

**ADMINISTRATIVE SCHEDULE FOR PREPARATION OF
FISCAL YEAR 2014-2015 BUDGET**

Board of Commissioners Actions	Dates	Administrative Actions
	January 6, 2014	Publish FY 2014-15 Budget Schedule to the Town Staff and Budget Kick-Off Meeting for Town Staff
Strategic Planning Retreat and Preliminary Budget Work Session for BOC, Department Heads, Town Attorney (Location TBD)	January 11/18, 2014	Strategic Planning Retreat and Preliminary Budget Work Session for BOC, Department Heads, Town Attorney (Location TBD)
	January 30, 2014	Convene CIP Budget Working Group (Meeting # 1) for Manager's Budget Guidance (Subsequent Meetings TBD)
	February 3, 2014	Finance Officer Submit Revenue Projection to the Manager for Review
Receive Mid-Year Financial Summary Report from the Finance Officer	February 10, 2014	Advisory Boards Submit Statements of Budget Priorities and Budget Recommendations to the BOC with Copy to Manager and Finance Officer Presents Mid-Year Financial Summary to BOC
	February 14, 2014	Departmental Capital Improvement Budget Requests due to the Manager, the Planner and the Finance Officer (3 copies).
	February 14, 2014	Departmental Operating Budget Requests Due to the Manager and the Finance Officer (2 copies).
Receive the Manager's Recommended Budget (Operating and CIP)	March 10, 2014	Manager's Recommended Budget (Operating and CIP) submitted to the BOC.
Budget Work Session – Capital Improvement Program Budget	May 5, 2014	
Public Hearing on Manager's Recommended Budget	May 12, 2014	
Budget Work Session – General Fund and Enterprise Fund Operating Budgets (if needed)	Sat, 5/10/2014 or Mon 5/12/2014	(Note: Date and time to be determined).
	May 26, 2014	Final Budget Submission Incorporating Changes from Budget Work Sessions and Public Hearing
Adoption of Fiscal Year 2014-2015 Budget	June 9, 2014	