

## **BUDGET REVIEW SCHEDULE 2010-11**

Wednesday, November 18, 2009 – Budget package/forms sent to departments.

Monday, December 14, 2009 – Departments submit budget requests to Town Administrator/Finance Director. (Charter requires submission by January 14 of each year).

Week of January 4-8, 2010 – Departments meet with Town Administrator, Finance Director, First Selectman to review budget requests.

Thursday, January 14, 2010 – Department revisions to original requests are due.

Wednesday, January 27, 2010 – First Selectman submits budget request to Board of Selectmen. (Charter requires by February 10th).

Thursday January 28, 2010 – Board of Education transmits budget request to the Board of Selectmen. (Charter requires by February 3rd).

Tuesday, February 2, 2010, 7:30 p.m. – Board of Selectmen review First Selectman's budget request.

Wednesday, February 3, 2010, 7:30p.m. – Board of Selectmen review Board of Education Budget request.

Thursday, February 4, 2010, 7:30 p.m. – Board of Selectman review Board of Education budget request (if necessary) and continue review of Board of Selectmen's request (if necessary)

Tuesday, February 9, 2010, 7:30 p.m.- Board of Selectmen vote on and transmit First Selectman's and Board of Education budgets to Board of Finance. (Charter requires by February 25<sup>th</sup>). Board also nominates moderator for Annual Town Budget meeting.

Monday, February 22, 2010, 8:00 p.m. – Board of Finance reviews First Selectmen's budget request.

Tuesday, February 23, 2010, 8:00 p.m. – Board of Finance reviews First Selectmen's budget request (if necessary).

Wednesday, February 24, 2010, 8:00 p.m. – Board of Finance reviews Board of Education budget request.

Thursday, February 25, 2010, 8:00 p.m. – Board of Finance reviews Board of Education budget request (if necessary).

Thursday, March 18, 2010– Publish notice of public hearing on budget. (Charter requires 10 days prior to public hearing).

Tuesday, March 23, 2010, 8:00 p.m. – Board of Finance holds public hearing on budget request. Weston Middle School cafeteria (Charter requires at least two weeks prior to annual budget meeting).

Wednesday, March 24, 2010, time TBA – Additional public hearing on budget request. Weston Middle School cafeteria (if necessary).

Thursday, March 25, 2010, 8:00 p.m. – Board of Finance budget deliberation meeting.

Thursday, April 1, 2010 – Publish and post notice of Annual Town Budget meeting. (Charter requires at least five days prior to meeting).

Wednesday, April 7, 2010, 8:00 p.m. – Annual Town Budget meeting. (Charter requires by April 22) High School Auditorium.

Wednesday, April 7, 2010 – Board of Finance meets after Town meeting.