

Town of Easton

Board of Finance

Budget Calendar 2019/2020

To: Town Departments

Subject: Budget Guide - Calendar 2019/2020

January 7 Issue budget forms and instructions to Departments

January 7– February 1 Departments:
 1) prepare budget requests
 2) review requests with the First Selectman

February 1 Departments: return signed forms to
 Director of Finance for summarization

March 1 Director of Finance returns all Departments'
 budget requests to the Board of Finance

March 5,6,7 Board of Finance will analyze and
March 12,13,14 investigate estimates and hold budget
(March 5 Also Reg.Mtg.) discussions with Department Heads,
 Boards and Commissions. Meetings to be
 held at **7:00 P.M.**

March 25 (Monday) Hold public hearing on budget
 SSES Cafetorium 7:00 p.m.

March 26,27 **Revise budget requests and prepare**
April 2,3 **final recommendations for preparation**
April 2 also reg.mtg. **acceptance of budget document.**
 Meetings at 7 p.m.

April 19 Submit budget for the April 25, 2018 newspaper publication.

April 29 Annual Town Meeting - budget adoption
SSES Cafetorium 7:00 p.m.

May 7 Referendum next day after Regional 9 Budget meeting of May 6

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