

Village of Brockport
Budget Preparation Calendar
Fiscal Year June 1, 2018 – May 31, 2019
Adopted by Village Board 7/17/17

Monday, October 16, 2017	Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 11, 2017	Department Heads & Village Justices to submit expense estimates to Treasurer
Monday, January 22, 2018 - 7pm	Village Board work session - with Treasurer & Department Heads to discuss department budget requests
Monday, February 26, 2018 – 7pm	Village Board work session - with Treasurer to discuss & make revisions to budget requests (if necessary)
Monday, March 5, 2018 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 14, 2018	Treasurer to file tentative budget with Clerk (must by March 20 th)
Monday, March 19, 2018 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 21, 2018 for March 25, 2018 edition	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed budget
Monday, March 26, 2018 – 7pm	Village Board work session – with Treasurer to discuss & make revisions to tentative budget (if necessary)
Monday, April 2, 2018 – 7pm	Treasurer to present proposed budget - public hearing
Monday, April 16, 2018 – 7pm	Village Board meeting – adopt budget (must by May 1 st)