

**Petersburg Borough**  
**FY 2025 Budget Calendar**

December 2023	Budget Calendar Emailed to Assembly/Department Heads
January 2, 2024	<ul style="list-style-type: none"><li>• Community Service Grant Questionnaire emailed to Organizations.</li><li>• Budget Templates emailed out to Department Heads</li></ul>
January 2, 2024– March 15, 2024	<ul style="list-style-type: none"><li>• Department Heads Preparing Budgets;</li><li>• Assembly emailed Budget Policies.</li><li>• Assembly work session to discuss future budget ideas/strategies/budget policies/new capital projects if needed.</li></ul>
March 15, 2024	Budget Requests from Department Heads and Community Organizations Due to Borough Manager– Including any Capital Project Budgets
March 18 – 31, 2024	Borough Manager and Finance Director meet with Department Heads to discuss budget requests and develop a proposed budget document for submittal to Assembly.
April 15th, 2024	Draft Proposed Budget submitted to the Assembly.
April 15 <sup>th</sup> – May 1, 2024	Budget Work Session / Special Meetings scheduled if needed
May 6, 2024 May 20, 2024 June 3, 2024	<ul style="list-style-type: none"><li>• Assembly Meeting - 1st Reading of Budget Ordinance</li><li>• Assembly Meeting – 2<sup>nd</sup> Reading of Budget Ordinance</li><li>• Assembly Meeting – 3<sup>rd</sup> Reading of Budget Ordinance</li></ul>

*Budget must be approved by June 15<sup>th</sup>*