

# WEEKLY BUDGET CALENDAR

## December

- FY 2020-21 Budget Kick-Off Meeting with Department Heads

## January

- Summary of Significant Budget Requests and Five Year Plan Due
- Materials sent to Non-Departmental Agencies
- Operating Budget Data Entry by Departments

## February

- Operating Budgets, Grant Applications, and Non-Departmental Agency Budgets are Submitted to Budget Team
- Budget Team Reviews Operating Budget Requests, Decision Packages, Capital Requests and Agency Funding Requests
- Budget Team Provides an Initial Budget Forecast and Reviews Budget Priorities with Town Council
- Budget Reviews Conducted with Departments

## March

- Budget Team Continues Budget Reviews and Preparation of Recommended Budget
- Budget Team Provides a Five-Year Forecast to Town Council
- Budget Team Provides the FY 2019-2020 Third Quarter Presentation for Town Council

## April

- Budget Team Prepares Budget Document and Presentation
- Recommended Budget Presented to Department Heads
- Town Council Approves FY 2019-2020 Third Quarter Adjustments

## May

- Budget Team Presents the Recommended Budget to Town Council
- Public Hearing Conducted to Receive Public Input
- Town Council Conducts Budget Work Sessions

## June

- Public Hearing Conducted to Receive Public Input
- Council Adopts Annual Operating Budget

## July/August

- Budget Team Prepares and Publishes Budget Book