

City of Morgantown

Finance Department

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MEMO

DATE: 12/14/2012

TO: Terrence Moore, ICMA-CM
City Manager

FROM: Joseph R. Sabatelli, CPA 
Finance Director

RE: Budget Calendar

Attached herewith is the 2013-2014 Proposed Budget Calendar to be presented as a City Manager's Report item at the January 2nd City Council Meeting. Council typically approves the budget calendar by affirmation.



City of Morgantown

Fiscal Year 2013-2014 Proposed Budget Calendar and Tasks, Meetings and Functions

January –

- a. 1st week Department Directors provided a report for expenditures of the 1st half of the current fiscal year
- b. 31st – Department Head should file a detailed request for appropriations, this includes the various boards and commissions of the City
- c. Department Directors should begin compiling performance measures and indicator data

February –

- a. 1st Friday of February – All requests from outside agencies for funding are due, with a specific due date included on the request form. Funding requests received after the 1st Friday will not be accepted. All agencies must file a funding request regardless of previous experiences. The Office of the City Manager reserves the right to request budget adjustments for special and non-ordinary funding requests throughout the year for periodic budget adjustments to be approved by City Council.
- b. 15th – Department Directors performance measures and indicator data, along with an updated narrative, are due to the Finance Department

March –

- a. 3rd – Certified assessed value due from County Assessor
- b. 1st Tuesday – Council approves first reading of adoption of next fiscal year's budget
- c. 3rd Tuesday – Council approves second reading of adoption of next fiscal year's budget
- d. Immediately upon final approval – Budget is published in the newspaper once per week for two consecutive weeks
- e. 29th – Budget to be submitted to State Auditor's Office for review

April –

- a. 3rd Tuesday – Upon approval of State Auditor's Office, council approves, adopts and lays the levy. Presentation of final compiled performance based budget document.
- b. Within 3 days of laying the levy, the levy order is prepared, certified and forwarded to the State Auditor, who then turns the order over to the County Assessor

May –

- a. 3rd Tuesday – Council approves first reading of final budget revision for the current fiscal year

The Department of Finance provides all Department Directors with a report comparing budgeted and actual balances. Departments may request a budget revision to the Finance Director that reallocates allotted funds to different budget lines within the individual department. The Finance Director has been given the responsibility to decline or approve the revision as requested, however if approved, the revision is recorded in the accounting system.