

# FINAL

## TOWN OF PITTSFIELD

### 2017

## Municipal Budget Calendar

<u>Due Date</u>	<u>Activity/Event</u>
By 09/09/2016	Budget forms and instructions to Department Heads, applicable staff and other entities.
09/23/2016	Draft Revenue Budget compiled.
10/03/2016	Budget requests due to Town Manager's Office, including back-up budget submittal
10/07/2016 – 10/13/2016	Town Manager/Department Head Conferences.
10/14/2016	Revenue Budget Finalized.
10/17/2016	Expenditure Budget Compiled.
10/21/2016	Overall finances reviewed.
11/11/2016	Completed Budgets to Town Councilors, including back-up budget listing
11/15/2016	Workshops begin*
11/15/2016	Workshop after Regular Council Meeting: General: Review of overall expenditure budget Review of revenue budget Review of capital budget Review of debt service Specific: Review of Administrative Budgets -Council -Administration -Town Clerk -Finance -Assessing -Legal -Municipal Building -Community & Ec Development -Insurances -Codes and Building Inspection -General Assistance -Unclassified Expenditures

**-Elections**

**-Capital Expenditures  
-Debt Service**

- 11/15/2016** Set public hearing on the annual budget and capital budget for the Regular Council Meeting on 12/20/2016.
- 11/15/2016** Workshop after Regular Council Meeting:  
-Communications -Animal Control  
-Police Department -Public Works (Highway)  
-Fire Department -Buildings and Grounds  
-Streetlights -Cemeteries
- By 11/25/2016** Notification of the public hearing on the budget with a general summary printed in the newspaper.
- 11/29/2016** Special Workshop at 6:30 p.m. (if needed):  
-Transfer Station -Water  
-Recycling -Sewer
- 12/06/2016** Workshop after Regular Council Meeting:  
-Airport -Theatre  
-Recreation -Community Service Agencies  
-Library -Budgets requiring a second review
- 12/07/2016** Special Workshop at 6:30 p.m.:  
Additional Session available if necessary.
- 12/20/2016** Public Hearing held on annual budget and capital budget as part of Regular Council Meeting.
- 12/20/2016** After review and/or amendment, budget is approved.
- 12/21 -  
12/31/2016** Compile and print Final Municipal Budget.
- 12/31/2016** Final Municipal Budget Available.

**\*NOTE:** If the Town Council finishes an evening's scheduled review, the board reserves the right to continue review of other budgets scheduled for subsequent evenings.

**Date Drafted: 07/28/2016**  
**Approved: 08/16/2016**  
**To be Amended: 11/15/2016**

**2017 BUDGET CALENDAR**