

Village of Brockport
Fiscal Year 6/1/12 – 5/31/13
Budget Preparation Calendar

Thursday, 1/12/12	Village Manager/Treasurer to notify Department Heads (via memo w/ templates & discussion at Department Heads meeting) of the necessity for expense estimates
Thursday, 1/26/12	Department Heads to submit expense estimates to Village Manager/Treasurer
Tuesday, 2/7/12	Village Board workshop - discuss department budget estimates (invite Department Heads)
Tuesday, 2/14/12	Village Board meeting – update public on progress
Tuesday, 2/28/12	Village Board meeting – update public on progress
Tuesday, 3/6/12	Village Board workshop – discuss & make revisions to estimates
Tuesday, 3/13/12	Village Board meeting – update public on progress
Tuesday, 3/20/12	Village Manager/Treasurer to file tentative budget with Village Clerk
Tuesday, 3/27/12	Village Board meeting – update public on progress – Village Manager/Treasurer to present tentative budget to Village Board & Department Heads
Tuesday, 4/3/12	Village Board workshop – discuss & make preliminary revisions to tentative budget
Wednesday, 3/28/12 for 4/2/12 edition	Village Clerk to publish notice of public hearing on preliminary budget
Tuesday, 4/10/12	Public hearing on preliminary budget (Middle School Auditorium)
Tuesday, 4/24/12	Village Board meeting – adopt budget (must be done by May 1 st)