

TOWN OF WILLIAMSTON

BUDGET CALENDAR FOR 2012

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| November 15, 2011 | Distribute CIP Manual to Departments |
| December 15, 2011 | Departments submit CIP requests to Administrator |
| January 17, 2012 | Budget Work Papers distributed to Departments |
| January 17, 2012 | Board conduct public hearing to receive community input on budget needs for coming year |
| January 20, 2011 | Recommended CIP draft due from Town Clerk |
| January 27-28, 2012 | Board Retreat |
| February 10, 2012 | Amended CIP to Administrator |
| February 20, 2012 | Departmental Budgets, work plans and performance measures due |
| March 6 – 9, 2012 | Town Administrator Meets with Department Heads to discuss Budget requests |
| April 16, 2012 | Budget workshop including Draft CIP |
| May 07, 2012 | Submit Budget to Board and Second Budget Workshop |
| | Provide copies to local newspapers |
| | Advertise availability of Budget |
| May 21, 2012 | Board holds public hearing on recommended budget |
| June 4, 2012 | Third Budget Workshop (if needed) and board directs Town Administrator to prepare final budget |
| June 18, 2012 | Board adopts Fiscal 2013 Budget Ordinance (final budget with budget message) |