

City of Richmond
Fiscal Activities and Budget Calendar

Tentative Dates/Decision Points	Activity
January	
	Request: Anticipated District Expenses
	OCCOS & Administration Meetings: Begin meetings with budget staff – weekly after March 1
	Data Review: Collective/shared priority review;
	Discussion of General Fund Budget Priorities - Council & Staff; Discussion of Capital Improvement Priorities - Council & Staff
	Quarterly Reporting: 2nd Quarter Forecasting
	Quarterly Reporting: ARPA Funds Reporting
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses
	1:1 Council Meeting
February	
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses
	Departmental Budget Review and Analysis
	CC & Administration: Prepare for discussions re: citywide and district priorities
	1:1 Council Meeting
March	
	March 25 DEADLINE: FY 2025 Richmond Government Proposed Budget to Richmond City Council by Mayor (per City Code by March 6)
	OCCOS Staff Review of Mayor's Proposed Budget
	CC & Administration Begin Review and Analysis
	Budget Work Sessions (2)
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses
April	
	Budget Work Sessions (4)
	Quarterly Reporting: 3rd Quarter Forecasting
	Quarterly Reporting: ARPA Funds Reporting
	Public Hearing of Mayor's Proposed Budget
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses
May	
	CC Action: Final Amendments Introduced
	Public Hearing of Mayor's Proposed Amended Budget
	Request: District Fund Budget Due
	May 15 CC Action: Adopt Richmond Public Schools Budget
	May 15 CC Action: Council must adopted Budget by May 31 of each year (per City Charter: Chapter 6)
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses
	Finalize documentation and legislation for budget
June	
	Fiscal Year Ends
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses

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July	Fiscal Year Begins
	Annual Council Advance
	Quarterly Reporting: Year End Report
	Quarterly Reporting: Funded Priorities Update
	Quarterly Reporting: 4th Quarter Forecasting
	Quarterly Reporting: ARPA Funds Reporting
	Encumbrance Roll Review
	Departmental Budget Confirmation
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses

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August	
	OCCOS Staff: Compilation of Council Advance Next Steps and Action Items
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses
September	
	CC Action: Submit O&R for Real Estate Tax
	OCCOS: Requests for CC budget priorities - Due in October
	Administration: FY Preliminary Fund Balance Communication (Memo)
	Prepare and Discuss Legislative Agenda
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses
October	
	CC Action: Introduction of any proposed Real Estate Tax Rate change
	CC & Administration: Surplus Funding Alignment
	OCCOS & CC: Department requests - Provide budget requested information by Department (i.e. efficiency exercise, whiteboarding or enhancements)
	Submit Legislative Ordinance - Legislative Priorities
	Quarterly Reporting: Year End Report
	Quarterly Reporting: Funded Priorities Update
	Quarterly Reporting: 1st Quarter Forecast
	Quarterly Reporting: ARPA Funds Reporting
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses

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November	
	Adoption: Real Estate Tax
	Action: Confirmation of Surplus Funds Available & Development of any associated legislation
	OCCOS & CC: Provide budget requested information by Department (i.e. efficiency exercise, whiteboarding or enhancements)
	CC & Administration: Strategy/Work Session
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses
	Nov 30 Pre-filing due date for Legislation
December	
	Dec 31 Due Date: Annual Comprehensive Financial Report (ACFR) submitted to CC
	Mid-year Updates
	Discuss CIP priorities with City Council
	CC & Administration: Meet with Legislative Priorities with Richmond Delegation
	Monthly Reporting: HR Vacancies and Over Time Report
	Monthly Reporting: Financial Synopses