

# FINAL

## TOWN OF PITTSFIELD

### 2018

## Municipal Budget Calendar

<u>Due Date</u>	<u>Activity/Event</u>
By 09/21/17	Budget forms and instructions to Department Heads, applicable staff and other entities.
09/25/2017	Draft Revenue Budget compiled.
10/06/2017	Budget requests due to Town Manager's Office, including back-up budget submittal
10/12/2017 – 10/17/2017	Town Manager/Department Head Conferences.
10/18/2017	Revenue Budget Finalized.
By 10/23/17	Finance Committee reviews the Additional Requests
10/25/2016	Expenditure Budget Compiled.
10/27/2017	Overall finances reviewed.
10/31/2017	Completed Budgets to Town Councilors, including back-up budget listing
11/08/2017	Workshops begin*
11/08/2017	Workshop after Regular Council Meeting: <b>General:</b> Review of overall expenditure budget Review of revenue budget Review of capital budget Review of debt service <b>Specific:</b> Review of Administrative Budgets -Council -Administration -Town Clerk -Finance -Municipal Building -Community & Ec Development -Insurances -Codes and Building Inspection

- Assessing
- Legal
- Elections

- General Assistance
- Unclassified Expenditures
- Capital Expenditures
- Debt Service

- 11/21/2017** Set public hearing on the annual budget and capital budget for the Regular Council Meeting on 12/19/2017.
- 11/21/2017** Workshop after Regular Council Meeting:
- Communications
  - Police Department
  - Fire Department
  - Streetlights
  - Animal Control
  - Public Works (Highway)
  - Buildings and Grounds
  - Cemeteries
- By 11/27/2017** Notification of the public hearing on the budget with a general summary printed in the newspaper.
- 11/28/2017** Special Workshop at 6:30 p.m. (if needed):
- Transfer Station
  - Recycling
  - Water
  - Sewer
- 12/05/2017** Workshop after Regular Council Meeting:
- Airport
  - Recreation
  - Library
  - Theatre
  - Community Service Agencies
  - Budgets requiring a second review
- 12/06/2017** Special Workshop at 6:30 p.m.:  
Additional Session available if necessary.
- 12/19/2017** Public Hearing held on annual budget and capital budget as part of Regular Council Meeting.
- 12/19/2017** After review and/or amendment, budget is approved.
- 12/20 – 12/31/2017** Compile and print Final Municipal Budget.
- 12/31/2017** 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: 09/12/2017**  
**Approved: 09/19/2017**

**2018 BUDGET CALENDAR**