

2022 College Place Budget Calendar	State Law Time Limitations	Date	2021 Public Hearing Ad Date(s)
<i>Finance Director prepares Questica Budget for each department</i>		8/2/2021- 8/27/2021	
1. Request by clerk to all department heads and those in charge of municipal offices to prepare detailed estimates of revenues and expenditures for next fiscal year (calendar year). RCW 35A.33.030.	By second Monday in September.	8/13/2021	
<i>Department heads complete Questica budget and narratives</i>		8/23/2021- 9/10/2021	
<i>Finance Director prepares revenues budget</i>		8/30/2021- 9/10/2021	
2. Estimates are to be filed with the clerk. RCW 35A.33.030.	By fourth Monday in September	9/27/2021	
<i>Department heads submit budget narratives to Finance Director</i>		9/10/2021	
<i>Finance Director compiles department budget requests into proposed preliminary budget</i>		9/13/2021- 9/30/2021	
<i>Administrator compiles capital request forms into Capital Improvement Plan</i>		9/1/2021- 9/30/2021	
<i>Finance Director prepares payroll and capital budget components</i>		9/1/21-9/30/21	
<i>City Administrator and Finance Director meet with individual department heads</i>		9/20/21-9/24/21	
3. Estimates are presented to the chief administrative officer (CAO) for modifications, revisions or additions. Clerk must submit to CAO proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed. RCW 35A.33.050.	On or before the first business day in the third month prior to beginning of the fiscal year.	10/1/2021	
<i>Finance Director prepares powerpoint presentation for revenue sources, department requests, and property tax levy presentation to council</i>		10/4/21-10/8/21	
<i>Budget Workshop with Council and Department Heads</i>		10/5/2021 (workshop)	
4. CAO provides the legislative body with current information on estimates of revenues from all sources as adopted in the budget for the current year. CAO also provides the legislative body with the clerk's proposed preliminary budget setting forth the complete financial program, showing expenditures requested by each department and sources of revenue by which each such program is proposed to be financed. RCW 35A.33.135.	No later than the first Monday in October.	10/12/2021 (council meeting)	
5. The legislative body must hold a public hearing on revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues. RCW 84.55.120. After the hearing, a city may choose to pass an ordinance at the same meeting authorizing a property tax increase in terms of dollars and percent to comply with Referendum 47. (Property Tax Levy Hearing)	Before legislative body votes on property tax levy. Deadlines for levy setting are in item 8 below.	10/26/2021 (council meeting)	10/12/2021
<i>Finance Director and City Administrator review/prioritize/balance the budget</i>		11/1/21-11/5/21	
<i>Finance Director and City Administrator finalize CIP</i>		11/1/21-11/5/21	
<i>City Administrator/Mayor prepares budget message</i>		10/27/21- 10/29/21	
6. CAO prepares preliminary budget and budget message and files with the city clerk. RCW 35A.33.052.	At least 60 days before the ensuing fiscal year.	11/1/2021	
<i>Finance Director prepares preliminary budget powerpoint presentation</i>		11/9/21-11/21/21	
7. Clerk publishes notice that preliminary budget has been filed and publishes notice of public hearing on final budget once a week for two consecutive weeks. RCW 35A.33.060.	No later than the first two weeks in November.	11/16/21 and 11/23/21	
8. Setting property tax levies. Ch. 52, Laws of 2005, HB 1048 and RCW 84.52.070.	November 30 for all cities and towns.	11/9/2021 (council meeting)	

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<p>9. The legislative body, or a committee thereof, must schedule hearings on the budget or parts of the budget and may require the presence of department heads. RCW 35A.33.055. (Preliminary Budget Hearing)</p>	<p>Prior to the final hearing.</p>	<p style="text-align: center;">11/23/2021 (council meeting)</p>	<p style="text-align: center;">11/23/2021</p>
<p>10. Copies of proposed (preliminary) budget made available to the public. RCW 35A.33.052.</p>	<p>No later than six weeks before January 1.</p>	<p style="text-align: center;">11/21/2021</p>	
<p><i>Finance Director and City Administrator make adjustments to budget (large adjustments may consist of capital projects being removed from the budget based on grant funding application results to be received in November)</i></p>		<p style="text-align: center;">11/29/21-12/3/21</p>	
<p><i>Budget Review with Finance Committee</i></p>		<p style="text-align: center;">12/9/2021 (committee mtg.)</p>	
<p><i>Finance Director prepares powerpoint presentation of budget changes between preliminary and final hearings for council</i></p>		<p style="text-align: center;">12/01/21-12/7/21</p>	
<p><i>City Council workshop on final changes to budget.</i></p>		<p style="text-align: center;">12/7/2021 (workshop)</p>	
<p>11. Final hearing on proposed budget. RCW 35A.33.070.</p>	<p>On or before first Monday of December, and may be continued from day-to-day but no later than the 25th day prior to next fiscal year (December 7).</p>	<p style="text-align: center;">12/14/2021 (council meeting)</p>	<p style="text-align: center;">11/23/21 and 11/30/21</p>
<p>12. Adoption of budget for 2020. RCW 35A.33.075.</p>	<p>Following the public hearing and prior to beginning of the ensuing fiscal year.</p>	<p style="text-align: center;">12/14/2021 (council meeting)</p>	
<p><i>Copies of final budget to be transmitted to the State Auditor's Office and to MRSC.</i></p>		<p style="text-align: center;">Post-Adoption</p>	