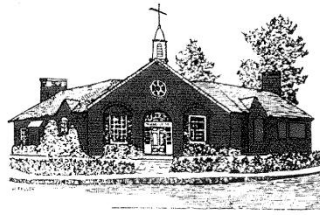


TOWN OF BURRILLVILLE



TOWN BUILDING
HARRISVILLE, R.I.

BUDGET CALENDAR – Fiscal Year Ending June 30, 2018 (Capital & Operating Budgets)

November/December	Departments Prepare Budget Requests - Operating and Capital
December 9, 2016	Department Capital Improvement Requests Due
December 30, 2016	Municipal Departments submit Operating Budget Requests to Finance
TBD	Joint pre-budget meeting – Town Council, School Committee and Budget Board
January 12, 2017	Budget Board – Special Appropriations review
January 18, 2017	Municipal Departments meet with Budget Board
January 19, 2017	Municipal Departments meet with Budget Board
January 26, 2017	Deliberations: Special Appropriations/CIP/Operating
February 2, 2017	Conclude Special Appropriations/CIP, Municipal Operating
February 9, 2017	Date TBD-School Administration/School Committee meets with Budget Board
February 16, 2017	Complete CIP/Special Appropriations/School/Operating
February 23, 2017	Budget Board submits Capital Budget (CIP) Program to Town Manager (Target Date – Date required by Ordinance is March 6, 2017 - Ordinance §2-112 - First Monday of March)
March 2, 2017	Town Operating/School Operating Budgets
March 9, 2017	Town Operating/School Operating Budgets
March 16, 2017	Town Operating/School Operating Budgets
March 23, 2017	Town Operating/School Operating Budgets
March 30, 2017	Town Operating/School Operating Budgets Finalized

April 3, 2017	Budget Board submits FYE 2017 Operating Budget recommendations to Town Manager (Charter Due Date)
April 6, 2017	Manager submits his Capital Budget (CIP) recommendations to the Town Council
April 6, 2017	Public Notice of the Public Hearing on Capital Budget (CIP) Program
April 12, 2017	7:00 p.m. Public Hearing – CIP Program Adoption of FYE 2017 CIP Program & update of the 5-Year Plan
April 24, 2017	Town submits budget data and ads to the State for review and approval.
May 1, 2017	Manager submits his Operating Budget recommendations to the Town Council (Charter Due Date)
May 11, 2017	Last Date that three (3) ads need to appear advising the public of the proposed budget, proposed tax changes, and dates of public hearings. The final ad needs to appear at least seven (7) days before the first public hearing.
Wednesday May 17, 2017	7:00 p.m. 1st Public Hearing – Municipal Budget Town Council Chambers
May 25, 2017	7:00 p.m. 2nd Public Hearing – School Budget Town Council Chambers
June 1, 2017	7:00 p.m. - Additional Public Hearing Date (if necessary) Town Council Chambers
June 7, 2017	7:00 p.m. - Budget Adoption (1st Council Meeting in June)
June 21, 2017	7:00 p.m. - Final Budget Adjustments (if necessary) (2nd Council Meeting in June)
July 1, 2017	New Fiscal Year begins

Council Workshops May be scheduled as needed before or after the Public Hearings.

We have reserved the first week of June for workshops unless there are other dates for us to consider.

Other Dates:

June 1 Deadline for notice of reduction in Teaching Workforce

BUDGET CALENDAR – Fiscal Year Ending June 30, 2017
(Capital & Operating Budgets)

Charter References

April (First Monday)	Latest date Budget Board shall submit its recommendations to the Manager
May (First Monday)	Latest date Manager shall submit its recommendations to the Town Council
June (First Monday)	Latest date that two (2) Public Hearings must be held.
Budget Adoption	Council Adopts Budget No later than June 15th
Line Item Veto	Manager may veto any item within seventy-two hours Council may override the veto by affirmative vote of four (4) members
Voter Initiative	Referendum on changes to department budgets may be held upon the petition of fifteen percent (15%) of the voters.

NOTE: **BOLD** Print references important Town Council Dates.
