Budget Process and Calendar

Office of the City Manager  
Budget Administration

## Purpose

To provide a timeline and schedule of items to departments, staff, and residents, that facilitate planning and publishing of the annual city budget. Included are important deadlines to submit information to the City Manager's Office by municipal and state fiscal standards. The calendar serves as a visual informational aid and may be distributed to the public.

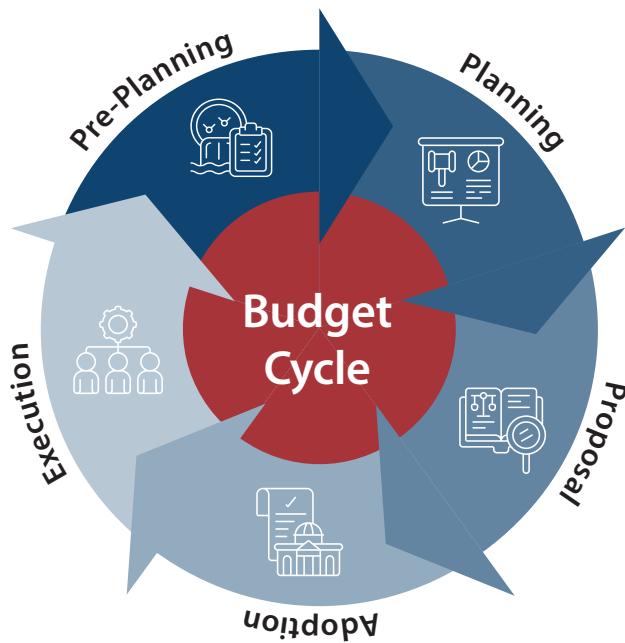
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# Planning Process

The planning process for the city's budget is a meticulous and iterative cycle designed to translate community needs and organizational goals into actionable financial plans. The fiscal year begins July 1 and ends June 30 annually. This cycle is composed of distinct, interconnected stages:

1. Pre-Planning
2. Planning
3. Proposal
4. Adoption
5. Execution



## Planning Process Overview

| November to March  | March to April   | April to May  | May to June   | July to All-Year   |
|--|--|---|---|--|
| Pre-Planning   | Planning   | Proposal  | Adoption  | Execution  |
| The budget cycle begins with the pre-planning stage. Here is when the Council engages in goal-setting during non-election years, previous budget outcomes are evaluated, and the City Manager's Office and the Finance Department kicks off the budget with initial conversations with city-wide departments and distributing forms. | During this stage, the groundwork for the budget is laid out in detail. The Council and the School Board conduct joint meetings to align educational funding with priorities. Departments submit their budget requests and workshops are conducted for understanding revenue streams and evaluating needs and expenses, ensuring budget alignment. | The City Manager presents the proposed budget to the Council, moving the budget from planning to the decision-making stage. The proposal includes a budget message explaining the budget's rationale and key financial strategies employed. | The adoption stage is the accumulation of activities during the budget's proposal are subjected to public scrutiny and review. The Council conducts a public hearing on the operating budget for residents to voice their opinions. The fiscal year's budget is officially adopted by a vote. | After the budget is adopted, the city moves into the execution phase, where all plans are put into action. A budget-in-brief is developed providing an accessible summary of the budget to the public. |

# City Charter

These sections from the Martinsville city charter outline the procedures and requirements for the preparation, submission, content, publication, and adoption of the city's annual budget.

## Preparation of Budget

The budget preparation process follows accepted municipal accounting and budgeting principles. Department heads and other entities funded wholly or partly by the city must submit revenue and expenditure estimates for the next fiscal year to the city manager or finance director. These submissions are on forms provided by the finance director and are compiled for review by the city manager, who may revise them according to state laws and fiscal needs, except for the school board's total estimated expenditure, which can only be recommended for revision (Section 2-35).

## Budget Contents and Balancing

The budget must itemize all proposed expenditures and estimated revenues, comparing them to the previous year's figures and making adjustments as necessary to ensure that proposed expenditures do not exceed estimated receipts unless additional tax increases are recommended. If receipts exceed expenditures, tax and license ordinance revisions may be suggested to balance the budget (Section 2-36).

## Submission to the Council

By April 30 each year, the city manager submits to the city council the current expense budgets for city operations, public schools, and utilities, along with a budget message, a capital budget, and a schedule of permanent improvements (Section 2-37).

## Budget Message and Tentative Approval

The budget message explains the financial policies for the upcoming fiscal year and is accompanied by supporting schedules and material for both operations and capital improvements. The city council then tentatively approves the budget with or without changes (Section 2-38).

## Public Hearing

A synopsis of the tentatively approved budget is published, and a public hearing is announced, allowing citizens to express their views on the budget (Section 2-39).

## Adoption and Revenue Ordinances

After the public hearing, the council adopts the budgets and any necessary revenue ordinances to balance them by June 30. The approved budget amounts become appropriated funds, and the finance director can transfer unencumbered balances within the same department upon the city manager's authorization (Section 2-40).

## Availability of Budget Copies

The finance director ensures that copies of the adopted budgets are available for offices, departments, and agencies subject to budgetary control (Section 2-41).

# Monthly Calendar

## November 2023

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |
|    |    |    |    |    |    |    |

### November 7

City Manager, Chief Operating Officer, and the Finance Director Begins Budget Discussion

### November 10

Veterans Holiday

### November 15

Distribute Capital Improvement Plan (CIP) Forms and Instructions to Departments

### November 23 to November 24

Thanksgiving Holiday

### November 28

Regular City Council Meeting

### November 30

All CIP Forms Due to Finance Department

## December 2023

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### December 12

Regular City Council Meeting

### December 22

Christmas Eve Holiday

### December 25 to December 26

Christmas Holiday

**January 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |
|    |    |    |    |    |    |    |

**January 1**  
New Years Holiday

**January 3**  
Joint Financial Meeting with City Council and the School Board

**January 4**  
Mid-Year Department Budget Review

**January 5**  
Audit Presentation; Mid-Year Department Budget Presentation; New Fiscal Year Budget Outlook

**January 6**  
Previous Fiscal Budget Closeout Presentation; School Budget Approval

**January 9**  
Regular City Council Meeting

**January 10**  
Council 1:1 Briefing; Outside Agency Funding Request Closes and Portal Opens

**January 11**  
School Board Presentation of FY25 - First Reading

**January 15**  
Martin Luther King Jr. Holiday

**January 16**  
Department Meetings with Outside Agencies; Final State Budget

**January 23**  
Regular City Council Meeting

**January 24**  
School Board Work Session and Public Hearing FY25

**January 30**  
Operating Budget Kick-Off and Instruction Delivery

**February 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |    |    |
|    |    |    |    |    |    |    |

**February 13**

Previous Fiscal Year Audit

**February 19**

President's Day Holiday

**February 27**

Regular City Council Meeting

**March 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  |    |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

**March 8**

Council Vision and Goal Setting Retreat

**March 12**

Regular City Council Meeting; Preliminary Revenue Estimate Discussion with the Commission of Revenue and City Departments; Review of Fees

**March 13**

Health Insurance Committee Meeting

**March 26**

Regular City Council Meeting

**April 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |
|    |    |    |    |    |    |    |

**April 1**

Finalize Draft Budget &amp; Message; Finalize Health Insurance Estimates

**April 9**

City Manager Submits Budget Proposal to City Council; Regular City Council Meeting

**April 16**

Budget Workshop - Revenue, Constitutional Officers and General Government

**April 23**

Budget Workshop - Organizational Development, Operations, and Utilities; Regular City Council Meeting

**April 30**

Budget Workshop - Outside Agency Request, Public Safety Departments, Schools

**May 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |
|    |    |    |    |    |    |    |

**May 7**

Community Budget Presentation

**May 9**

Budget Presentation (Zoom)

**May 14**

Public Hearing on Proposed Operating Budget; Regular City Council Meeting

**May 21**

City Council Adopts Fiscal Year 2024-2025 Budget; Special City Council Meeting

**May 27**

Memorial Day Holiday

**June 2024**

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 5  | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

**June 3**

Close All Procurements

**June 10**

Budget-In Brief Developed

**June 19**

Juneteenth Holiday

**June 30**

Fiscal Year Ends

**July 1**

Fiscal Year Begins