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TOWN CLERK

EASTON CT

Town of Easton

Board of Finance

Budget Calendar 2024/2025

To: Town Departments

Subject: **Budget Guide - Calendar 2024/2025**

January 8 Issue budget forms and instructions to Departments

January 8 – January 31 Departments:
1) prepare budget requests
2) review requests with the First Selectman

January 31 Departments: return signed forms to
Finance Director for summarization

February 23 Finance Director returns all Departments'
budget requests to the Board of Finance

March 5 Regular mtg.
March 6, 7, 12, 13 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 25 (Monday)
SSES Cafetorium Public hearing on budget 7:00pm

March 26,27
April 2 (reg meeting) Revise budget requests and prepare
final recommendations for preparation
acceptance of budget document.
Meetings at 7 p.m.

April 17 Submit budget for the April 19, 2023 newspaper publication.

April 29 (Monday)
SSES Cafetorium Tentative Annual Town Meeting
(budget adoption) 7:00pm

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

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