

## FY 2023 (FY23) Budget Development Calendar

### FY 2022 - 1<sup>st</sup> Quarter

<u>July – 2021</u>							<u>August - 2021</u>							<u>September – 2021</u>						
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<p style="text-align: center;"><b><u>July 13</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> </ul> <p style="text-align: center;"><b><u>July 27</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> </ul> <p style="text-align: center;"><b><u>July 31</u></b></p> <ul style="list-style-type: none"> <li>▪ FY21 Quarterly Budget Status Report</li> </ul>	<p style="text-align: center;"><b><u>August 25</u></b></p> <ul style="list-style-type: none"> <li>▪ Begin Budget Master file updates for FY21 Results</li> </ul> <p style="text-align: center;"><b><u>August 31</u></b></p> <ul style="list-style-type: none"> <li>▪ GFOA FY22 Budget submission</li> </ul>	<p style="text-align: center;"><b><u>September 14</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> <li>▪ Finance distributes FY23 CIP templates to Departments for CIP prep meeting</li> </ul> <p style="text-align: center;"><b><u>September 17</u></b></p> <ul style="list-style-type: none"> <li>▪ Process Budget Adjustment for FY21 CIP and certain Op Projects carryover</li> </ul> <p style="text-align: center;"><b><u>September 28</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> </ul> <p style="text-align: center;"><b><u>September 29</u></b></p> <ul style="list-style-type: none"> <li>▪ Performance Measures Department Head meeting</li> </ul> <p style="text-align: center;"><b><u>September 30</u></b></p> <ul style="list-style-type: none"> <li>▪ Begin Budget Master file for FY23 Budget</li> </ul>
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Legend:
Town Council Meeting
Town Council Work Session
County Deadlines
Holiday / Spring Break

## FY 2023 (FY23) Budget Development Calendar

FY 2022 – 2<sup>nd</sup> Quarter

<u>October – 2021</u>	<u>November - 2021</u>	<u>December – 2021</u>																																																																																																																
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<p style="text-align: center;"><b><u>October 8</u></b></p> <ul style="list-style-type: none"> <li>▪ Budget Strategy Meeting with Town Manager</li> <li>▪ Request Availabilities Projection</li> </ul> <p style="text-align: center;"><b><u>October 12</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Town Council Meeting 7:00 PM</b></li> </ul> <p style="text-align: center;"><b><u>October 20</u></b></p> <ul style="list-style-type: none"> <li>▪ Meet with PW to review unspent FY21 State Highway funds and budget amendment</li> </ul> <p style="text-align: center;"><b><u>October 21</u></b></p> <ul style="list-style-type: none"> <li>▪ FY23 Staff Budget Kickoff Session with Town Manager 10:00 AM <ul style="list-style-type: none"> <li>○ Town Manager (TM) discusses Town Council strategic initiatives. Financial Analyst distributed for 9/29 Performance Measures meeting</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>October 26</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Town Council Meeting – Workforce Analysis</b></li> <li>▪ Preliminary Budget Meetings with Department Heads to integrate departmental budgets with Council’s strategic plan. <ul style="list-style-type: none"> <li>○ week of 10/18: HR, &amp; Admin/Legal</li> <li>○ week of 10/25: IT, Police; Engineering, Planning &amp; Development; PW Adm &amp; Maintenance,</li> <li>○ week of 11/1: Water &amp; Wastewater</li> <li>○ week of 11/8: P&amp;R &amp; Finance</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>October 29</u></b></p> <ul style="list-style-type: none"> <li>▪ Quarterly Budget Status Report</li> </ul>	<p style="text-align: center;"><b><u>November 3</u></b></p> <ul style="list-style-type: none"> <li>▪ Project Managers provide first draft multi-year CIP Budget Plan (prep for Nov 17 Spec TC Meeting)</li> </ul> <p style="text-align: center;"><b><u>November 9</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Town Council Meeting 7:00 PM</b></li> <li>▪ Budget Development Calendar to Town Council</li> <li>▪ Finance distributes FY 2022 Op Budget instructions &amp; final CIP templates to Departments due back 12/13</li> <li>▪ Finance works with HR on Compensation Analysis</li> </ul> <p style="text-align: center;"><b><u>November 10</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Town Council Work Session – FY23 Pre-Budget</b></li> </ul> <p style="text-align: center;"><b><u>November 17</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Town Council Work Session</b> <ul style="list-style-type: none"> <li>○ ARPA &amp; CIP Multi-year planning &amp; prioritization</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>November 19</u></b></p> <ul style="list-style-type: none"> <li>▪ Departments submit Performance Measures to Financial Analyst as part of Dept Narratives</li> </ul>	<p style="text-align: center;"><b><u>December 6</u></b></p> <ul style="list-style-type: none"> <li>▪ Real Estate tax due date (remit to Town)</li> </ul> <p style="text-align: center;"><b><u>December 13</u></b></p> <ul style="list-style-type: none"> <li>▪ Departments submit Budget to Financial Analyst: <ul style="list-style-type: none"> <li>○ FY22 Current Year Estimates</li> <li>○ FY23 Dept Expense Requests</li> <li>○ Enhancement Justifications</li> <li>○ FY23-27 Availabilities</li> <li>○ Anticipated Grants</li> <li>○ Service Level changes, if applicable</li> <li>○ Fast Facts updates</li> <li>○ Location Map from Planning</li> <li>○ Org Charts, FTE, Turnover from HR</li> <li>○ Master Tax &amp; Fee Summary Changes</li> <li>○ Compensation Factor from Payroll</li> </ul> </li> <li>▪ Final Pay Compensation Analysis from HR/Munis to Financial Analyst</li> </ul> <p style="text-align: center;"><b><u>December 14</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Town Council Meeting 7:00 PM</b> <ul style="list-style-type: none"> <li>○ Auditor Presents FY21 Annual Financial Report</li> </ul> </li> </ul>																																																																																																																

## FY 2023 (FY23) Budget Development Calendar

### FY 2022 – 3<sup>rd</sup> Quarter

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<p style="text-align: center;"><b><u>January 4</u></b></p> <ul style="list-style-type: none"> <li>▪ Finance requests prelim County RE Assessments</li> <li>▪ Advertise Personal Property Tax Rate PH (Ad 1/14 &amp; 1/21; 7-day notice for 2/8 PH), if changes</li> </ul> <p style="text-align: center;"><b><u>January 11</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> <li>▪ Accounting Manager provides updated Financial Graphs for FY21 Annual Report data</li> <li>▪ CIP Project Managers provide final Detail Project sheets to Accounting Manager &amp; Financial Analyst</li> </ul> <p style="text-align: center;"><b><u>January 20</u></b></p> <ul style="list-style-type: none"> <li>▪ Prelim Utility financials to Stantec for FAMS</li> <li>▪ Identify necessary Budget Amendments</li> </ul> <p style="text-align: center;"><b><u>January 25</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> <li>▪ Operating Revenue Estimates due from Finance</li> <li>▪ Town Manager &amp; Finance Dir establish 2022 proposed Real Estate Tax Rate based on assessments from County</li> <li>▪ Prepares Real Estate Tax Ad (3/8 PH Ad 1/28 &amp; 2/4)</li> </ul> <p style="text-align: center;"><b><u>January 31</u></b></p> <ul style="list-style-type: none"> <li>▪ Quarterly Budget Compliance Report issued</li> </ul>	<p style="text-align: center;"><b><u>February 1</u></b></p> <ul style="list-style-type: none"> <li>▪ FY 2022 Draft Budget to Town Manager</li> <li>▪ Attorney prepares 1<sup>st</sup> Draft of Tax and Fee Summary &amp; Ordinance &amp; provides dates (PH Ad 3/25 &amp; 4/1)</li> </ul> <p style="text-align: center;"><b><u>February 8</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Public Hearing - 2022 Personal Property Tax Rates (Ad 1/14 &amp; 1/21), if needed</li> </ul> </li> <li>▪ Town Manager Locks Down proposed Budget</li> <li>▪ Financial Analyst finalizes Master Budget details and coordinates development of proposed Budget document due for review on 2/22</li> <li>▪ Fall back date to Advertise for March 22 PH for 2022 Property Tax Rates (Ad 2/18 &amp; 2/25, 30-day notice)</li> </ul> <p style="text-align: center;"><b><u>February 22</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Town Council Adopts Personal Property Tax Rates &amp; PPTRA</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>February 25</u></b></p> <ul style="list-style-type: none"> <li>▪ Proposed FY23 Operating Budget &amp; CIP to Financial Advisor &amp; Utility Rate Consultant <ul style="list-style-type: none"> <li>○ Prelim sent 1/20</li> </ul> </li> <li>▪ Multi-Year Pro-forma</li> </ul> <p style="text-align: center;"><b><u>February 28</u></b></p> <ul style="list-style-type: none"> <li>▪ County deadline to adopt Personal Property Tax Rates</li> </ul>	<p style="text-align: center;"><b><u>March 1</u></b></p> <ul style="list-style-type: none"> <li>▪ Finance provides TM with Key Budget Points</li> <li>▪ Finance drafts TM budget presentation</li> <li>▪ Departments prepare presentations, if needed</li> <li>▪ Budget Printing period (3/1-3/4)</li> </ul> <p style="text-align: center;"><b><u>March 8</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Public Hearing - 2022 Real Estate &amp; FF Tax Rates</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>March 9</u></b></p> <ul style="list-style-type: none"> <li>▪ Budget Work Session 7:00 PM <ul style="list-style-type: none"> <li>○ Town Manager delivers FY23 Proposed Budget</li> </ul> </li> <li>▪ Proposed Budget posted to website</li> </ul> <p style="text-align: center;"><b><u>March 16</u></b></p> <ul style="list-style-type: none"> <li>▪ Budget Work Session 7:00 PM</li> </ul> <p style="text-align: center;"><b><u>March 18</u></b></p> <ul style="list-style-type: none"> <li>▪ Advertise Apr 12 Public Hearing on FY23 Budget &amp; Other Taxes &amp; Fees (Ad 3/25 &amp; 4/1, 7-day notice)</li> </ul> <p style="text-align: center;"><b><u>March 22</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Town Council Adopts Real Estate Tax Rates</li> <li>○ Fall back date for Real Estate &amp; FF Tax Rates PH</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>March 31</u></b></p> <ul style="list-style-type: none"> <li>▪ County deadline to adopt Real Estate &amp; FF Tax Rates</li> </ul>																																																																																																																

## FY 2023 (FY23) Budget Development Calendar

FY 2022 – 4<sup>th</sup> Quarter

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<p style="text-align: center;"><b><u>April 1</u></b></p> <ul style="list-style-type: none"> <li>▪ Finance reviews GFOA FY22 Budget Award Comments with Town Manager</li> </ul> <p style="text-align: center;"><b><u>April 11-15</u></b></p> <ul style="list-style-type: none"> <li>▪ Loudoun County School Spring Break</li> </ul> <p style="text-align: center;"><b><u>April 6</u></b></p> <ul style="list-style-type: none"> <li>▪ Budget Work Session 7:00 PM, if needed</li> </ul> <p style="text-align: center;"><b><u>April 12</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Public Hearing for FY23 Budget (Ad 3/25 &amp; 4/1)</li> <li>○ Public Hearing for Master Tax and Fee, if changes (Ad 3/25 &amp; 4/1)</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>April 15</u></b></p> <ul style="list-style-type: none"> <li>▪ Notify Dept of FY end Purchase Cut-off Process</li> <li>▪ Identify necessary Budget Amendments</li> </ul> <p style="text-align: center;"><b><u>April 20</u></b></p> <ul style="list-style-type: none"> <li>▪ Budget Work Session 7:00 PM, if needed</li> </ul> <p style="text-align: center;"><b><u>April 26</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Adopt and Appropriate FY23 Budget</li> <li>○ Adopt Master Tax and Fee (Tax Rates, Utility Rates, Fees and Fines)</li> </ul> </li> <li>▪ Quarterly Budget Compliance Report issued</li> </ul>	<p style="text-align: center;"><b><u>May 3</u></b></p> <ul style="list-style-type: none"> <li>▪ Small Purchase cut-off date <ul style="list-style-type: none"> <li>○ Defund Current Year Budget &amp; identify Op Carry Over items for Budget Resolution.</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>May 5</u></b></p> <ul style="list-style-type: none"> <li>▪ Personal Property tax due date (remit to County)</li> </ul> <p style="text-align: center;"><b><u>May 10</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Fall back date to Adopt Budget &amp; Master Tax and Fee</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>May 24</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Fall back date to Adopt Budget &amp; Master Tax and Fee</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>May 26</u></b></p> <ul style="list-style-type: none"> <li>▪ Determine Op &amp; CIP “Not to exceed” carryover values for Resolution</li> </ul>	<p style="text-align: center;"><b><u>June 5</u></b></p> <ul style="list-style-type: none"> <li>▪ Real Estate Tax Due Date (remit to County)</li> </ul> <p style="text-align: center;"><b><u>June 14</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> </ul> <p style="text-align: center;"><b><u>June 15</u></b></p> <ul style="list-style-type: none"> <li>▪ Prepare for Year-End Close</li> </ul> <p style="text-align: center;"><b><u>June 28</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> </ul> <p style="text-align: center;"><b><u>June 30</u></b></p> <ul style="list-style-type: none"> <li>▪ Soft Post Next Year Adopted FY23 Budget in MUNIS</li> <li>▪ Close out FY 2022</li> </ul>																																																																																																									