

TOWN OF AVON FY 2024/2025 BUDGET CALENDAR
(approved by Town Council on 07/27/23)

ACTIVITY	RECOMMENDED DATE	LATEST DATE PER TOWN CHARTER
Capital Budget Forms Prepared and sent to Departments	August 14, 2023	
Operating Budget Forms Prepared and sent to Departments	September 08, 2023	
Completed Capital Budget Forms returned to Town Manager	September 29, 2023	
(a) CIP Budgets presented at Town Council Meetings by Department Heads	Nov. – Dec. 2023	
Completed Operating Budget Forms returned to Town Manager	November 03, 2023	February 15, 2024
(a) Town Manager meets with Department Heads to review budget submissions.	Nov. – Dec. 2023	
(b) Town Manager makes recommended reductions.	Dec. 2023 – Jan. 2024	
Town Manager's Proposed Operating and Capital Budgets submitted to Town Council	January 26, 2024	March 01, 2024
Board of Education Budget to Town Council	February 02, 2024	February 15, 2024
(a) Town Council holds Special Budget Workshop.	February 2024	
(b) Further reductions are made by Town Manager's Office if necessary.	February 2024	
Capital Improvement Program Submitted to Planning & Zoning Commission for Sec. 8-24 Review	March 05, 2024	
Budget Work by Town Council completed and Budget submitted to Board of Finance	March 25, 2024	April 01, 2024
Public Hearing on Budget held by Board of Finance not later than three (3) weeks before May 06, 2024 Town Meeting	April 01, 2024	April 15, 2024
(a) Board of Finance holds evening Budget Workshop(s)* with Town Council and Board of Education after the Public Hearing. *additional dates (TBD), if needed	April 03, 2024	April 15, 2024
Board of Finance Completes Work on Budget	April 2024	
Copy of Budget approved by the Board of Finance printed in Newspaper at least five (5) days before the Annual Town Meeting	April 30, 2024	May 01, 2024
Annual Town and Budget Meeting First Monday in May	May 06, 2024	May 06, 2024
First Referendum	May 15, 2024	May 17, 2024
Second Referendum (if necessary)	June 05, 2024	June 07, 2024
Third Referendum (if necessary)	June 26, 2024	June 28, 2024