

FISCAL YEAR 2009-2010 BUDGET PREPARATION SCHEDULE

Wednesday, November 26, 2008	Departments receive budget instructions and forms including 5-Year CIP
Not later than Monday, January 5, 2009	Department budget requests and 5-Year CIP due to Finance, including all MUNIS input
Monday, January 5 – Monday, January 12, 2009	Department budget and 5-Year CIP meetings with the Mayor and Director of Finance
Not later than Friday, February 6, 2009	Finalize Recommended Budget and 5-Year CIP and prepare for printing
Not later than February 23, 2009	The Mayor presents the Recommended Budget and 5-Year CIP to the Town Council
Not later than March 11, 2009	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
