

Budget Time Table is Subject to Change

Three Lakes 2015 Budget Time Table

<u>Completion Date</u>	<u>Item Description</u>	<u>Responsibility Attendees</u>
Thursday, June 5, 2014	Prepare 2015 budget time table	Town Clerk
Friday, June 13, 2014	Issue 2015 and 5/6 Year Capital budget package TO Department Heads	Town Clerk
Friday, June 13, 2014	Prepare 2015 Operating Budget pkts and issue TO Department Heads	Town Clerk
Thursday, July 3, 2014	2015 and 5/6 Year Capital Budgets DUE from Department Heads	Town Chair & Town Clerk
Thursday, July 18, 2014	2015 Operating Budget package DUE from Department Heads	Town Chair & Town Clerk
Tuesday, August 5th at 6:00 pm	Citizens Budget Listening Session (prior to town board meeting) MAKE COPIES OF BUDGET SPREADSHEETS FOR MEETING	Town Board
Tuesday, August 19, 2014 at 5:00 pm	Review 2014 YTD Actual Expense, 2015 Proposed Capital/Operating Budgets & Input from Listening Session	Town Board & Town Clerk
Based on meeting of August 19th , if corrections need to be made the department will have until August 22nd to return to Clerk		
Monday, August 25, 2014 at 2:00	Operating Budgets Presented by Department Heads (20 -45 Min. ea)	Town Chair & Board/Clerk/Dept. Heads/Public
Tuesday, September 2, 2014 Special Meeting at 5:30 pm	Operating Budgets Reviewed at Town Board Meeting	Town Board
Tuesday, September 16, 2014 Special Meeting at 5:00 pm	Review DRAFT 2015 budget with Town Board	Town Board, Town Clerk, and Department Heads
Tuesday, October 7th, 2014 Special Meeting at 5:00 pm	Presentation of Budget Draft with Narrative to Town Board (Special Meeting- 5:30 Pm)	Town Board, Town Clerk, and Department Heads
Tuesday, October 21st at 6:00 pm	Final Budget Approved by Town Board for Recommendation to Electors	Town Board
Dates are available if more time is needed for additional presentations of 2015 Town Budget		
Wednesday, November 12, 2014	Notice issued for Annual Town meeting	Town Clerk
Tuesday, November 25th at 6:00 pm	Annual Town Budget Meeting at 6:30 PM	Town Board