

TOWN OF AVON FY 2017/2018 BUDGET CALENDAR

(approved by Town Council on 07/27/16)

ACTIVITY	RECOMMENDED DATE	LATEST DATE PER TOWN CHARTER
Capital Budget Forms Prepared and sent to Departments	August 01, 2016	
Operating Budget Forms Prepared and sent to Departments	September 02, 2016	
Completed Capital Budget Forms returned to Town Manager	October 07, 2016	
(a) CIP Budgets presented at Town Council Meetings by Department Heads.	Nov. – Dec. 2016	
Completed Operating Budget Forms returned to Town Manager	November 4, 2016	February 15, 2017
(b) Town Manager meets with Department Heads to review budget submissions.	Nov. – Dec. 2016	
(c) Town Manager makes recommended reductions.	Dec. 2016 – Jan. 2017	
Town Manager's Proposed Operating and Capital Budgets submitted to Town Council	January 13, 2017	March 01, 2017
Board of Education Budget to Town Council	February 03, 2017	February 15, 2017
(d) Town Council holds Special Budget Workshop.	February 2017	
(e) Further reductions are made by Town Manager's Office if necessary.	February 2017	
Capital Improvement Program Submitted to Planning & Zoning Commission for Sec. 8-24 Review	March 07, 2017	
Budget Work by Town Council completed and Budget submitted to Board of Finance	March 27, 2017	April 01, 2017
Public Hearing on Budget held by Board of Finance not later than three (3) weeks before May 01, 2017 Town Meeting	April 3, 2017	April 10, 2017
(f) Board of Finance holds evening Budget Workshop(s) with Town Council and Board of Education after the Public Hearing.	April 5, 2017	
Board of Finance Completes Work on Budget	April 2017	
Copy of Budget approved by the Board of Finance printed in Newspaper at least five (5) days before the Annual Town Meeting	April 21, 2017	April 25, 2017
Annual Town and Budget Meeting First Monday in May	May 01, 2017	May 01, 2017
First Referendum	May 10, 2017	May 12, 2017
Second Referendum (if necessary)	May 31, 2017	June 02, 2017
Third Referendum (if necessary)	June 21, 2017	June 23, 2017