

TOWN OF BURGAW

FY 2020-21 BUDGET CALENDAR

January 13	Town Manager and Finance Officer Meet with Department Heads to Begin Budget Process
January 15	DEPARTMENT HEADS SUBMIT PRELIMINARY CAPITAL REQUESTS FOR FY 2020-21
January 31	Finance Officer Sends Out FY 2020-21 Budget Workbooks to Department Heads
February 3	DEPARTMENT HEADS BEGIN PREPARING BUDGET REQUESTS AND DEVELOPING REVENUE ESTIMATES FOR THEIR PROGRAMS AND SERVICES
February 11	Public Hearing for Early Citizen Input on FY 2020-21 Budget
February 14	DEPARTMENT HEADS SUBMIT UPDATED 5-YEAR CAPITAL IMPROVEMENT PLAN
February 27 (9 AM - 1 PM)	Commissioner's Strategic Thinking Retreat
February 28 (9 AM - 1 PM)	Commissioner's Strategic Thinking Retreat
March 2	DEPARTMENT HEADS SUBMIT YEAR END ESTIMATES FOR FY 2019-20
March 13	DEPARTMENT BUDGET REQUESTS AND REVENUES ESTIMATES DUE
March 16 - 20	Town Manager and Finance Officer Review Department Budget Requests
March 23 - 27	TOWN MANAGER AND FINANCE OFFICER MEET WITH DEPARTMENT HEADS TO DISCUSS SPECIFIC BUDGET REQUESTS
March 30 – April 3	TOWN MANAGER AND FINANCE OFFICER MEET TO DISCUSS SPECIFIC BUDGET REQUESTS. ADDITIONAL MEETINGS WITH DEPARTMENTS MAY BE SCHEDULED
April 21 (3 PM - 5 PM)	Commissioner's Budget Work Session
April 24	Town Manager Finalizes Revenue Estimates and Recommended Expenditure Budget
April 24	Clerk Publishes Notice of Public Hearing for Budget
May 1	Proposed Budget Message and Budget Manual Completed and Submitted to Mayor and Town Commissioners for Review
May 1	Clerk Publishes Notice and Makes Proposed Budget Available for Public Inspection
May 12	Town Manager's Recommended Budget Presented to Mayor and Town Commissioner at Regular Monthly Meeting
May 12	Statutorily Required Public Hearing on Proposed Budget
June 9	FY 2020-21 Budget Adopted at Regular Monthly Meeting, If Appropriate
June 30	Statutory Deadline for Town Commissioners to Adopt FY 2020-21 Budget

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COMMISSIONERS
 STAFF

**ADDITIONAL MEETINGS WITH DEPARTMENT HEADS OR BOARD OF COMMISSIONERS MAY BE SCHEDULED DURING THE BUDGETING PROCESS.