

FISCAL YEAR 2011-2012 BUDGET PREPARATION SCHEDULE

Tuesday, November 30, 2010	Departments receive budget instructions and forms
Not later than Monday, January 3, 2011	Department budget requests and 5-Year CIP due to Finance, including all MUNIS input
Monday, January 3 – Monday, January 10, 2011	Department budget and 5-Year CIP meetings with the Mayor and Director of Finance
Not later than Friday, February 4, 2011	Finalize Recommended Budget and 5-Year CIP and prepare for distribution
Not later than February 23, 2011	The Mayor presents the Recommended Budget and 5-Year CIP to the Town Council
Not later than March 11, 2011	Council Budget Workshops, including BOE, 5-Year CIP and Public Hearing on budget
Within 10 days after the final public hearing	Council adopts final budget and 5-Year CIP. If no budget is adopted within 10 days, then the Mayor's budget is deemed adopted.
Within 5 days after the budget adoption	The Mayor can veto the budget or reduce it
Within 5 days after the Mayor's veto	The Council can vote to override
Within 15 days after the budget adoption	Referendum petitions filed with Town Clerk
Within 5 days after petition filing	Town Clerk certifies petition
Within 4 days after petition certification	Town Council sets a referendum date
Not less than 20 days nor more than 27 days from the Town Council Meeting	Referendum held
Within 5 days after affirmative referendum results	Town Council adopts final budget
