

**Village of Brockport**  
**Budget Preparation Calendar**  
**Fiscal Year June 1, 2017 – May 31, 2018**  
Adopted by Village Board 7/18/16

Monday, November 7, 2016	Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 12, 2016	Department Heads & Village Justices to submit expense estimates to Treasurer
Monday, January 23, 2017- 7pm	Village Board work session - with Treasurer & Department Heads to discuss department budget requests
Monday, February 27, 2017 – 7pm	Village Board work session - with Treasurer to discuss & make revisions to budget requests (if necessary)
Monday, March 6, 2017 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 16, 2017	Treasurer to file tentative budget with Clerk (must by March 20 <sup>th</sup> )
Monday, March 20, 2017 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Wednesday, March 22, 2017 for March 26, 2017 edition	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed budget
Monday, March 27, 2017 – 7pm	Village Board work session – with Treasurer to discuss & make revisions to tentative budget (if necessary)
Monday, April 3, 2017 – 7pm	Treasurer to present proposed budget - public hearing
Monday, April 17, 2017 – 7pm	Village Board meeting – adopt budget (must by May 1 <sup>st</sup> )