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TOWN CLERK
EASTON CT

Town of Easton

Board of Finance

Budget Calendar 2020/2021

To: Town Departments

Subject: Budget Guide - Calendar 2020/2021

January 6	Issue budget forms and instructions to Departments
January 6– February 3	Departments: 1) prepare budget requests 2) review requests with the First Selectman
February 3	Departments: return signed forms to Finance Director for summarization
February 28	Finance Director returns all Departments' budget requests to the Board of Finance
March 3 Regular mtg. March 4, 5, 10, 11	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 23 (Monday) SSES Cafetorium	Public hearing on budget 7:00pm
March 24,25,26 March 31	Revise budget requests and prepare final recommendations for preparation acceptance of budget document. Meetings at 7 p.m.
April 13	Submit budget for the April 17, 2019 newspaper publication.
April 27 (Monday) SSES Cafetorium	Annual Town Meeting - budget adoption *7:00 p.m.*
May 5	Referendum next day after Regional 9 Budget meeting of May 4(tentative)

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