
2018 - 2019 BUDGET AND CIP PREPARATION CALENDAR

<u>DATE</u>	<u>EVENT</u>
December 18, 2017	Capital Improvement Program (CIP) instructions distributed to Departments.
January 9, 2018	Departments submit CIP requests to Town Manager. CIP revenue projections posted to worksheets.
January 19	CIP Public Presentation
February 1 – February 28	Actual revenues and expenditures of preceding year posted to budget worksheets.
February 2	Town Manager/Budget Officer reviews adjusted CIP requests, compares with projected revenue and makes final adjustments.
February 13	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 14 – March 13	CIP review by Town Council with special meetings as needed.
March 5 – March 9	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 13	Public Hearing on the proposed CIP. Draft CIP available for adoption by Town Council.
March 19	Budget instructions given to Departments.

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<u>DATE</u>	<u>EVENT</u>
April 6	Departments submit requests and objectives to Town Manager/Budget Officer. Finance Officer prepares final revenue estimates.
April 9 – April 20	Budget discussions with department heads and administration. Departmental requests adjusted based on Town Manager/Budget Officer review.
April 10	Town Council adopts final CIP.
April 23 – April 27	Town Manager/Budget Officer reviews adjusted expenditure requests, compares with projected revenue and makes final adjustments.
April 30 – May 4	Town Manager/Budget Officer completes the balancing of budget and prepares Budget Message.
May 8	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 8 – June 12	Budget review by Town Council with special meetings as needed.
June 1	Publish public notice of budget hearing.
June 12	Public Budget Hearing of the proposed budget. Draft Budget Ordinance available for adoption.
June 12 – June 26	Additional time available for special meetings, as needed, by the Town Council to continue deliberation.
June 26	Town Council adopts final budget.
July 20	Finance Officer prints, collates, binds and distributes budget books to Town Council.