



## Tentative Budget Calendar for the FY 2018-2019 Budget Process

*Distributed 12/13/17*  
*Amended 3/26/18*

<u>Completion Date</u>	<u>Description of Activity</u>
Dec. 13	1 <sup>st</sup> meeting with Supervisors to discuss current budget and direction of new budget development and establish priorities
Jan. 5	Capital Improvement Budget (CIP) items submitted to Village Administrator
Jan. 15-18	CIP discussed with Finance Committee
Jan. 22	Capital Improvement Budget (CIP) Discussed at Village Board
Feb. 9	Operating Budgets (including Boards and Commissions) submitted to Village Administrator
Feb. 19 – Feb. 23	One-on-one meeting with Supervisors; Administrator reviews budget submissions and any potential changes
Mar. 5-8	Human Resources Committee meets to review Salaries/Pay Ranges
<b>Mar. 16</b>	<b>Mayor and Trustees receive draft budget</b>
<b><u>April 11</u></b>	<b><u>Budget Presentation/Workshop</u></b>
<u>April 12</u>	<u>Send Notice of Public Hearing to Newspaper</u>
<u>April 13</u>	<u>Tentative budget available for public inspection</u>
<u>Apr. 16</u>	<u>Notice Published (at least 1 week prior to hearing)</u>
<b><u>Apr. 23</u></b>	<b><u>Official Public Hearing on Budget</u></b>
<b><u>Apr. 23</u></b>	<b><u>Village Board Approval of Budget</u></b>
Apr. 30	Deadline to file certified copy of budget and estimate of revenues with the County Clerk

\*Underlined sections indicate revised dates.