

## CITY OF SAINT PAUL BUDGET CYCLE

- Establish base budget and prepare instructions
- Distribute Mayor's guidelines
- Distribute forms, instructions and printouts
- Departments prepare requested budgets within base
- Deadline for department computer system data entry
- Deadline for budget forms submission to Mayor
- Budget Office analysis of Department requests
- Meetings with Departments and Budget staff
- Meetings with the Mayor and Departments
- Finalize Mayor's recommendations & prepare budget books
- Present Mayor's proposed budget to Council
- Distribute Mayor's proposed budget books
- Council reviews Mayor's proposed budget
- Council sets maximum tax levies
- Public Truth in Taxation hearing
- Adopt City budgets, certify tax levies & ratify
- Finalize adopted budget/budget system and transfer budget information to the Finance system
- Prepare, print and distribute adopted budget books

