

BUDGET CALENDAR

FY 2025-2026

| ACTIVITY | RESPONSIBILITY | DATE |
|--|--------------------------------|---|
| Solicit Department CIP Requests | Department Heds | November 18,2024 |
| Council Budget Priorities Due | Town Council | December 2,2024 |
| Department CIP Requests Due | Town Treasurer | December 18,2024 |
| Solicit Dep Budget Requests | Town Treasurer | January 10, 2025 |
| Departmental Budget Requests Due | Department Heads | February 3, 2025 |
| Prepare Initial Revenue Estimates for Upcoming FY | Town Treasurer | January 10, 2025 February 3, 2025 |
| Prepare Non-departmental Budget Requests | Town Treasurer | January 10, 2025 February 3, 2025 |
| Review Department & CIP Budget Requests | Town Manager Town Treasurer | February 7, 2025 February 14, 2025 |
| Review/Revise Budget Estimates with Dept Heads | Town Manager | February 7, 2025 February 14, 2025 |
| Draft Budget submitted to TC for Review | Town Treasurer | February 18, 2025 |
| TC Comments Due | Town Council | February 24, 2025 |
| Budget Committee Work Session | B & F Committee Town Staff | February 24,2025 A/B Meeting Room 3:00 p.m. |
| TC Packet submitted for work session | Town treasurer | February 26, 2025 |
| Council Budget Work session | Town Council Town Staff | March 3, 2025 Main Mtg Room 3:30 p.m. |
| PH Ad to Newspaper | Town Treasurer | March 18, 2025 |
| Tax & Water and Sewer Fee Schedule PH Notice Published | Town Staff | March 25, 2025 |
| Public Hearing Tax Rates & Water and Sewer Fee Schedule | Town Council | April 8, 2025 |
| Council Meeting Set 2025 Tax Rates & Water and Fee Schedule | Town Council | April 8, 2025 |
| Proof Budget | Town Treasurer | April 9, 2025 April 25, 2025 |
| PH Ad to Newspaper | Town Treasurer | April 22, 2025 |
| Budget PH Notice Published | Town Staff | April 29 & May 6, 2025 |
| Public Hearing FY 2025-2026 Budget | Town Council | May 13, 2025 |
| Adopt Budget & Appropriate Funds | Town Council | June 10, 2025 |
| Print & Distribute Approved Budget | Town Treasurer | June 11, 2025 June 30, 2025 |