

2022 Budget Milestone Dates

Dates in red = Town Board Action

Missed milestones as of 7/21/2021

Updated / new since 7/27/21

Last edit: 8/16/2021

Milestones

- Month of June:
 - Analysis of all department fee schedules
- June 15th Board Retreat: Budget Policies and Process
- Month of July:
 - Assessed value of tax base available from County
 - Budget Officer updates format of Budget Excel document, Bookkeeper reviews formulas
 - Community funding requests received
 - July 7th: Department fee schedule changes for following year submitted to Supervisor
 - July 13th: Town Board reviews and approves fee schedule changes
 - July 13th: Tax cap available from OSC
 - July 27th: Buffer date for review of fee schedule changes approval
 - Clerks and Supervisor Office contact all contract holders for updated number
 - Union negotiation
 - Budget template updated with previous year actuals and current year modified budget
- Month of August:
 - 8/6: Bookkeeper provides budget worksheets to Department Heads
 - Throughout month: department head meetings as requested / needed for completion of budget worksheet requests due at end of month
 - Series of meetings regarding water district 3 rates and units
 - Budget Officer contacts all insurance for quotes on premiums, along with initial estimates
 - 8/10 Supervisor office staffing discussion
 - 8/10 variable to back into as far as budgeting guidepost (no increase in tax rate? Etc.)
 - 8/10 schedule additional budgeting meetings
 - Clerks and Supervisor Office continue to collect contract numbers
 - Department head mini-meetings to discuss “big and new” expenses
 - Supervisor & Budget Officer Budget Retreat Meeting
 - 8/20 Community funding requests due
 - 8/24 Town Board meeting:
 - Schedule STB budget meetings
 - 8/27 Budget Information Due from:
 - Town Board
 - Department Head budget worksheets
 - Contract numbers from Clerk’s office
 - EMS/Fire contract amount provided by Village (traditionally in month of Sept, 2021 Village has stated that they are doing it earlier)
- 8/27 & 8/28: Budget Officer enters all EOY estimates for account lines

- Bookkeeper and Supervisor review and double check all EOY estimates
- Budget Officer and Bookkeeper to enter and process estimates; estimate fund balance available for appropriation.
- August 30th: Fire / EMS budget meeting
- September 2nd/3rd: August closed; Bookkeeper enters YTD in budget worksheet
- August 30th – September 9th: Michelle working part time remotely (available most of these days remotely for at least 2 hours per day to schedule time to answer department head questions, etc.)
 - Meetings with department heads regarding budget requests and EOY estimates
- September 10th: budget requests due from
 - Community funding final recommendation
- September 11-12th:
- September 13 – 17th:
 - Supervisor & Budget Officer Budget Retreat Meeting
 - September 14th TB mtg
 - Draft Fee proposal to Board
 - Discuss use of funds for Community Groups
 - Tax cap override resolution
- Week of Sept 20th: Special Town Board meeting to review budget highlights / key changes / priorities
- September 28th: preview of budget @ Town Board meeting
- September 30th: Budget Officer files tentative budget to Town Clerk, Town Clerk presents Tentative Budget to Town Board
- Week of October 4th: two (2-hour) AM Board meetings scheduled
 - Review of B, DA, DB Fund, Start A fund if time allows
- Week of October 11th: two (2-hour) AM Board meetings scheduled
 - Review of A, SW, Capitals Funds
- Week of October 18th:
 - STB to adopt Prelim Budget, set public hearing
 - Clerk publishes notice of public hearing (5 business days prior to hearing)
- Week of October 25th:
 - Public hearing on budget / budget adoption if no changes
- Week of November 1st:
 - Revision of Prelim Budget, if any, communicated to Board
- November 4th: deadline for public hearing on Prelim Budget
- November 9th: Final Budget adopted at regular Town Board meeting
- November 20th: deadline for adoption of Final Budget