



## FISCAL YEAR 2022 BUDGET CALENDAR

*(REVISED 12/18/2020)*

<u>DATE</u>	<u>ACTIVITY</u>	<u>DEPARTMENT</u>
Monday, October 26	Publish FY 2022 Budget Calendar	Public Information
Friday, November 6	FY 2022 – 2026 CIP Process Kick-Off Meeting	Department Heads
Friday, December 11	CIP Requests Submitted to Finance Director	All Department Heads
Friday, December 11	Department Heads Submit Personnel Change Requests to Finance Director	All Department Heads
<del>Monday, December 14</del> Monday, January 4	FY 2022 Budget Kick-Off Meeting at 9:30 a.m. Distribute Budget Preparation Packet to all Department Heads	Finance Director/All Department Heads
<del>Thursday, January 7</del> Friday, January 15	FY 2022 Budgets Submitted to Finance Director	All Department Heads
Monday, February 15	FY 2022 Budget Presented to Town Manager by Finance Director	Town Manager/ Finance Director
Week of February 15	Town Manager, Deputy Town Manager & Director of Finance Meet with Department Heads - Discussion of FY 2022 Budget Submissions (as needed)	Town Manager Dep. Town Manager/ Finance Director/ All Department Heads
Weeks of March 1 and 8	Individual Meetings with Council Members	Town Manager/ Finance Director
Friday, March 19	Finish Draft Version of FY 2022 Proposed Budget Distribution of FY 2022 Draft Proposed Budget to Finance Committee	Finance Director/ Finance Committee
Weeks of March 22 and 29	Finance Committee Budget Work Sessions	Finance Committee
Friday, April 2	Distribution of FY 2022 Proposed Budget to Town	Finance Director

Council

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>	<b><u>DEPARTMENT</u></b>
Week of April 5	FY 2022 Budget Work Sessions with Town Council	Town Council
Tuesday, April 13 (before 4:00 p.m.)	Submit Legal Notice on FY 2022 Proposed Budget to Press for Publication	Finance Director
Saturday, April 17	Legal Notice Published	Public Information
Friday, April 23	Distribution of FY 2022 Proposed Budget to Town Council for Public Hearing	Finance Director
Tuesday, May 4	Public Hearing on FY 2022 Proposed Budget	Public/Town Council
Weeks of May 10 & 17	Budget Work Sessions – Discussion of Public Hearing Comments (as needed)	Town Council/ Finance Committee
Thursday, May 20	Finalize FY 2022 Budget	Finance Director
Friday, May 21	Distribution of FY 2022 Budget to Town Council for June Meeting	Finance Director
Tuesday, June 1	Adoption of FY 2022 Budget and Appropriation of Funds at June Meeting	Town Council