

**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.

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

**Per Town Charter**

**(1/16/2024)**

3rd Monday in January All Departments submit preliminary budget to Mayor's Office (Monday 1/15/2024 is Martin Luther King Day Holiday).

**Per Town Charter**

**(2/26/2024)**

4th Monday in February the Board of Education shall file budget estimates to Mayor's Office.

**Per Town Charter**

**(3/4/2024)**

1st Monday in March the Mayor submits budget to Town Council and files with Town Clerk's Office.

March

Finance Committee conducts Departmental Budget Work Sessions. Departments review and submits budget materials to Town Council.

**(3/27/2024)**

Town Council finalizes budget.

**(This Date is NOT dictated by Charter)**

**(4/08/2024)**

Town Council files proposed budget with Town Clerk's Office for Public Hearing.

**(This Date is NOT dictated by Charter)**

**Per Town Charter Last Monday in April**

**(4/15/2024)**

On OR Before the last Monday in April the Town Council conducts one or more Public Hearings on the proposed budget at the Council Chambers

**4/24/2024**

Town Council Votes to Finalize Budget

**(This Date is NOT dictated by Charter)**

**Per Town Charter**

**(5/6/2024)**

1<sup>st</sup> Monday of May the Town Council files proposed budget with Town Clerk's Office for Annual Town Meeting

**Per Town Charter**

**(5/20/2024)**

3rd Monday in May Annual Town Meeting on the proposed budget to adjourn to a vote on the voting machine the following day (Tuesday).

**Per Town Charter**

**(Tuesday 5/21/2024)**

Vote on Budget on voting machine

**Per Town Charter**

Should the Referendum does not approve the budget; the budget will be referred 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.

**Per Town Charter**

**6/24/2023**

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

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