



2024 Budget Prep Calendar

April	14	Finance Office to distribute CIP Instructions and Request Forms (Department Heads to coordinate with committees for their potential input)
May	12	Deadline to submit CIP Request Forms to Finance Office
	12 - 31	Finance Office to assemble 2024-2033 Preliminary CIP for Internal Meetings
June	12-16	Internal Meetings - Review of Preliminary CIP (Dept Heads / City Manager / Finance Dir)
	19-23	Finance Office to implement CIP Revisions as discussed in internal meetings
	23	Finance Office to deliver Proposed CIP to City Manager
	26-28	Finance Office to establish 2024 Preliminary Budget Assumptions and estimated Personnel Costs (2023 Year End Projections and 2024 Proposed Amounts)
	28	Council Workshop #1 - Capital Improvement Plan
July	3 - 21	(continued from June) Finance Office to establish 2024 Preliminary Budget Assumptions and estimated Personnel Costs (2023 Year End Projections and 2024 Proposed Amounts)
	17 - 21	Operations Budget Training video released in this timeframe
	25	Finance Office to distribute Operations Budget Instructions and Templates
August	11	Deadline to submit Preliminary Operations Budgets to Finance Office
	14	Departments enter Operations Budgets in Munis on or before this day
	15	Plan Commission to review CIP
	15 - 31	Finance Office to assemble Preliminary Operations Budget Document for Internal Meetings
	22	City Council to Approve the Capital Improvement Plan
	29	Council Workshop #2 - 2024 Early Projections and Direction on Priorities from Council
September	6 - 18	Internal Meetings - Review of Preliminary Operations Budgets (Department Heads / City Manager / Finance Director)
	8	Local Revenues Estimated
	18 - 27	Finance Office to implement Operating Budget Revisions as discussed in meetings
October	2 - 6	Finance Office to receive State Revenue Information / Finalize Proposed Budget
	13	Finance Office to deliver Proposed Operations Budget to City Manager
	23	Notice of Public Hearing for Budget is published in Oshkosh Northwestern (Oct. 19 in Herald)
	23	Proposed Operations Budget delivered to Council
	30	Council Workshop #3 - All Day Department Review
	31	Council Workshop #4 - All Day Department Review
November	3	Budget Amendment Draft I
	7	Public Hearing at 6pm
	7	Council Workshop #5 (if necessary)
	10	Budget Amendment Draft II
	14	City Council to Adopt the 2024 Operations Budget

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

