

BUDGET SCHEDULE – FISCAL YEAR 2025-26*

January 14, 2025	Adoption of Budget Calendar
TBD	Budget Workshops
January 24, 2025	Budget instructions distributed to Department Heads
February 12, 2025	FY 25-26 draft CIP, capital outlay requests and major program request changes (i.e., new personnel, large contracts, etc.) are due. Any increase that will cause the budget request to be greater than 5-10% of current year's initial budget must be submitted at this point.
February 16, 2025	Operating and year-end projection worksheets due to finance
February 28, 2025	Finance presents first draft of budget to Town Manager
March 3-6, 2025	Town Manager, Finance Director, and Department Heads review departmental requests. Department Heads-try to leave schedules open.
March 10-13, 2025	Budget Revisions & Team Lock Down to balance Budget
TBD	Budget Workshop: Budget Overview
May 13, 2025	Set Public Hearing for June 10, 2025
June 1, 2025	Budget Distribution, available for public inspection
June 10, 2025	Board holds Public Hearing Board adopts Fiscal-Year 2025-2026 Budget
July 1, 2025	FY 25-26 Begins

*All dates are subject to change