

**Town of Easton
Board of Finance**

Budget Calendar 2018/2019

To: Town Departments

Subject: Budget Guide - Calendar 2018/2019

January 8 Issue budget forms and instructions to Departments.

January 8 – February 2 Departments:
1) Prepare budget requests
2) Review requests with the First Selectman

February 2 Departments return signed forms to Finance Director for summarization.

March 2 Finance Director returns all Departments' budget requests to the Board of Finance.

March 6, 7, 8 Board of Finance will analyze and investigate estimates and hold
March 13, 14, 15 budget discussions with Department Heads, Boards and
(March 6 Also Reg. Mtg.) Commissions. Meetings are at **7:00pm at the Easton Senior Center.**

March 26 (Monday) **Public Budget Hearing at 7:00pm at SSES Cafetorium.**

March 27,28 Revise budget requests and prepare final recommendations for preparation
April 3,4,5, and acceptance of budget document. Meetings are at **7:00pm at the
Easton Senior Center.**

April 3 also reg.mtg.

April 13 Submit budget for the April 19, 2018 newspaper publication.

April 23 **Annual Town Meeting: budget adoption 7:00pm at SSES Cafetorium.**

May 1 **Referendum (next day after Regional 9 Budget meeting of April 30th).**