

TOWN OF ULYSSES - 2019 Budget Development Calendar - more relaxed 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 TB meeting		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 TB meeting					
September 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
	Labor Day	Bkeeper - Close Aug. Spvr - Enter dept requests and EOY estimates into budget				
9	10	11	12	13	14	15
		TB Meeting	Bkeeper: Calculate Fund balances, reserve balances. Review budget to date, add benefits to budget worksheet.			
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
						Tentative budget to Clerk.

October 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
	DA Day	PB meeting	Potential TB meeting to present Tentative Budget.			
7	8	9	10	11	12	13
	Columbus Day	TB Meeting - work on budget	TB Work on Tentative Budget.			
14	15	16	17	18	19	20
	TB Work on Tentative Budget					
21	22	23	24	25	26	27
		TB Meeting: Vote on Tentative to make Preliminary Budget Set Public Hearing	Clerk sends PH notice to newspaper		PH Notice published in paper	
November 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
No changes can be made to preliminary budget on green shaded days.				Public Hearing?		
4	5	6	7	8	9	10
		ELECTION	Public Hearing?	Last possible day legally to hold Public Hearing		
11	12	13	14	15	16	17
	Veterans Day	TB Meeting: Adopt budget				
18	19	20	21	22	23	24
		Last possible day to adopt final budget		Thanksgiving		