

ATTACHMENT A
ANNUAL BUDGET CALENDAR
CITY OF JONESBORO, ARKANSAS

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| May 1 | Distribution of capital improvement and operating budget request forms with instructions to department heads by Finance Department |
| June 1 | Return of capital improvement budget request forms to Finance Department by department heads |
| June 1 - 30 | Review of capital improvement budget requests by Mayor, department heads, and Finance Director, with recommendation of capital projects to be considered for funding in the annual budget for the following year |
| July 1 - 31 | Review by Council committees and subcommittees of recommended capital projects to be considered for funding in the annual budget for the following year. |
| August 1 | Return of operating budget request forms to Finance Department by department heads |
| August 1 - 31 | Determination by Finance Director of estimated budget revenues for the following year and projected fund balances at the end of the current year

Review of operating budget requests by Mayor, department heads, and Finance Director, with recommendation of operating appropriations to be considered for funding in the annual budget for the following year |
| September 1 - 30 | Review by Council committees and subcommittees of recommended operating appropriations to be considered for funding in the annual budget for the following year. |
| Oct. 1 - Nov. 30 | Finalization of proposed annual budget, inclusive of approved amounts for capital improvements and operating purposes by Mayor, Council committees and subcommittees |
| December 1 | Presentation of proposed annual budget by the Mayor to the City Council as required by state law |
| December 15 | Adoption of the annual budget |