

DRAFT:10/13/2022

**NOTE THIS IS A TENTATIVE SCHEDULE OUTLINE. THE DATES HAVE NOT BEEN ACTUALLY BEEN SET YET.**

**BUDGET PREPARATION  
SUGGESTED SCHEDULE/GUIDE  
AND  
ANNUAL TOWN BUDGET PROCESS  
(Suggested Schedule Guide)**

Reference: Town Charter Chapter VII - Pages (s) 28 – 31

October/November (Election Year-Dec) Town Council prepares and submits letter of Directive for Fiscal Year Budget to Mayor and Board of Education

November Submit reservation request to High School to reserve Auditorium for April Public Hearing and May Annual Town Meeting

December Town Council prepares and approves Town Council budget to submit to Mayor's Office.

3<sup>rd</sup> Monday All Departments submit preliminary budget to Mayor's Office  
January (1/15/2023) Per Town Charter

4<sup>th</sup> Monday Board of Education shall file budget estimates to Mayor's Office  
February (2/27/2023) Per Town Charter

1<sup>st</sup> Monday Mayor submits budget to Town Council and files with Town Clerk's  
March Office.  
(3/6/2023) Per Town Charter

March Finance Committee conducts Departmental Budget Work Sessions  
Departments submits budget material to Town Council.

(3/29/2023) Town Council finalizes budget.  
(This Date is NOT dictated by Charter)

(4/06/2022) Town Council files proposed budget with Town Clerk's Office for Public  
Hearing.  
(This Date is NOT dictated by Charter)

On OR Before the Town Council conducts one or more Public Hearings on the proposed  
Last Monday April budget at the Ledyard High School, 24 Gallup Hill Road  
(4/10/2023) Per Town Charter

**APRIL 12, 2023** Town Council Votes to Finalize Budget (**Special Town Council Mtg**)  
(This Date is NOT dictated by Charter)

1<sup>st</sup> Monday of  
May (5/1/2023)  
Per Town Charter

Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting

3rd Monday May  
(5/15/2023)  
(Tuesday 5/16/2023)  
Per Town Charter

Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day. Should the referendum on the budget refer the budget back to the council, the Town Council should reconsider the budget and present it for a second vote on the voting machines three weeks following the previous referendum. In the event the second referendum does not approve a budget, the Town Council shall adopt a final budget by the fourth Monday in June. Should both the referenda and the Town Council fail to adopt a final budget by the fourth Monday in June, the budget that was presented at the second referendum shall be deemed to have been adopted.

Forth Monday  
In June (6/28/2023)  
Per Town Charter

On or before the **Fourth Monday in June**, the Town Council shall fix the tax mils.

\*\* The budget must be presented as a Resolution