

**Village of Brockport
Budget Preparation Calendar
Fiscal Year June 1, 2020 – May 31, 2021
Adopted by Village Board 7/15/19**

Monday, October 7, 2019	Treasurer to notify Department Heads & Village Justices (via memo with templates) of the necessity for expense estimates
Monday, December 9, 2019	Department Heads & Village Justices to submit expense estimates to Treasurer
Monday, January 27, 2020 - 7pm	Village Board work session - with Treasurer & Department Heads to discuss department budget requests
Monday, February 24, 2020 – 7pm	Village Board work session - with Treasurer to discuss & make revisions to budget requests (if necessary)
Monday, March 2, 2020 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Monday, March 9, 2020	Treasurer to file tentative budget with Clerk (must by March 20 th)
Monday, March 16, 2020 – 7pm	Village Board meeting - Treasurer will provide updated information regarding budget development
Thursday, March 19, 2020 for March 22, 2020 edition	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed budget
Monday, March 23, 2020 – 7pm	Village Board work session – with Treasurer to discuss & make revisions to tentative budget (if necessary)
Monday, April 6, 2020 – 7pm	Treasurer to present proposed budget - public hearing (must by April 15 th)
Monday, April 20, 2020 – 7pm	Village Board meeting – adopt budget (must by May 1 st)