

Budget Calendar for Fiscal Year 2021

The following schedule is an example for cities to follow during the budgeting process. The following information assumes the city has a Thursday newspaper with a Tuesday deadline and the council meets on the first and third Monday. Cities should adopt a calendar that meets their specific circumstances.

(Note: the dates in this sample timeline are intended as a sample only and are not statutory).

Typical Budget Timeline

*Dates noted by an asterisk are statutory deadlines or requirements.

City elected officials and staff members meet to hold preliminary budget discussions and schedule formal work sessions and budget adoption dates	November and December
City department heads give budget and proposals to city finance officer	January 6
Budget work session(s) with staff members and city council.....	January 20 (and February 3)
Council orders notice of Maximum Property Tax Hearing (see SF634)	February 17
Notice of Maximum Property Tax Hearing	February 20
Hold Maximum Property Tax Hearing.....	March 2
Adoption of resolution related to the Maximum Property Tax Hearing, and Council orders notice of the Budget Adoption Hearing.....	March 2
Notice published on Budget Adoption Hearing	March 5
Hold Budget Adoption Hearing.....	March 16
Adoption of final budget.....	March 16
Certified budget to county auditor and filed with Iowa Department of Management (IDOM)....	March 31*
Persons affected by the budget have 10 days after the date of certification to file a written protest.....	April 10*
IDOM certifies taxes back to county auditor	June 15*
Budget takes effect.....	July 1*
<p>Notice Requirement: Notice of the budget hearing must be given not more than 20* days nor less than 10* days before the date of the hearing.</p> <p>Detailed Budget: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.</p>	

Cities might find that they need to exceed the general fund levy limit set by statute (\$8.10 per \$1,000 of taxable property value). If so, a city may appeal to the IDOM/City Finance Committee and use a unique schedule and set of guidelines. Please contact the League for assistance with such schedules.

