

2016/2017 BUDGET CALENDAR

(approved by Town Council on 8/6/15)

ACTIVITY	LATEST DATE PER TOWN CHARTER	RECOMMENDED DATE
Capital Budget Forms Prepared and sent to Departments		August 03, 2015
Operating Budget Forms Prepared and sent to Departments		September 04, 2015
Completed Capital Budget Forms returned to Town Manager		October 02, 2015
Completed Operating Budget Forms returned to Town Manager	February 15, 2016	October 30, 2015
Town Manager's Proposed Operating and Capital Budget submitted to Town Council	March 01, 2016	January 15, 2016
Board of Education Budget to Town Council	February 15, 2016	February 05, 2016
Capital Improvement Program Submitted to Planning & Zoning Commission for Sec. 8-24 Review		March 01, 2016
Budget Work by Town Council completed and Budget Submitted to Board of Finance	April 01, 2016	March 28, 2016
Public Hearing on Budget held by Board of Finance not later than three (3) weeks before May 02, 2016 Town Meeting	April 11, 2016	April 11, 2016
Board of Finance Completes Work on Budget		April 13, 2016
Copy of Budget approved by the Board of Finance printed in Newspaper at least five (5) days before the Annual Town Meeting	April 27, 2016	April 26, 2016
Annual Town and Budget Meeting First Monday in May	May 02, 2016	May 02, 2016
First Referendum	May 13, 2016	May 11, 2016
Second Referendum	June 03, 2016	June 01, 2016
Third Referendum	June 24, 2016	June 22, 2016