

Town of Easton

Board of Finance

Budget Calendar 2016/2017

To: Town Departments

Subject: Budget Guide - Calendar 2016/2017

January 6 Issue budget forms and instructions to Departments

January 6– February 8 Departments:
1) prepare budget requests
2) review requests with the First Selectman

February 8 Departments: return signed forms to
Comptroller for summarization

February 26 Comptroller returns all Departments'
budget requests to the Board of Finance

March 1,2,3
March 8,9,10
(March 1 Also Reg.Mtg.) Board of Finance will analyze and
investigate estimates and hold budget
discussions with Department Heads,
Boards and Commissions. Meetings to be
held at **7:00 P.M.**

March 21 (Monday) Hold public hearing on budget
S.S.S. Cafetorium 8:00 p.m.

March 22,23
March 29,30,31,
April 5 also reg.mtg. **Revise budget requests and prepare**
final recommendations for preparation
acceptance of budget document.
Meetings at 7 p.m.

April 15 Bring budget to the April 21, 2016 newspaper publication.

April 25 Annual Town Meeting - budget adoption
S.S.S. Cafetorium 8:00 p.m.

May 3 Referendum next day after Regional 9 Budget meeting of May 2

All meetings will be at the Senior Center – unless so noted above.