

**ADMINISTRATIVE SCHEDULE FOR PREPARATION OF
FISCAL YEAR 2015-2016 BUDGET**

Board of Commissioners Actions	Dates	Administrative Actions
	January 5, 2015	Publish FY 2015-16 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 10, 2015 <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)
	January 29, 2015	Convene CIP Budget Working Group (Meeting # 1) for Manager's Budget Guidance (Subsequent Meetings TBD)
	February 2, 2015	Finance Officer Submit Revenue Projection to the Manager for Review
Receive Mid-Year Financial Summary Report from the Finance Officer	February 9, 2015	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 13, 2015	Departmental Capital Improvement Budget Requests due to the Manager, the Planner and the Finance Officer (3 copies).
	February 13, 2015	Departmental Operating Budget Requests Due to the Manager and the Finance Officer (2 copies).
Preliminary Budget Compiled (Operating and CIP)	March 9, 2015	
Budget Work Session – Capital Improvement Program Budget	May 4, 2015	
Public Hearing on Manager's Recommended Budget	May 11, 2015	
Budget Work Session – General Fund and Enterprise Fund Operating Budgets (if needed)	Sat, 5/9/2015 or Mon 5/11/2015	(Note: Date and time to be determined).
	May 26, 2015	Final Budget Submission Incorporating Changes from Budget Work Sessions and Public Hearing
Adoption of Fiscal Year 2015-2016 Budget	June 8, 2015	