

**2020/2021 BUDGET CALENDAR**

<b>ACTIVITY</b>	<b>LATEST DATE PER TOWN CHARTER</b>	<b>RECOMMENDED DATE</b>
Capital Budget forms prepared & sent out.		October 5, 2020
Completed Capital Budget forms returned to Town Manager (including Board of Education)		December 4, 2020
Operating Budget forms prepared & sent out.		October 30, 2020
Completed Operating Budget forms returned to Town Manager (excluding Board of Education)	March 12, 2021	December 18, 2020
Capital Budget discussion & presentation before Council		January-February 2021
Operating Budget meetings with Town Manager, Departments, Boards		Jan. 4 - Jan 31, 2021
Capital Budget forwarded to Planning & Zoning		February 15, 2021
Board of Education Budget <u>totals</u> to Town Manager	March 12, 2021	February 12, 2021
Board of Education Budget filed with Town Clerk & forwarded to Town Council	March 12, 2021	February 19, 2021
Planning & Zoning 8-24 Review		February 22, 2021
Town Manager's Proposed Operating & Capital Budget to Town Council & Town Clerk (filed)	March 23, 2021	March 1, 2021
Public Copies for Hearing Available	April 11, 2021	March 1, 2021

**2020/21 BUDGET CALENDAR (Continued)**

<b>ACTIVITY</b>	<b>LATEST DATE PER TOWN CHARTER</b>	<b>RECOMMENDED DATE</b>
Legal Notice on Hearing	April 11, 2021	February 25, 2021
Public Hearing on Town, School & Capital Budget	April 22, 2021	March 11, 2021
Council meets with Board of Education on Budget		March 15, 2021
Council Budget Adjustments		March 2-April 5, 2021
Council's Final Adjustments & Budget Adoption & Warning of Town Meeting		April 5, 2021
Document Preparation		April 6-9, 2021
Legal Notice to Paper		April 8, 2021 AM Latest
Annual Meeting Legal Notice	April 13, 2021	April 13, 2021
Annual Town Meeting	April 24, 2021	April 24, 2021
Adjourned Town Meeting/ Referendum	May 4, 2021	May 5, 2021

**NOTE: SCHOOL VACATION DATES**

February 15, 16  
 April 2  
 April 19-23 Spring Break