#### Sample planning and budgeting schedule template

| Task | Individual(s) responsible | Deadline |
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| Plan and hold annual planning kickoff meeting to present major budget policies, multi-year financial plan direction and guidelines for the strategic plan.  | Senior Manager, Senior Financial Officer, Finance and Audit Committee, Council | November 15 |
| Inspect and review of all Tangible Capital Assets to establish or update information. | Senior Manager | November 30 |
| Each Department prepares a thorough analysis and projection of all expenses for the budget year | Department Heads; Senior Financial Officer | December 1 |
| Consolidate all draft budgets including capital budget into one master budget;  | Senior Financial Officer | December 15 |
| Multi-year plan and strategic plan developed or updated.  | Senior Financial Officer; Senior Manager, Senior officers | December 15 |
| Schedule of annual routine maintenance, other than Rehabilitation, for Tangible Capital Assets. Five (5), ten (10) and thirty (30) year forecasts for the estimated cost for Rehabilitation or replacement of the Tangible Capital Assets. The proposed budget for Rehabilitation and replacement of Tangible Capital Assets for the next fiscal year. | Senior Financial Officer | December 31 |
| Senior management reviews draft budgets, multi-year plan, and strategic plan and discusses (iterative process) with Senior Financial Officer. | Senior Manager; Senior Financial Officer; Tax Administrator;  | January 15 |
| Present budget, multi-year plan, and strategic plan to Finance & Audit Committee for review, discussion, and modification. | Senior Financial Officer, Senior Manager, Finance & Audit Committee. | January 31 |
| Incorporate Finance & Audit Committee changes to any of Planning Documents | Senior Financial Officer, Senior Manager, Finance & Audit Committee. | February 15 |
| Inform the membership or involve the membership in consideration of the annual budget and the multi-year financial plan as required in the Financial Administration Law or Council policy including giving notice to the membership of the Council meeting when the budget and multi-year financial plan are presented for approval. | Senior Manager, Senior Financial Officer | March 1 |
| Council receives budget/ multi-year plan / strategic plan and recommendation from the Finance and Audit Committee. Council approves budget/multi-year plan/strategic plan based on recommendation from the Finance and Audit Committee. | Finance and Audit Committee; Council | March 31 |
| Distribute approved budget and strategic plan to Department Heads and any other appropriate staff. | Senior Financial Officer | April 15 |
| Prepare and submit to the Finance and Audit Committee for review a draft amendment of the component of the annual budget respecting the local revenue account. | Senior Financial Officer | June 15 |
| Finance and Audit Committee reviews the draft amendment of the component of the annual budget respecting local revenue account and recommend an amendment to the annual budget to the Council for approval. | Finance and Audit Committee | June 30 |
| Council approves amendment of the component of the annual budget respecting the local revenue account. | Council | July 15 |