

## 2025 Budget Development Calendar

*as of 7/3/24*

What	State Deadline	Local Deadline
Department heads provided budget worksheets	September 1st	July 1st
Community Org Funding Applications Released	n/a	July 9th
Department Heads submit requests and end of year estimates to the Budget Officer	On or before September 20th	July 26th
Budget Officer calculates pre-tentative tax levy, rate, appropriated fund balance	n/a	July 27th and 28th
Community Org Funding Applications Due	n/a	August 5th
Tentative budget: B.O. calculates tax levy, rate, appropriated fund balance. Included in agenda packet.	n/a	August 8th
Budget Officer balances pre-Tentative budget for 8/13 Town Board agenda packet	n/a	August 8th
Town Board reviews pre-Tentative budget for initial questions	October 5th	August 13th
2025 calendar: Town Board appoints new Budget Officer	n/a	August 13th
Department head meetings: budget line by line	n/a	Week of August 26th
The Budget Officer files the tentative budget with the Town Clerk for inclusion in agenda packet	September 30th	September 5th
The Town Clerk presents the tentative budget to Town Board (@mtg)	October 5th	September 10th
The Town Board makes revisions and prepares the preliminary budget	Prior to public hearing (PH)	September 10th and 24th
Town Board finalizes preliminary budget and schedules public hearing	n/a	October 8th
Notice of public hearing (PH)	At least 5 days between publication and the public hearing date	October 9th
Public hearing is held	On or before the Thurs following general election ('25 = 11/7). PH may be adjourned but not beyond November 15th	October 22nd
Final revisions to the preliminary budget are made.	After public hearing but prior to adoption.	October 22nd
Budget adoption	Not later than November 20th	At the latest, unless a special meeting scheduled: November 12th