

**Appendix II
2024/2025 BUDGET CALENDAR**

ACTIVITY	LATEST DATE PER TOWN CHARTER	RECOMMENDED DATE
Capital Budget forms prepared & sent out.		November 7, 202
Operating Budget forms prepared & sent out.		TBD
Completed Capital Budget forms returned to Town Manager (including Board of Education)		December 15, 2023
Completed Operating Budget forms returned to Town Manager (excluding Board of Education)	March 12, 2024	January 12, 2024
Capital Budget discussion & presentation before Council		January- February 2024
Operating Budget meetings with Town Manager, Departments, Boards		Jan. 16 – Feb 9, 2024
Board of Education Budget <u>totals</u> to Town Manager	March 12, 2024	February 9, 2024
Board of Education Budget filed with Town Clerk & forwarded to Town Council	March 12, 2024	February 16, 2024
Capital Budget forwarded to Planning & Zoning		February 20, 2024
Legal Notice on Hearing	April 10, 2024	February 22, 2024
Planning & Zoning 8-24 Review		February 26, 2024

2024/25 BUDGET CALENDAR (Continued)

ACTIVITY	LATEST DATE PER TOWN CHARTER	RECOMMENDED DATE
Town Manager's Proposed Operating & Capital Budget to Town Council & Town Clerk (filed)	March 22, 2024	March 4, 2024
Public Copies for Hearing Available	April 10, 2024	March 4, 2024
Public Hearing on Town, School & Capital Budget	April 21, 2024	March 7, 2024
Council meets with Board of Education on Budget		March 11, 2024
Council Budget Adjustments		March 4-April 1, 2024
Council's Final Adjustments & Budget Adoption & Warning of Town Meeting		April 1, 2024
Document Preparation		April 2-12, 2024
Legal Notice to Paper		April 11, 2024 AM Latest
Annual Meeting Legal Notice	April 16, 2024	April 16, 2024
Annual Town Meeting	April 27, 2024	April 27, 2024
Adjourned Town Meeting/ Referendum	May 7, 2024	May 7, 2024

NOTE: HOLIDAY/SCHOOL VACATION DATES

February 19, 20

March 29-31 Holiday Weekend

April 15-19 Spring Break