
2017 - 2018 BUDGET AND CIP PREPARATION CALENDAR

| <u>DATE</u> | <u>EVENT</u> |
|--------------------------|--|
| December 12, 2016 | Capital Improvement Program (CIP) instructions distributed to Departments. |
| January 6, 2017 | Departments submit CIP requests to Town Manager. CIP revenue projections posted to worksheets. |
| January 10 | CIP Public Presentation |
| February 1 – February 28 | Actual revenues and expenditures of preceding year posted to budget worksheets. |
| February 3 | Town Manager/Budget Officer reviews adjusted CIP requests, compares with projected revenue and makes final adjustments. |
| February 14 | Proposed CIP submitted to Town Council and filed with the Town Clerk for public inspection. Town Council calls for Public Hearing on proposed CIP. |
| February 15 – March 13 | CIP review by Town Council with special meetings as needed. |
| March 6 – March 10 | Actual revenues and expenditures for current year through February 28 posted to budget worksheets. Finance Officer estimates personnel and insurance costs for entry into departmental budget requests. Finance Officer completes preliminary revenue estimates. |
| March 14 | Public Hearing on the proposed CIP. Draft CIP available for adoption by Town Council. |
| March 20 | Budget instructions given to Departments. |

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| April 7 | Departments submit requests and objectives to Town Manager/Budget Officer. Finance Officer prepares final revenue estimates. |
| April 10 – April 21 | Budget discussions with department heads and administration. Departmental requests adjusted based on Town Manager/Budget Officer review. |
| April 11 | Town Council adopts final CIP. |
| April 24 – April 28 | Town Manager/Budget Officer reviews adjusted expenditure requests, compares with projected revenue and makes final adjustments. |
| May 1 – May 5 | Town Manager/Budget Officer completes the balancing of budget and prepares Budget Message. |
| May 9 | Proposed budget submitted to Town Council and filed with the Town Clerk for public inspection. Town Council calls for Public Hearing on proposed budget. Publish public notice of the submission of the budget to the Town Council. |
| May 9 – June 13 | Budget review by Town Council with special meetings as needed. |
| June 2 | Publish public notice of budget hearing. |
| June 13 | Public Budget Hearing of the proposed budget. Draft Budget Ordinance available for adoption. |
| June 13 – June 27 | Additional time available for special meetings, as needed, by the Town Council to continue deliberation. |
| June 27 | Town Council adopts final budget. |
| July 21 | Finance Officer prints, collates, binds and distributes budget books to Town Council. |