

# TOWN OF BURRILLVILLE



TOWN BUILDING  
HARRISVILLE, R.I.

## **BUDGET CALENDAR – Fiscal Year Ending June 30, 2015 (Capital & Operating Budgets)**

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November/December	Departments Prepare Budget Requests - Operating and Capital
December 11, 2013	Department Capital Improvement Requests Due
January 3, 2014	Municipal Departments submit Operating Budget Requests to Town Clerk/Finance
January 13, 2014	Joint pre-budget meeting – Town Council, School Committee and Budget Board
January 15, 2014	Municipal Departments meet with Budget Board
January 16, 2014	Municipal Departments meet with Budget Board
January 23, 2014	Budget Board – Special Appropriations review
February 13, 2014	School Administration/School Committee meets with Budget Board.
February 27, 2014	Budget Board submits Capital Budget (CIP) Program to Town Manager (Target Date – Date required by Ordinance is March 3, 2014 - Ordinance 2-112)
March 21, 2014	Manager submits his Capital Budget (CIP) recommendations to the Town Council
March 21, 2014	Public Notice of the Public Hearing on Capital Budget (CIP) Program
<b>March 26, 2014</b>	<b>7:00 p.m. Public Hearing – CIP Program Adoption of FYE 2015 CIP Program</b>
April 7, 2014	Budget Board submits FYE 2015 Operating Budget recommendations to Town Manager (Charter Due Date)
April 25, 2014	Manager submits his Operating Budget recommendations to the Town Council (Target Date)
April 28, 2014	Town submits budget data and ads to the State for review and approval.
May 5, 2014	Manager submits his Operating Budget recommendations to the Town Council (Charter Due Date)

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May 15, 2014	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.
<b>May 22, 2014</b>	<b>7:00 p.m. 1st Public Hearing – Municipal Budget Town Council Chambers</b>
<b>May 29, 2014</b>	<b>7:00 p.m. 2nd Public Hearing – School Budget Town Council Chambers</b>
<b>June 5, 2014</b>	<b>7:00 p.m. - Additional Public Hearing Date (if necessary) Town Council Chambers</b>
<b>June 11, 2014</b>	<b>7:00 p.m. - Budget Adoption (1st Council Meeting in June)</b>
<b>June 25, 2014</b>	<b>7:00 p.m. - Final Budget Adjustments (if necessary) (2nd Council Meeting in June)</b>
July 1, 2014	New Fiscal Year begins

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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:

March 1      Deadline for notice of reduction in Teaching Workforce

### 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.

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