

TOWN OF BURRILLVILLE



BUDGET CALENDAR – Fiscal Year Ending June 30, 2016 (Capital & Operating Budgets)

November/December	Departments Prepare Budget Requests - Operating and Capital
December 10, 2014	Department Capital Improvement Requests Due
January 2, 2015	Municipal Departments submit Operating Budget Requests to Town Clerk/Finance
January 7, 2015	Joint pre-budget meeting – Town Council, School Committee and Budget Board
January 15, 2015	Budget Board – Special Appropriations review
January 21, 2015	Municipal Departments meet with Budget Board
January 22, 2015	Municipal Departments meet with Budget Board
February 12, 2015	School Administration/School Committee meets with Budget Board
February 26, 2015	Budget Board submits Capital Budget (CIP) Program to Town Manager (Target Date – Date required by Ordinance is March 2, 2015 - Ordinance 2-112)
March 20, 2015	Manager submits his Capital Budget (CIP) recommendations to the Town Council
March 20, 2015	Public Notice of the Public Hearing on Capital Budget (CIP) Program
March 25, 2015	7:00 p.m. Public Hearing – CIP Program Adoption of FYE 2016 CIP Program
April 6, 2015	Budget Board submits FYE 2016 Operating Budget recommendations to Town Manager (Charter Due Date)
April 24, 2015	Manager submits his Operating Budget recommendations to the Town Council (Target Date)
April 27, 2015	Town submits budget data and ads to the State for review and approval.
May 4, 2015	Manager submits his Operating Budget recommendations to the Town Council (Charter Due Date)

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May 14, 2015	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.
May 21, 2015	7:00 p.m. 1st Public Hearing – Municipal Budget Town Council Chambers
May 28, 2015	7:00 p.m. 2nd Public Hearing – School Budget Town Council Chambers
June 4, 2015	7:00 p.m. - Additional Public Hearing Date (if necessary) Town Council Chambers
June 10, 2015	7:00 p.m. - Budget Adoption (1st Council Meeting in June)
June 24, 2015	7:00 p.m. - Final Budget Adjustments (if necessary) (2nd Council Meeting in June)
July 1, 2015	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:

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.
