

Memo

To: Mayor/Aldermen / Department Heads
From: Anthony Burrows, Finance Director
Date: October 15, 2024
Subject: 2025-2026 Fiscal Budget Calendar

Friday, January 31, 2025

Letters sent to Not-for-Profit Organizations.

Friday, February 7, 2025

Budget Requests for 2025-2026 Budget email sent to individual departments.

Friday, February 28, 2025

Department Requests for 2025-2026 Budget are due back to the Finance Director.

Wednesday, March 5, 2025

Requests from Not-for-profits are due back to Finance Director.

Monday, March 10, 2025

Mayor and Finance Director review departmental requests.

Tuesday, March 18, 2025

Working budget presented to Finance Committee.

Tuesday, April 1, 2025 Work Session

Budget presented to Full Board at Work Session for review/changes/approval.

Monday, April 21, 2025

Manchester City Schools budget due to Finance Director.

Tuesday, May 6, 2025

1st Reading for 2025-2026 Budget.

Wednesday, May 14, 2025

Publication of budget in local paper.

Tuesday, June 3, 2025

2nd Reading (Final) and Public Hearing on 2025-2026 Budget.

This calendar has been approved by Mayor Hobbs.

With proper notice, changes to this calendar will be scheduled accordingly.