

City of Colonial Heights Budget Calendar For Fiscal Year 2021-2022

NOVEMBER

- Wednesday, November 25, 2020* Distribution of information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed FY2022-FY2026 Capital Improvements Plan (CIP)
- Wednesday, November 25, 2020* Distribution of forms and information to Department Heads and Constitutional Officers for development of departmental submissions/requests for the proposed FY2020-21 Annual Operating Budget (Budget)
- Monday, November 30, 2020*..... Distribution of forms and information to Outside Agencies for budget requests

DECEMBER

- Thursday, December 31, 2020*..... Outside Agency requests for funding due back to Finance Department

JANUARY

- Wednesday, January 6, 2021*..... Deadline for submission of all CIP requests for inclusion within the proposed CIP
- Wednesday, January 6, 2021*..... Deadline for submission of all operating requests for funding within the proposed annual operating budget
- Monday, January 18 through Friday, February 5, 2021* Review of Departmental CIP and Budget requests by City Manager, Finance Department, and Department Heads/Constitutional Officers (as needed)
- Tuesday, January 26, 2021*..... Council Advisory Committee meeting to review Outside Agency requests

FEBRUARY

- Tuesday, February 2, 2021*..... Presentation of CIP to Planning Commission

MARCH

- Monday, March 1 through Friday, March 5, 2021* Preliminary Budget Briefings with City Council members by City Manager and Finance Department
- Tuesday, March 2, 2021* Approval of CIP by Planning Commission

Planned budget calendar for FY 2021-2022; actual scheduled dates may vary

