



2013 BUDGET CALENDAR

7/6/12	F	Town Manager meet with Finance Director to project revenues and expenditure patterns
7/13/12	F	Budget worksheets with 6 month CY actuals and budget instructions to Department Directors
7/20/12	F	Draft worksheets due to Finance Director
7/24/12	TU	Worksession with Council to discuss Capital Projects – 1 hour
8/1/12	W	Draft policy questions to Finance Director
8/8/12	W	Leadership team and Town Manager-Review policy questions
8/17/12	F	Finance Director prepares preliminary budget
8/24/12	F	Revised policy questions for Council due to Town Manager
8/28/12	TU	Work session with Council – Revenue Update, 2011 expenditure review, reserve update – 1 hour
8/29/12	W	Leadership team and Finance Director-Review budget/prioritize capital
8/30/12	TH	Leadership team and Finance Director-Review budget/prioritize capital
8/31/12	F	Program priorities, budget successes, training allocation to Finance Director
9/12/12	W	Finance Director finalizes preliminary budget – Submit to Department Directors for review
9/19/12	W	Reviewed budget returned to Finance Director
9/29/12	S	Proposed budget posted on website and submitted to Town Council (Intro, Policy Questions, detail and summary all funds, fund descriptions, department descriptions, Marketing Plan)
10/3/12	W	Budget Open House – 7:30 a.m. to 10:00 a.m. – Visitor Info Center. – basic budget education
10/5/12	F	Shut down web feedback site
10/8/12	M	Summary of web and open house feedback to Council
10/09/12	TU	All day work session with Council and Department Directors – all funds
10/12/12	F	Publishing deadline (7 days prior to hearing); website – res/ord in full; Newspaper-title only
10/23/12	TU	Public Hearing: Resolution to adopt budget and first reading of ordinances; mill levy and appropriation of funds
11/13/12	TU	Second reading of ordinances: mill levy and appropriation of funds
12/14/12	F	Certification of mill levy to County Commissioners
