



BUDGET CALENDAR FISCAL YEAR 2017

December 15, 2015	Manager delivers his budget message for fiscal year 2017.
December 21, 2015	Budget system is turned on and directions are distributed with the personnel sheets.
January 11, 2016	Revised salary personnel worksheets noting overtime and/or temporary wages are to be returned to the Budget Division Manager (Cheyenne Heindel).
January 25, 2016	All salary and benefit information is revised and entered into budget system.
January 25, 2016	Revised capital requests, including justification, submitted to the Finance Director.
January 25, 2016	Request and justification for new positions (if allowed) submitted to the Manager and Finance Director.
February 12, 2016	Final divisional budgets to be reviewed and updated accordingly by department heads. Submit detailed description of requests for training, travel, professional services, other contractual, furnishings, and equipment to Layla Lesley.
February 12, 2016	Budget system is closed for input at 5:00 p.m.
February 19, 2016	Preliminary Tax Roll is complete.
Week of February 22, 2016	Assessment notices are mailed.
February 22 – March 23, 2016	Appeal period.
February 28, 2016	Department directors have reviewed budgets with applicable boards and commissions including E-91 1, Animal Care, Board of Supervisors, etc.
February 28, 2016	Preliminary mill rates to be provided by Public Works Director & Emergency Services Director for RSAs, FSAs and SSAs.
February 29, 2016	Update tax revenues following preliminary completion of tax roll.
March 8, 2016	Joint meeting with the Assembly and the School Board.
March 18, 2016	Final mill rates for RSAs, FSAs and SSAs submitted to Finance Director from Public Works Director & Emergency Services Director.
March 24 – 28, 2016	Assessor prepares revised tax roll following the appeal period.
March 29 – April 8, 2016	Finalization of Borough Manager's fiscal year 2017 proposed budget and completion of final modifications.
March 31, 2016	School district to deliver their budget to Borough.
April 11 – 15, 2016	Complete production of budget document.
April 17, 2016	State Legislative Session ends.
April 19, 2016	Introduction of Manager's proposed fiscal year 2017 budget.
April 19, 2016	Adoption of minimum funding resolution for the school district.