

**CITY OF SOUTH BEND, INDIANA
BUDGET TRANSFER &
ADDITIONAL APPROPRIATION CALENDAR
FEBRUARY 28, 2018**

March, 2018

DATE	ACTIVITY
2/19/18	Form B worksheets sent to fiscal officers and department heads
2/26/18	Completed Form B worksheets returned to City Controller
3/1/18	Form B worksheets reviewed by Mayor's Office
3/5/18 noon	Ordinances submitted for Legal Department's review
3/7/18 noon	Ordinances submitted to City Clerk's office
3/12/18	First reading of ordinances
3/26/18	Second reading, public hearing, third reading of ordinances

June, 2018

DATE	ACTIVITY
6/1/18	Form B worksheets sent to fiscal officers and department heads
6/8/18	Completed Form B worksheets returned to City Controller
6/9/18	Form B worksheets reviewed by Mayor's Office
6/20/18 noon	Ordinances submitted for Legal Department's review
6/22/18 noon	Ordinances submitted to City Clerk's office
6/27/18	First reading of ordinances
7/11/18	Second reading, public hearing, third reading of ordinances

September, 2018

DATE	ACTIVITY
8/22/18	Form B worksheets sent to fiscal officers and department heads
8/29/18	Completed Form B worksheets returned to City Controller
9/2/18	Form B worksheets reviewed by Mayor's Office
9/5/18 noon	Ordinances submitted for Legal Department's review
9/7/18 noon	Ordinances submitted to City Clerk's office
9/12/18	First reading of ordinances
9/26/18	Second reading, public hearing, third reading of ordinances

December, 2018

DATE	ACTIVITY
11/7/18	Form B worksheets sent to fiscal officers and department heads
11/12/18	Completed Form B worksheets returned to City Controller
11/16/18	Form B worksheets reviewed by Mayor's Office
11/19/18 noon	Ordinances submitted for Legal Department's review
11/20/18 noon	Ordinances submitted to City Clerk's office
11/26/18	First reading of ordinances
12/10/18	Second reading, public hearing, third reading of ordinances

Form B worksheets may be submitted to the City Controller at any time. Please obtain department head approval and provide adequate documentation with the Form B worksheet explaining the request.