

**Petersburg Borough**  
**FY 2023 Budget Calendar**

December 2021	Budget Calendar Emailed to Assembly/Department Heads
January 3, 2022	<ul style="list-style-type: none"><li>• Assembly emailed Budget Policies.</li><li>• Community Service Grant Questionnaire emailed to Organizations.</li><li>• Budget Templates emailed out to Department Heads</li></ul>
January 3, 2022 – March 21, 2022	<ul style="list-style-type: none"><li>• Department Heads Preparing Budgets;</li><li>• Assembly work session to discuss future budget ideas/strategies/budget policies if needed.</li></ul>
March 21, 2022	Budget Requests from Department Heads and Community Organizations Due to Borough Manager– Including any Capital Project Budgets
March 21, 2022 – March 31, 2022	Borough Manager and Finance Director meet with Department Heads to discuss budget requests and develop a proposed budget document for submittal to Assembly.
April 1, 2022	Draft Proposed Budget submitted to the Assembly.
April 1 <sup>st</sup> to 22 <sup>nd</sup> 2022	Budget Work Session / Special Meetings scheduled if needed
May 2, 2022 May 16, 2022 June 6, 2022	<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>*