

**TOWN OF ULYSSES - 2019 Budget Development Calendar - fastest timeline** 8/8/2018

**August 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
				Bkeeper-budget worksheets to Dept. Heads BK, Clerk, Spvr - contract renewal requests		
12	13	14	15	16	17	18
	BK enter YTD numbers into budget worksheet <b>TB meeting</b>		Supervisor Budget Development			
19	20	21	22	23	24	25
	Supervisor Budget Development Bkeeper- Payroll and Benefits				Dept Budgets and EOY estimates due	
26	27	28	29	30	31	1
	Meetings with Dept Heads, Supervisor Budget Development, Bkeeper- Payroll and Benefits <b>TB meeting</b>					

**September 2018**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
	<b>Labor Day</b>	Bkeeper - Close Aug. Spvr - Enter dept requests and EOY estimates into budget				
9	10	11	12	13	14	15
		<b>TB Meeting</b>	Bkeeper: Calculate Fund balances, reserve balances. Review budget to date, add benefits to budget worksheet. Fire/EMS budget meeting with Village			
16	17	18	19	20	21	22
	Bkeeper: Calculate fund balances, reserve balances, review budget to date, add benefits to budget worksheet					
23	24	25	26	27	28	29
	Bookkeeper and Supervisor Finalize Tentative Budget					<b>Tentative budget to Clerk.</b>

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
	DA day	PB	Potential TB meeting to present Tentative Budget.			
7	8	9	10	11	12	13
	<b>Columbus Day</b>	<b>TB Meeting - work on budget</b>	TB Work on Tentative Budget.			
14	15	16	17	18	19	20
	Last day for TB vote on Tentative to make Prelim. to pass on 10/23. Set PH for 10/23.	Clerk sends PH notice to newspaper		PH Notice published in paper	no changes can be made to preliminary in green shaded area.	
21	22	23	24	25	26	27
no changes can be made to preliminary in green shaded area.		<b>TB Meeting: PH</b> 1st chance to adopt budget (or delay to 11/13 meeting )	TB can make changes to Preliminary Budget if not adopted on 10/23			

November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
	TB can make changes to Preliminary Budget if not adopted on 10/23					
4	5	6	7	8	9	10
		<b>ELECTION</b>		Last possible day legally to hold Public Hearing		
11	12	13	14	15	16	17
	<b>Veterans Day</b>	<b>TB Meeting:</b> 2nd chance to adopt				
18	19	20	21	22	23	24
		Last possible day to adopt final budget		<b>Thanksgiving</b>		

<b>Prior to public hearing:</b> The town board makes revisions and prepares the preliminary budget; preliminary budget filed with town clerk.	<b>Notice of public hearing:</b> At least five days shall elapse between the date of first publication and the date specified for public hearing.	<b>Public hearing held:</b> On or before the Thursday immediately following the general election. The hearing may be adjourned from day to day but not beyond November 15th	<b>Final revisions to preliminary budget made:</b> After public hearing but prior to adoption.	
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**NYS Deadlines 2019**

Sept 30	Deadline: Supervisor provides Preliminary budget to Clerk
Oct 5	deadline for Clerk to present tentative budget to Town Board
Nov 8	Last day to hold public hearing on preliminary budget
Nov 20	Deadline to pass final budget