

### FY 12 General Capital Reserve Fund Schedule

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October	Finance	Estimate excess revenues for possible transfer to GCRF Send notice to senior staff regarding estimated funds available
October- November	Managers	Meet with Boards and Commissions to obtain recommendations and approvals Send proposed project information with justifications and estimates to Finance
December	Finance	List of proposed projects provided to City Manager  After completion of annual audit, determine amount available for projects
January	CM/CC	Council approves list of projects as presented by the City Manager
September		All projects must be completed by the end of September 2012