



2022 Budget Preparation Calendar

April	15	Finance Office to distribute CIP Instructions and Request Forms
May	14	Deadline to submit CIP Request Forms to Finance Office
	15 - 31	Finance Office to assemble 2022-2026 Preliminary CIP for Internal Meetings
June	7 - 18	Internal Meetings - Review of Preliminary CIP (Dept Heads / City Manager / Finance Dir)
	19 - 22	Finance Office to implement CIP Revisions as discussed in internal meetings
	23	Finance Office to deliver Proposed CIP to City Manager
	24-30	Finance Office to establish 2022 Preliminary Budget Assumptions and estimated Personnel Costs (2021 Year End Projections and 2022 Proposed Amounts)
	29	Council Workshop #1 - Capital Improvement Plan
July	1 - 23	(continued from June) Finance Office to establish 2022 Preliminary Budget Assumptions and estimated Personnel Costs (2021 Year End Projections and 2022 Proposed Amounts)
	19 - 23	Operations Budget Training video released in this timeframe
	26	Finance Office to distribute Operations Budget Instructions and Templates
August	13	Deadline to submit Preliminary Operations Budgets to Finance Office
	16	Departments enter Operations Budgets in Munis on or before this day
	17	Plan Commission to review CIP
	17 - 31	Finance Office to assemble Preliminary Operations Budget Document for Internal Meetings
	24	City Council to Approve the CIP Budget
	31	Council Workshop #2 - 2022 Early Projections and Direction on Priorities from Council
September	7 - 20	Internal Meetings - Review of Preliminary Operations Budgets (Department Heads / City Manager / Finance Director)
	10	Local Revenues Estimated
	21 - 29	Finance Office to implement Operating Budget Revisions as discussed in meetings
	30	Finance Office to deliver Proposed Operations Budget to City Manager
October	1 - 8	Finance Office to receive State Revenue Information / Finalize Proposed Budget
	11	Proposed Operations Budget delivered to Council
	16	Notice of Public Hearing for Budget is published in Oshkosh Northwestern (Oct. 20 in Herald)
	18	Council Workshop #3 - All Day Department Review
	19	Council Workshop #4 - All Day Department Review
	29	Budget Amendment Draft I
November	3	Council Workshop #5 (if necessary)
	3	Public Hearing at 5pm
	5	Budget Amendment Draft II
	9	City Council to Adopt the 2022 Operations Budget

*Above dates for budget activities are tentative at this time. Any substantial variations will be identified as soon as they are known.