

Budget Preparation Calendar
Village of Brockport
Fiscal Year June 1, 2025 – May 31, 2026
Budget Committee Will Commence Early September

November 15	Treasurer to notify Department Heads and Village Justices (via memo with templates) of the necessity of expense estimates for next fiscal year.
December 13	Department Heads & Village Justices to submit expense estimates to Treasurer
December 20	Treasurer compiles initial draft of budget requests
January 27	Village Board workshop with Treasurer and Department Heads to discuss budget requests and revenue projections
February 24	Village Board workshop with Treasurer to discuss & revise budget requests if necessary
March 3	Treasurer to file tentative budget with Clerk (must by March 31). A copy is furnished to each member of the board and made publicly accessible.
March 17	Village Board Meeting – Treasurer will provide updated information regarding budget development
March 19 (for next edition)	Clerk to publish notice of receipt of tentative budget from Treasurer & of upcoming public hearing on proposed village budget (must by April 15)
March 24	Village Board work session – with Treasurer to discuss & revise tentative budget (if necessary)
April 7	Manager/Treasurer to present proposed budget – public hearing – make revisions if necessary (must by April 20 th)
April 14	Village Board Meeting – Adopt Budget (must by May 1)