



CITY OF MANTECA BUDGET CALENDAR | FISCAL YEAR 2024-25

Month	Activity
January	<ul style="list-style-type: none"> ◇ Council Goals & Priorities Workshop (<i>date/time/location TBD</i>) ◇ Budget Kickoff Meeting / Distribute Budget Forms (<i>date/time/location TBD</i>) ◇ FY24 Mid-Year discussions with Departments — DEADLINE 1/25/24
February	<ul style="list-style-type: none"> ◇ Operating, Capital requests due (open since Oct 2023 for entry) — DEADLINE 2/29/24 ◇ Personnel requests due — DEADLINE 2/29/24 ◇ Part-time, Overtime, Out-of-Class projections to Budget Team — DEADLINE 2/29/24 ◇ FY24 Mid-Year discussions with City Manager's Office ◇ FY24 Mid-Year Adjustments to Council
March	<ul style="list-style-type: none"> ◇ Narratives/Org Charts/FY24 Accomplishments/FY25 Objectives due — Deadline 3/21/24 ◇ Budget Team forwards comments/questions to Departments (3/21/24-3/27/24)
April	<ul style="list-style-type: none"> ◇ Department responses due back to Budget Team — Deadline 4/4/24 ◇ Meet with Departments to review Operating, Capital, and Personnel requests (CM/HR/Budget) ◇ Meetings held with City Manager & Finance Ad-Hoc
May	<ul style="list-style-type: none"> ◇ City Manager/ Finance Ad-Hoc finalize budgetary decisions (by 5/9/24) ◇ Councilmembers submit budget comments/questions (5/9/24-5/15/24) ◇ Departments provide answers to Councilmembers comments/questions — Deadline 5/22/24
June	<ul style="list-style-type: none"> ◇ Preliminary Budget/ Budget Study Session (scheduled for June 4, 2023) ◇ Budget Hearing/ Adoption (scheduled for June 18, 2023)
July	<ul style="list-style-type: none"> ◇ New Fiscal Year ◇ Publish Budget documents

2023																																																																					
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EVERY EFFORT WILL BE MADE TO ADHERE TO THE ABOVE SCHEDULE.
ADJUSTMENTS MAY BE REQUIRED AS STAFF WORK THROUGH THE BUDGET PROCESS.