

**ADMINISTRATIVE SCHEDULE FOR PREPARATION OF  
FISCAL YEAR 2017-2018 BUDGET**

<b>Board of Commissioners Actions</b>	<b>Dates</b>	<b>Administrative Actions</b>
	January 9, 2017	Publish FY 2017-18 Budget Schedule to the Town Staff. Budget Kick-Off Meeting for Town Staff
Strategic Planning Retreat and Preliminary Budget Work Session for BOC, Department Heads, Town Attorney (Location TBD)	January 14, 2017 <i>Tentative Date</i> <i>Final Date TBD</i>	Strategic Planning Retreat and Preliminary Budget Work Session for BOC, Department Heads, Town Attorney (Location TBD)
	February 10, 2017	Finance Officer Submits Revenue Projection to the Town Manager for review
Receive Mid-Year Financial Summary Report from the Finance Officer	February 13, 2017	Finance Officer Presents Mid-Year Financial Summary to BOC
	February 17, 2017	Departmental Capital Improvement Budget Requests due to the Manager and the Finance Officer (2 copies).
	February 17, 2017	Departmental Operating Budget Requests Due to the Manager and the Finance Officer (2 copies).
	March 17, 2017	Finance Officer and Town Manager assemble Preliminary Budget
	May 3, 2017	Town Manager and Finance Officer meet with Staff regarding Capital Improvement Program (CIP) Budget.
Receive Preliminary Fiscal Year 2017-2018 Budget. Set Public Hearing.	May 8, 2017	Town Manager submits Preliminary Budget to Board of Commissioners.
Conduct Public Hearing on FY 2017-2018 Budget	May 22, 2017	Town Manager and Finance Officer receive input.
Conduct Budget Work Session for Board of Commissions. Set add'l dates if necessary.	May 22, 2017 <i>(add'l dates if needed)</i>	Present FY 2017-2018 Budget. Receive feedback and incorporate Board of Commissioner modifications as appropriate.
Adoption of Fiscal Year 2017-2018 Budget	June 12, 2017	