



Budget Preparation Checklist

TIMEFRAME	DESCRIPTION	DATE COMPLETED
JULY/AUGUST	Prepare budget calendar, set public hearing dates. Should obtain consent of calendar dates by Mayor ² and Council.	
JULY/AUGUST	Update Capital Facilities plan. Public hearing will be required. (set hearings prior to start of budget in September) Council to set budget priorities, goals and objectives.	
AUGUST	Mayor ² meets with Dept. managers to communicate budget priorities.	
JULY/AUGUST	Clerk ³ sends request (call letter) to Dept. Mgrs. for budget proposals. (by 2 nd Monday in September)	
AUGUST/SEPT	Preliminary revenue estimates are developed by the Clerk. Budget estimates from Dept. Mgrs., filed with Clerk (by 4 th Mon. in Sept.)	
SEPTEMBER/OCTOBER	Clerk presents revenue estimates, debt service and budget proposals from Dept. Mgrs., along with the sources of revenue proposed to support each program to Mayor. (Due 1 st business day in October).	
SEPTEMBER/OCTOBER	Mayor to provide Council with preliminary proposed estimates of revenue and expenditure requests by each department. Council to receive current year revenue and expenditures with budget comparison and estimates for ending fund balance. (by 1 st Monday in October).	
SEPTEMBER/OCTOBER	Public hearing on Property Tax levies must be held before legislative body votes on property tax levy. (Deadline for filing levy with County - November 30 th)	
SEPTEMBER/OCTOBER	Mayor and Clerk meet with department heads to make any additions and/or cuts to preliminary budget	
OCTOBER/NOVEMBER	Mayor presents the preliminary budget and budget message to Council (due by Nov. 1 st - RCW - 60 days before ensuing fiscal year) Clerk publishes notice that preliminary budget has been filed and publishes notice of public hearing on the final budget once a week for two consecutive weeks. (no later than the first two weeks of Nov)	
OCTOBER/NOVEMBER	Council adopts Property Tax levy ordinance/resolution, Clerk files Levy certification with County Clerk (due Nov. 30 th)	
NOVEMBER	Copies of proposed (preliminary) budget available to the public. (Six (6) weeks before January 1 st) Public hearings on proposed preliminary budget. (prior to final hearing)	
NOVEMBER/DECEMBER	Final hearing on proposed budget (prior to 1 st Monday in December)	
NOVEMBER/DECEMBER	Adoption of Budget ordinance (no later than last day of December)	

¹ - Do not confuse these dates with the statutory requirements outlined. This document is intended as a checklist to assure that all requirements have been met. The dates indicated in () represent the requirements in the RCW's.

² - RCW refers to CAO (Chief Administrative Officer). This can be either the Mayor or City Manager depending upon the form of government.

³ - RCW refers to Clerk rather than Treasurer or Finance Officer. The city/town has the ability to assign this function to either the Clerk, the Finance Officer and/or a combined position of Clerk/Treasurer.

2015

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	27	28	29	30	31											
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