

**Petersburg Borough**  
**FY 2024 Budget Calendar**

December 2022	Budget Calendar Emailed to Assembly/Department Heads
January 4, 2023	<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 4, 2023 – March 17, 2023	<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 17, 2023	Budget Requests from Department Heads and Community Organizations Due to Borough Manager– Including any Capital Project Budgets
March 17 – 31, 2023	Borough Manager and Finance Director meet with Department Heads to discuss budget requests and develop a proposed budget document for submittal to Assembly.
April 3, 2023	Draft Proposed Budget submitted to the Assembly.
April 3rd to 26 <sup>th</sup> , 2023	Budget Work Session / Special Meetings scheduled if needed
May 1, 2023 May 15, 2023 June 5, 2023	<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>*