

BUDGET SCHEDULE – FISCAL YEAR 2026-27*

January 13, 2026	Adoption of Budget Calendar	✓
TBD	Budget Workshops	
January 23, 2026	Budget instructions distributed to Department Heads	
February 11, 2026	FY 26-27 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, 2026	Operating and year-end projection worksheets due to Finance	
February 27, 2026	Finance presents first draft of budget to Town Manager	
March 2-5, 2026	Town Manager, Finance Director, and Department Heads review departmental requests. Department Heads, try to leave schedules open.	
March 9-12, 2026	Budget Revisions & Team Lock Down to balance Budget	
TBD	Budget Workshop: Budget Overview	
May 12, 2026	Set Public Hearing for June 9, 2026	
May 29, 2026	Budget Distribution, available for public inspection	
June 9, 2026	Board holds Public Hearing and adopts Fiscal-Year 2026-2027 Budget	
July 1, 2026	FY 26-27 Begins	

****All dates are subject to change***