

# TOWN OF BURGAW

## FY 2022-23 BUDGET CALENDAR

- January 6** Town Manager and Finance Officer Meet with Department Heads to Begin Budget Process
- January 28** Finance Officer Sends Out FY 2022-23 Budget Workbooks to Department Heads
- January 31** DEPARTMENT HEADS BEGIN PREPARING BUDGET REQUESTS AND DEVELOPING REVENUE ESTIMATES FOR THEIR PROGRAMS AND SERVICES
- February 8** Public Hearing for Early Citizen Input on FY 2022-23 Budget
- February 11** DEPARTMENT HEADS SUBMIT UPDATED 10-YEAR CAPITAL IMPROVEMENT PLAN
- February 15 (9 am - 12 pm)** Commissioner’s Strategic Thinking Retreat
- February 16 (9 am - 12 pm)** Commissioner’s Strategic Thinking Retreat
- March 1** DEPARTMENT HEADS SUBMIT YEAR END ESTIMATES FOR FY 2021-22
- March 11** DEPARTMENT BUDGET REQUESTS AND REVENUES ESTIMATES DUE
- March 14 - 18** Town Manager and Finance Officer Review Department Budget Requests
- March 21 - 25** TOWN MANAGER AND FINANCE OFFICER MEET WITH DEPARTMENT HEADS TO DISCUSS SPECIFIC BUDGET REQUESTS
- March 28 – April 1** TOWN MANAGER AND FINANCE OFFICER MEET TO DISCUSS SPECIFIC BUDGET REQUESTS. ADDITIONAL MEETINGS WITH DEPARTMENTS MAY BE SCHEDULED
- April 26 (9 am - 12 pm)** Commissioner’s Budget Work Session
- May 6** Town Manager Finalizes Revenue Estimates and Recommended Expenditure Budget
- May 13** Proposed Budget Message and Budget Manual Completed and Submitted to Mayor and Town Commissioners for Review
- May 13** Clerk Publishes Notice and Makes Proposed Budget Available for Public Inspection
- May 27** Clerk Publishes Notice of Public Hearing for Budget
- June 14** Town Manager’s Recommended Budget Presented to Mayor and Town Commissioner during Statutorily Required Public Hearing
- June 14** FY 2022-23 Budget Adopted at Regular Monthly Meeting, If Appropriate
- June 30** Statutory Deadline for Town Commissioners to Adopt FY 2022-23 Budget

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COMMISSIONERS
  STAFF

\*\*ADDITIONAL MEETINGS WITH DEPARTMENT HEADS OR BOARD OF COMMISSIONERS MAY BE SCHEDULED DURING THE BUDGETING PROCESS.