

## Town of Easton

### Board of Finance

#### Budget Calendar 2015/2016

To: Town Departments

Subject: Budget Guide - Calendar 2015/2016

January 6                      Issue budget forms and instructions to Departments

January 6– February 6      Departments:  
   1) prepare budget requests  
   2) review requests with the First Selectman

February 6                      Departments: return signed forms to  
   Comptroller for summarization

February 27                      Comptroller returns all Departments'  
   budget requests to the Board of Finance

March 3,4,5                      Board of Finance will analyze and  
March 10,11,12                  investigate estimates and hold budget  
   discussions with Department Heads,  
   Boards and Commissions. Meetings to be  
   held at **7:00 P.M.**

March 23 (Monday)              Hold public hearing on budget  
   S.S.S. Cafetorium                      8:00 p.m.

**March 24,25,26**                      **Revise budget requests and prepare**  
**March 30,31,**                      **final recommendations for preparation**  
**April 1**                                  **acceptance of budget document.**  
   **Meetings at 7 p.m.**

April 16                              Bring budget to the April 23, 2015 newspaper publication.

**April 27**                              Annual Town Meeting - budget adoption  
S.S.S. Cafetorium                      8:00 p.m.

May 5                                  Referendum next day after Regional 9 Budget meeting of May 4

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