



505 Commonwealth Avenue Erlanger, KY 859-727-2525

To: Department Heads
From: Kara Kramer, Finance Director
Date: June 15, 2023
Subject: Annual Budget Timeline Proposal

This timeline has been established for the creation, review, and ultimate approval of the annual budget. The following are the recommended timelines:

March 2024

- The Finance Director will send out salary spreadsheets to all department heads to be completed by **March 15th**.
- Job description changes and FLSA status (Fair Labor Standards Act - exempt or nonexempt) should be reviewed at this time.
- Department heads must make sure all salaries are within the updated annual wage scale as proposed on salary spreadsheets.
- The Finance Director will provide the department's budget worksheets mid March.

April 2024

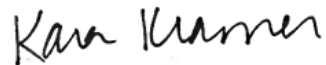
- All departments must complete budget worksheets by **April 1st**.
- This allows the Finance Director to compile the data and ensure it is ready for department review meetings held in the week of **April 15th**.
- The Mayor, City Administrator, and Finance Director will then meet with each department to review their annual budget requests and understand their needs and priorities. These departments include the Police Department, Fire Department, Public Works Department, and General Government/CTI. The current year fiscal budget will also be reviewed for each department to determine if year end budget amendments are necessary.

May 2024

- The Finance Director will compile the annual fiscal year budget and any current year budget amendments that were approved by the Mayor. The Mayor will distribute the recommended budget to the City Council by **Friday, May 3rd**.
- The Budget Ad Hoc Meeting will be held on **Monday, May 13th at 5:30pm**.
- Council can submit questions to the City Administrator prior to the Budget Ad Hoc Meeting.
- The Mayor's Budget will be presented to the City Council at the Special Meeting at **9am Saturday, May 18th**.
- Questions will be taken and recommendations will be reviewed after that meeting.
- The FY 2025 Budget and executive summary will be sent to council members on **May 31st**.

June Council Meeting

- The 1st reading of the 2024 Budget Amendment (if necessary) and the 2025 Budget will be Tuesday, June 1st.
- The 2nd reading of the 2024 Budget Amendment (if necessary) and the 2025 Budget will be Tuesday, June 18th.



Kara Kramer
Finance Director
City of Erlanger