

## FY 2022 (FY22) Budget Development Calendar

### FY 2021 - 1<sup>st</sup> Quarter

| <u>July – 2020</u>   | <u>August - 2020</u>  | <u>September – 2020</u>  |    |    |    |    |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|--|---|--|----|----|----|----|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|---|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|
| S M T W T F S  | S M T W T F S   | S M T W T F S  |    |    |    |    |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>  |   |  |    | 1  | 2  | 3  | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> |  |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |
|  |   |  | 1  | 2  | 3  | 4  |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 5  | 6   | 7  | 8  | 9  | 10 | 11 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 12   | 13  | 14   | 15 | 16 | 17 | 18 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 19   | 20  | 21   | 22 | 23 | 24 | 25 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 26   | 27  | 28   | 29 | 30 | 31 |    |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|  |   |  |    |    |    | 1  |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 2  | 3   | 4  | 5  | 6  | 7  | 8  |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 9  | 10  | 11   | 12 | 13 | 14 | 15 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 16   | 17  | 18   | 19 | 20 | 21 | 22 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 23   | 24  | 25   | 26 | 27 | 28 | 29 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 30   | 31  |  |    |    |    |    |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|  |   | 1  | 2  | 3  | 4  | 5  |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 6  | 7   | 8  | 9  | 10 | 11 | 12 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 13   | 14  | 15   | 16 | 17 | 18 | 19 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 20   | 21  | 22   | 23 | 24 | 25 | 26 |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 27   | 28  | 29   | 30 |    |    |    |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <p style="text-align: center;"><b>July 14</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ 2Q-4Q FY21 Budget</li> </ul> </li> </ul> <p style="text-align: center;"><b>July 28</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ 2Q-4Q FY21 Budget</li> </ul> </li> </ul> <p style="text-align: center;"><b>July 31</b></p> <ul style="list-style-type: none"> <li>▪ Quarterly Budget Compliance Report</li> </ul> | <p style="text-align: center;"><b>August 21</b></p> <ul style="list-style-type: none"> <li>▪ Begin updating Budget Master file for FY21 Results</li> </ul> <p style="text-align: center;"><b>August 25</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Davenport Presented Line of Credit RFP results</li> </ul> </li> </ul> | <p style="text-align: center;"><b>September 8</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Public Hearing (PH) for the balance of the FY21 Budget</li> <li>○ PH for Line of Credit</li> </ul> </li> </ul> <p style="text-align: center;"><b>September 18</b></p> <ul style="list-style-type: none"> <li>▪ Process Budget Adjustment for FY 2020 CIP and certain Op Projects carryover</li> </ul> <p style="text-align: center;"><b>September 21</b></p> <ul style="list-style-type: none"> <li>▪ Special TC Meeting 1:00 PM <ul style="list-style-type: none"> <li>○ Budget Review FY21 2Q-4Q</li> </ul> </li> </ul> <p style="text-align: center;"><b>September 22</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Appropriate the balance of the FY21 Budget</li> <li>○ PH for CARES 2nd allocation and BA approval</li> </ul> </li> </ul> <p style="text-align: center;"><b>September 28</b></p> <ul style="list-style-type: none"> <li>▪ Special TC Meeting 2:00 PM <ul style="list-style-type: none"> <li>○ Utility Rate Models &amp; LT Financial Planning</li> </ul> </li> </ul> <p style="text-align: center;"><b>September 30</b></p> <ul style="list-style-type: none"> <li>▪ Begin updating Budget Master file for FY 22 Budget</li> </ul> |    |    |    |    |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |

## FY 2022 (FY22) Budget Development Calendar

FY 2021 – 2<sup>nd</sup> Quarter

| <u>October – 2020</u>   | <u>November - 2020</u>  | <u>December – 2020</u>   |    |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
|---|---|--|----|----|----|----|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|
| S M T W T F S   | S M T W T F S   | S M T W T F S  |    |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td style="background-color: yellow;">13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td style="background-color: #e0e0e0;">21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td style="background-color: yellow;">27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>  |   |  |    |    | 1  | 2  | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td style="color: red;">3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td style="color: red;">11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td style="color: red;">25</td><td style="color: red;">26</td><td style="color: red;">27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td style="background-color: yellow;">8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td style="background-color: #e0e0e0;">16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td style="color: red;">25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table> |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |
|   |   |  |    | 1  | 2  | 3  |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 4   | 5   | 6  | 7  | 8  | 9  | 10 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 11  | 12  | 13   | 14 | 15 | 16 | 17 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 18  | 19  | 20   | 21 | 22 | 23 | 24 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 25  | 26  | 27   | 28 | 29 | 30 | 31 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 1   | 2   | 3  | 4  | 5  | 6  | 7  |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 8   | 9   | 10   | 11 | 12 | 13 | 14 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 15  | 16  | 17   | 18 | 19 | 20 | 21 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 22  | 23  | 24   | 25 | 26 | 27 | 28 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 29  | 30  |  |    |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
|   |   | 1  | 2  | 3  | 4  | 5  |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 6   | 7   | 8  | 9  | 10 | 11 | 12 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 13  | 14  | 15   | 16 | 17 | 18 | 19 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 20  | 21  | 22   | 23 | 24 | 25 | 26 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| 27  | 28  | 29   | 30 | 31 |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |
| <p style="text-align: center;"><b><u>October 13</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 13</u></b></p> <ul style="list-style-type: none"> <li>▪ <span style="background-color: yellow;">Town Council Meeting 7:00 PM</span></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 FY20 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>▪ <span style="background-color: #e0e0e0;">Special Town Council Meeting 7:00 PM</span> <ul style="list-style-type: none"> <li>○ <span style="background-color: #e0e0e0;">Police Facility and Financing Options</span></li> </ul> </li> </ul> <p style="text-align: center;"><b><u>October 27</u></b></p> <ul style="list-style-type: none"> <li>▪ <span style="background-color: yellow;">Town Council Meeting</span></li> </ul> <p style="text-align: center;"><b><u>October 28</u></b></p> <ul style="list-style-type: none"> <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 10/26: HR, IT, &amp; Admin/Legal</li> <li>○ week of 11/2: Finance, Police; Engineering, Planning &amp; Development; PW Adm &amp; Maintenance, P&amp;R</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>October 31</u></b></p> <ul style="list-style-type: none"> <li>▪ FY21 Quarterly Budget Compliance Report</li> </ul> | <p style="text-align: center;"><b><u>November 2</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Manager (TM) distributes Town Council strategic initiatives to Department Managers</li> <li>▪ Budget Development Calendar to Town Council</li> </ul> <p style="text-align: center;"><b><u>November 16</u></b></p> <ul style="list-style-type: none"> <li>▪ Finance distributes FY 2022 Op Budget instructions &amp; CIP templates to Departments which are due 12/18</li> <li>▪ Finance begins works with HR on Compensation Analysis</li> </ul> <p style="text-align: center;"><b><u>November 24</u></b></p> <ul style="list-style-type: none"> <li>▪ Project Manager provide first draft multi-year CIP Budget Plan (prep for Dec 16 Spec TC Meeting)</li> </ul> <p style="text-align: center;"><b><u>November 30</u></b></p> <ul style="list-style-type: none"> <li>▪ Final FY20 Budget/Actual Analysis</li> </ul> | <p style="text-align: center;"><b><u>December 2</u></b></p> <ul style="list-style-type: none"> <li>▪ FY 2022 Staff Budget Kickoff Session with Town Manager 10:30 AM</li> </ul> <p style="text-align: center;"><b><u>December 8</u></b></p> <ul style="list-style-type: none"> <li>▪ <span style="background-color: yellow;">Town Council Meeting 7:00 PM</span></li> </ul> <p style="text-align: center;"><b><u>December 16</u></b></p> <ul style="list-style-type: none"> <li>▪ <span style="background-color: #e0e0e0;">Town Council Work Session</span> <ul style="list-style-type: none"> <li>○ <span style="background-color: #e0e0e0;">CIP Multi-year planning &amp; prioritization</span></li> </ul> </li> </ul> <p style="text-align: center;"><b><u>December 18</u></b></p> <ul style="list-style-type: none"> <li>▪ Departments submit Budget to Financial Analyst: <ul style="list-style-type: none"> <li>○ FY 2021 Current Year Estimates</li> <li>○ FY 2022 Dept Expense Requests</li> <li>○ Enhancement Justifications</li> <li>○ FY 2022 Dept Narratives</li> <li>○ Fast Facts updates</li> <li>○ Location Map from Planning</li> <li>○ Org Charts from HR</li> </ul> </li> <li>▪ Final Pay Compensation Analysis from HR/Munis to Financial Analyst</li> <li>▪ Availabilities, Anticipated Grants, and Master Tax &amp; Fee Summary Changes due to Financial Analyst</li> </ul> |    |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |

## FY 2022 (FY22) Budget Development Calendar

FY 2021 – 3<sup>rd</sup> Quarter

| <u>January – 2021</u>  | <u>February – 2021</u>  | <u>March – 2021</u>   |    |    |    |    |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|--|---|---|----|----|----|----|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|---|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|
| S M T W T F S  | S M T W T F S   | S M T W T F S   |    |    |    |    |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td style="color: red;">1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td style="background-color: yellow;">12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td style="color: red;">18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td style="background-color: yellow;">26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>   |   |   |    |    |    | 1  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td style="background-color: yellow;">9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td style="color: red;">15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td style="background-color: yellow;">23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |  |  |  |  |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td style="background-color: yellow;">9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td style="background-color: lightblue;">17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td style="background-color: yellow;">23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td style="color: red;">29</td><td style="color: red;">30</td><td style="color: red;">31</td><td></td><td></td><td></td></tr> </table> |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |
|  |   |   |    |    | 1  | 2  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 3  | 4   | 5   | 6  | 7  | 8  | 9  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 10   | 11  | 12  | 13 | 14 | 15 | 16 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 17   | 18  | 19  | 20 | 21 | 22 | 23 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 24   | 25  | 26  | 27 | 28 | 29 | 30 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 31   |   |   |    |    |    |    |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|  | 1   | 2   | 3  | 4  | 5  | 6  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 7  | 8   | 9   | 10 | 11 | 12 | 13 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 14   | 15  | 16  | 17 | 18 | 19 | 20 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 21   | 22  | 23  | 24 | 25 | 26 | 27 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 28   |   |   |    |    |    |    |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|  | 1   | 2   | 3  | 4  | 5  | 6  |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 7  | 8   | 9   | 10 | 11 | 12 | 13 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 14   | 15  | 16  | 17 | 18 | 19 | 20 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 21   | 22  | 23  | 24 | 25 | 26 | 27 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 28   | 29  | 30  | 31 |    |    |    |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <p style="text-align: center;"><b><u>January 5</u></b></p> <ul style="list-style-type: none"> <li>▪ Finance Dir requests prelim RE Assessments from County</li> </ul> <p style="text-align: center;"><b><u>January 12</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>○ Mid-Year Budget Amendment, if PH is not needed</li> </ul> </li> <li>▪ Accounting Manager updates Financial Graphs for FY 2020 CAFR data</li> <li>▪ Asst Dir provides Town Facilities Water Usage</li> <li>▪ Request updated Availabilities Projection</li> <li>▪ CIP Project Managers provide final Detail Project sheets to Financial Analyst</li> <li>▪ Advertise Public Hearing for FY21 Budget Amendment, if needed (Ad Friday 1/15/20, 7 days prior to PH)</li> </ul> <p style="text-align: center;"><b><u>January 25</u></b></p> <ul style="list-style-type: none"> <li>▪ Operating Revenue Estimates due from Finance</li> <li>▪ Final Department details to Town Manager</li> </ul> <p style="text-align: center;"><b><u>January 26</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>○ Financing discussion</li> <li>○ Public Hearing on FY21 Budget Amendment, if needed</li> </ul> </li> <li>▪ Town Manager &amp; Finance Dir establish 2021 proposed Real Estate Tax Rate based on assessments from County <ul style="list-style-type: none"> <li>○ Prepares Real Estate Tax Ad</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>January 29</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 2</u></b></p> <ul style="list-style-type: none"> <li>▪ FY 2022 Draft Budget to Town Manager</li> <li>▪ Town Attorney Prepares 1<sup>st</sup> Draft of Tax and Fee Summary and Ordinance and provides dates for Public Hearing Ad</li> </ul> <p style="text-align: center;"><b><u>February 5 (or 19 for RE)</u></b></p> <ul style="list-style-type: none"> <li>▪ Advertise Public Hearing for Real Estate Tax Rate for March 9 or March 23 (special notice requirements, 1x, 30 days prior to PH)</li> <li>▪ If Change is proposed, Advertise Personal Property Tax Rate PH (requires notice 1x, 7 days prior to PH)</li> </ul> <p style="text-align: center;"><b><u>February 9</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>○ Adopt Mid-Year FY 2021 Budget Amendments, if needed</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>February 12</u></b></p> <ul style="list-style-type: none"> <li>▪ Town Manager Locks Down proposed Budget</li> <li>▪ Financial Analyst finalizes Master Budget details and coordinates development of proposed Budget document</li> <li>▪ Fall back date to Advertise for March 23 Public Hearing for 2021 Property Tax Rates (Ad 2/12/20, 30 days prior to PH)</li> </ul> <p style="text-align: center;"><b><u>February 22</u></b></p> <ul style="list-style-type: none"> <li>▪ Proposed FY 2022 Operating Budget and CIP to Financial Advisor &amp; Utility Rate Consultant</li> </ul> <p style="text-align: center;"><b><u>February 23</u></b></p> <ul style="list-style-type: none"> <li>▪ <b>Town Council Meeting 7:00 PM</b></li> <li>▪ Multi-Year Pro-forma</li> </ul> | <p style="text-align: center;"><b><u>March 2</u></b></p> <ul style="list-style-type: none"> <li>▪ Finance provides TM with Key Budget Points</li> </ul> <p style="text-align: center;"><b><u>March 5</u></b></p> <ul style="list-style-type: none"> <li>▪ Finance prepares Budget document</li> <li>▪ TM prepares budget presentation</li> <li>▪ Departments prepare departmental presentations</li> </ul> <p style="text-align: center;"><b><u>March 9</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>○ Public Hearing for 2021 Property Tax rates (effective 1/1/21 for Real Estate Tax Rates and Personal Property Tax Rates), if needed</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>March 11-15</u></b></p> <ul style="list-style-type: none"> <li>▪ Budget Printing period</li> </ul> <p style="text-align: center;"><b><u>March 17</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 Proposed FY22 Budget</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>March 20</u></b></p> <ul style="list-style-type: none"> <li>▪ Advertise Apr 13 Public Hearing on FY22 Budget &amp; Other Taxes &amp; Fees (Ad 3/26 &amp; 4/2, 7 before PH)</li> </ul> <p style="text-align: center;"><b><u>March 23</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>○ Fall back date for Property Tax Rates PH</li> </ul> </li> </ul> <p style="text-align: center;"><b><u>March 24</u></b></p> <ul style="list-style-type: none"> <li>▪ Budget Work Session 7:00 PM</li> <li>▪ Finance reviews GFOA FY21 Budget Award Comments with Town Manager</li> </ul> <p style="text-align: center;"><b><u>March 29-April -2</u></b></p> <ul style="list-style-type: none"> <li>▪ Loudoun County School Spring Break</li> </ul> |    |    |    |    |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |   |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |

Subject to Change

11/12/20

## FY 2022 (FY22) Budget Development Calendar

FY 2021 – 4<sup>th</sup> Quarter

| <u>April – 2021</u>  | <u>May – 2021</u>   | <u>June – 2021</u>   |    |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
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| S M T W T F S  | S M T W T F S   | S M T W T F S  |    |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td style="color: red;">1</td><td style="color: red;">2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td style="background-color: yellow;">13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td style="background-color: yellow;">27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>  |   |  |    |    | 1  | 2  | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td style="background-color: yellow;">11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td style="background-color: yellow;">25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td style="color: red;">31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> |  |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |  |  |  |  |  | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td style="background-color: yellow;">8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td style="color: red;">18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td style="background-color: yellow;">22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> |  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |  |  |
|  |   |  |    | 1  | 2  | 3  |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 4  | 5   | 6  | 7  | 8  | 9  | 10 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 11   | 12  | 13   | 14 | 15 | 16 | 17 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 18   | 19  | 20   | 21 | 22 | 23 | 24 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 25   | 26  | 27   | 28 | 29 | 30 |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|  |   |  |    |    |    | 1  |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 2  | 3   | 4  | 5  | 6  | 7  | 8  |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 9  | 10  | 11   | 12 | 13 | 14 | 15 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 16   | 17  | 18   | 19 | 20 | 21 | 22 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 23   | 24  | 25   | 26 | 27 | 28 | 29 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 30   | 31  |  |    |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
|  |   | 1  | 2  | 3  | 4  | 5  |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 6  | 7   | 8  | 9  | 10 | 11 | 12 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 13   | 14  | 15   | 16 | 17 | 18 | 19 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 20   | 21  | 22   | 23 | 24 | 25 | 26 |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| 27   | 28  | 29   | 30 |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |
| <p style="text-align: center;"><b>March 29-April -2</b></p> <ul style="list-style-type: none"> <li>▪ Loudoun County School Spring Break</li> </ul> <p style="text-align: center;"><b>April 7</b></p> <ul style="list-style-type: none"> <li>▪ Budget Work Session 7:00 PM</li> </ul> <p style="text-align: center;"><b>April 13</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 FY22 Budget &amp; Master Tax and Fee</li> <li>○ Town Council Adopts: <ul style="list-style-type: none"> <li>▪ Real Estate Tax Rates</li> <li>▪ Personal Property Tax Rates</li> <li>▪ PPTRA Rate</li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;"><b>April 15</b></p> <ul style="list-style-type: none"> <li>▪ Notify Dept of FY end Purchase Cut-off Process</li> <li>▪ Advertise Public Hearing for FY21 Year End Budget Amendment, if needed (Ad Friday 4/16/20, 7 days prior to PH)</li> </ul> <p style="text-align: center;"><b>April 21</b></p> <ul style="list-style-type: none"> <li>▪ Budget Work Session 7:00 PM</li> </ul> <p style="text-align: center;"><b>April 27</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Public Hearing Fall Back date for FY 2022 Budget &amp; Master Tax and Fee</li> <li>○ Public Hearing on FY21 Year-End Budget Amendment, if needed</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>▪ Quarterly Budget Compliance Report issued</li> </ul> | <p style="text-align: center;"><b>May 3</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>May 5</b></p> <ul style="list-style-type: none"> <li>▪ Mail Real Estate &amp; Personal Property Tax Bills (VA Code requires 14-day notice)</li> </ul> <p style="text-align: center;"><b>May 5</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>May 11</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM <ul style="list-style-type: none"> <li>○ Adopt FY22 Budget</li> <li>○ Adopt Master Tax and Fee <ul style="list-style-type: none"> <li>▪ Tax Rates, Utility Rates, Fees and Fines</li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;"><b>May 25</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> </ul> <p style="text-align: center;"><b>May 28</b></p> <ul style="list-style-type: none"> <li>▪ Determine Op &amp; CIP “Not to exceed” carryover values for Resolution</li> </ul> <p style="font-size: small; margin-top: 10px;"><i>Note: Town Manager Leave May 24-June 11</i></p> | <p style="text-align: center;"><b>June 7</b></p> <ul style="list-style-type: none"> <li>▪ Real Estate &amp; Personal Property Taxes Due</li> </ul> <p style="text-align: center;"><b>June 8</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> </ul> <p style="text-align: center;"><b>June 15</b></p> <ul style="list-style-type: none"> <li>▪ Prepare for Year-End Close</li> <li>▪ Post Adopted FY22 Budget in MUNIS</li> </ul> <p style="text-align: center;"><b>June 16</b></p> <ul style="list-style-type: none"> <li>▪ Budget Work Session 7:00 PM <ul style="list-style-type: none"> <li>○ Fall back date to: <ul style="list-style-type: none"> <li>▪ Adopt FY22 Budget</li> <li>▪ Adopt Master Tax and Fee</li> </ul> </li> </ul> </li> </ul> <p style="text-align: center;"><b>June 22</b></p> <ul style="list-style-type: none"> <li>▪ Town Council Meeting 7:00 PM</li> </ul> <p style="text-align: center;"><b>June 30</b></p> <ul style="list-style-type: none"> <li>▪ Establish Next Year Budget for FY22 in Munis</li> <li>▪ Close out FY 2021</li> </ul> |    |    |    |    |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |   |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |