

CITY OF MENASHA
Instructions for Preparation of Year 2012 Operations/Capital Budget

These instructions are to provide guidelines in preparing the Year 2012 Budget Request. Forms for Budget narrative and input of Estimated Revenues and Requested Expenditures for 2012 should be completed and available to the City Comptroller/Treasurer by **Thursday, September 1, 2011**.

Following is the Budget Calendar that all departments will be using this year. It is important to meet the deadlines listed. Failure to meet those deadlines results in delays in compiling all budget information for a complete review by the Mayor and Common Council.

<u>Budget Calendar</u>	<u>Activity</u>
July 22 – September 1	Departmental Budget Requests for 2012 prepared by Department Heads and Staff. Miscellaneous Budget Requests for 2012 prepared by Finance Department.
August 15	Equalization values for municipalities released by State.
September 2-7	Submissions checked and totals compiled by Comptroller/Treasurer.
September 8-30	Departmental Budget Requests reviewed by Mayor.
September 6	Levy Limit worksheet for 2012 mailed out by State.
September 13	Shared Revenue estimates for 2012 mailed out by State
October 3-13	Executive Budget prepared by Mayor and compiled by Finance Department for distribution.
October 14	Proposed 2012 Executive Budget Workbook delivered to Common Council with Mayor's comments and recommendations.
October 28	Publish Notice of Public Hearing. ERP Budget Limit Notice received.
November 2, 3, 9, 14	Common Council review of Recommended 2012 City/Utility Budgets.
November 11	Lottery and Gaming Credit information received from State
November 21	Common Council review of Recommended City/Utility Budgets (if necessary). Public Hearing and Adoption of Year 2012 City of Menasha Operations/Capital/Utility Budgets.
November 22 – December 9	Calculating, printing, sorting and mailing of Property Tax Bills by Finance Department.
December 19	Levy Limit Worksheet report and Statement of Taxes report return date deadline
January 1, 2012	Implementation of 2012 City Budget by all Departments.