

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 Board of Finance will analyze and
March 8,9,10 investigate estimates and hold budget
(March 1 Also Reg.Mtg.) 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 **Revise budget requests and prepare**
March 29,30,31, **final recommendations for preparation**
April 5 also reg.mtg. **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.