

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

(Please Note Some Dates are Subject to Change)

Key:

Pink: Suggested Date - Not Dictated by Town Charter;

Green: Dictated by Town Charter.

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/December - Town Council prepares a Budget Letter of Directive to provide guidance to the Mayor and Board of Education.

(This Date is NOT dictated by Charter)

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

(This Date is NOT dictated by Charter)

Per Town Charter

(1/21/2025)

3rd Monday in January All Departments submit preliminary budget to Mayor's Office (Monday 1/20/2025 is Martin Luther King Day Holiday).

Per Town Charter

(2/24/2025)

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

Per Town Charter

(3/3/2025)

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.

(3/26/2025)

Town Council finalizes budget.

(This Date is NOT dictated by Charter)

(4/01/2025)

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

(This Date is NOT dictated by Charter)

**Per Town Charter On or Before Last Monday in April
(4/07/2025)**

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. (School Vacation 4/14/2024 - 4/18/2024)

4/23/2025

Town Council Votes to Finalize Budget
(This Date is NOT dictated by Charter)

**Per Town Charter
(5/5/2025)**

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

**Per Town Charter
(5/19/2025)**

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 5/20/2025)**

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
6/24/2024**

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

** The budget must be presented as a Resolution