

## DRAFT 2024 Budget Development Calendar

*calendar draft date: 6/7/23*

What	State Deadline	Local Deadline
Department heads provided budget worksheets	September 1st	June
Board Retreat	n/a	TBD
Community Org Funding Applications Released	n/a	asap Post Board Retreat
Town Board tours Highway Department	n/a	TBD
Department Heads submit requests and end of year estimates to the Budget Officer	On or before September 20th	September 8th
Community Org Funding Applications Due	n/a	September 8th
Budget Officer calculates pre-tentative tax levy, rate, appropriated fund balance	n/a	9/8-9/10
Department head meetings: budget line by line	n/a	Week of 9/11 and 9/18
Tentative budget: B.O. calculates tax levy, rate, appropriated fund balance. Included in agenda packet.	n/a	September 22nd
The Budget Officer files the tentative budget with the Town Clerk	September 30th	September 25th or sooner
The Town Clerk presents the tentative budget to Town Board (@mtg)	October 5th	September 26th @ Town Board meeting
The Town Board makes revisions and prepares the preliminary budget	Prior to public hearing (PH)	TB mtgs 10/10 & 10/24
Town Board finalizes preliminary budget and schedules public hearing	n/a	Suggested date @ TB mtg: 10/24
Notice of public hearing (PH)	At least 5 days between publication and the public hearing date	If not scheduled @ 10/24 TB mtg = schedule STB mtg before 11/1, notice posted by 11/2
Public hearing is held	On or before the Thurs following general election ('24 = 11/9). PH may be adjourned but not beyond November 15th	Suggested date: week of October 30th (10/30-11/3)
Final revisions to the preliminary budget are made.	After public hearing but prior to adoption.	TBD
Budget adoption	Not later than November 20th	Assuming adoption at public hearing; suggested date: week of October 30th (10/30-11/3); or at 11/14 Town Board meeting