

The Budget Process

Fiscal Year - July 1 through June 30

Date	Ref*	Action:
Capital Improvements Program (CIP) Budget		
July through August	AR 1-2	Departments submit proposed changes to the six year CIP to the City Manager. Requests are reviewed and final recommendations prepared in a Proposed CIP document. Year one of CIP is for the next fiscal year.
In September	AR 1-2	Proposed CIP is submitted to the Planning Board for review and recommendations to the City Manager.
November and December	AR 1-2	The Proposed CIP, along with Planning Board recommendations is submitted by the City Manager to the City Council for their review.
By end of December	AR 1-2	The City Council approves the six year CIP, the bond authorization for year one projects requiring debt financing and non-debt authorization for year one projects requiring capital reserve financing.
Annual Operating Budget		
During December & January		City departments develop and submit budget requests to the City Manager for the next fiscal year based on the needs of their respective departments. Requests include the year one operating budget portion of the CIP.
From Jan 1 to February 15	Ord 9-1	The City Manager reviews departmental budgets requests with the departments.
February 15	Ord 9-1	On or before February 15, the School Board submit their recommended budget to the City Manager. Per Ordinance the School Board must submit their budget by March 15 th to the City Manager.
By March 30th	C6-3 & Ord 9-1	City Manager submits his proposed budget recommendations, with the original department requests and the School Board's recommended budget to the City Council. Per Ordinance the City Manager must submit a proposed budget by April 15 th .
From March 30th to May 1st		The City Council reviews the proposed budget with City Manager, departments and the School Board.
By April 15th	C6-4 & RSA 44:10	Public hearings are held at least seven days in advance of adoption by City Council. Separate hearings held for City and School portions at least 24 hours apart.
By May 15	C6-5 & Ord 9-2	The City Council adopts a budget resolution for the next fiscal year with final spending authority for each department. The City Council has bottom line authority on the School Board recommendation. Passage of the final budget requires a majority vote. Per Ordinance the City Council shall adopt a budget by June 15 th .
By Mid-Oct	RSA 21-J:35	The property tax rate is set by the N.H. Department of Revenue Administration based on the final adopted budget and the revised total assessed property value. (Assessment date 4/1.)
During Fiscal Year	C6-8	Adjustments to the budget can be made in one of three manners: <ul style="list-style-type: none"> •A non-school department may transfer appropriations between accounts within his divisions with City Manager approval. •The City Manager may request transfers of appropriations between non-school departments with majority approval of the City Council. •The City Council may amend the budget by appropriating additional revenue sources or raising taxes (if before the rate has been set). This requires a public hearing and two-thirds vote.

* The Reference column refers to: AR for Administrative Regulation, C for City Charter section, Ord for city ordinance, or RSA for State statute.