

BUDGET SCHEDULE – 2012 – 2013

TARGETED TIMELINES

October 27, 2011 (Thursday)	Capital Improvement Plan data for Department Heads and Boards & Commissions submitted to Manager
Month of November	Capital Budget Review Committee meetings
Week of Dec. 19, 2011	Manager submits Capital Improvement Plan Draft to Council (by January 6 per Charter requirement)
January 5, 2012 (Thursday)	Department Heads submit Budget to Manager (by Feb. 21 per Charter requirement)
February 9, 2012 (Thursday)	Board of Education submit Budget to Manager (by Feb. 21 per Charter req.)
February 16, 2012 (Thursday)	Community Conversation on Town Budgetary Matters – Fire Training Center – 7:30 p.m.
February 23, 2012 (Thursday)	Capital Budget Public Hearing – Council Room – 7:30 p.m.
March 6, 2012 (Tuesday)	Manager convenes joint meeting between Council and Board of Education (by April 11 per Charter requirement) – Council Room – 7:00 p.m.
March 13, 2012 (Tuesday)	Manager submits Budget to Council (by March 27 per Charter requirement)
March 15, 2012 (Thursday)	Advertise Public Hearing
March 15, 2012 (Thursday)	Mgr. discusses Budget w/Council–Council Room – 7:30 p.m.
March 20, 2012 (Tuesday)	Mgr. discusses Budget w/Council–Council Room – 7:30 p.m.
March 21, 2012 (Wednesday)	Mgr. discusses Budget w/Council–Council Room – 7:30 p.m.
March 28, 2012 (Wednesday)	<u>PUBLIC HEARING</u> on Manager’s Recommended Budget: Board of Education, Town Government, Capital Improvement Plan – THS Auditorium – 7:30 p.m.
April 3, 2012 (Tuesday)	Council Discussion – Budget finalized – Council Room – 7:30 p.m.
April 12, 2012 (Thursday)	Advertise Budget
April 24, 2012 (Tuesday)	<u>ANNUAL BUDGET PRESENTATION MEETING</u> – THS Auditorium – 7:30 p.m. – BOE is provided an opportunity to present a revised adopted budget based on funding approved by Town Council and other line item updates
April 25, 2012 (Wednesday)	Budget Presentation – Senior Center – 12:30 p.m.
May 1, 2012 (Tuesday)	Annual Budget Referendum
By May 10, 2012 (Thursday)	Council Establish Mill Rate upon referendum adoption
By June 30, 2012 (Saturday)	BOE adopts a final budget for FY 2012/13 if expenditure levels have been adjusted as a result of the referendum process or other significant changes that occur since April 24, 2012