

**TO:** *Honorable Westerly Town Council*

**FROM:** *J. Mark Rooney, Town Manager*

**DATE:** *September 10, 2020*

**RE:** *FY 2021-2022 Budget Calendar*

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| <b>FY 2021-2022 BUDGET CALENDAR</b> |
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***No Later Than Thursday, October 1, 2020:*** Town agencies and officials submit requests for capital improvement projects to the Town Manager for the Planning Board's consideration. (Westerly Code Ch 22-28)

***No Later Than Sunday, November 1, 2020:*** The School Committee submits to Town Council (through the Town Clerk) its estimated budget for the next three (3) years. (RIGL 16-2-21.2)

***No Later Than Sunday, November 1, 2020:*** The Town Council President submits to the School Committee an estimate of projected revenues for the next three (3) years. (RIGL 16-2-12.2)

***Monday, November 9, 2020:*** Town Manager submits capital improvement plans to Planning Board.

***No Later Than Friday, November 20, 2020:*** Subsidy applications due to the Finance Director.

***Monday, November 23, 2020:*** MUNIS will be available to staff for department budget entries.

***Monday, December 14, 2020:*** Joint Pre-Budget Meeting between the School Committee and the Town Council. At least 60 days, but no more than 90 days, prior to formal submittal of budget to town. (RIGL 16-2-21(a))

***No Later Than Tuesday, December 15, 2020:*** The Planning Board presents to the Town Manager, and makes public, a recommended capital budget and capital improvement program for the following four years. (Westerly Code Ch. 22-32). The Town Manager may add items to, delete items from or amend the proposed capital improvement budget & capital improvement program prior to its submission to the Board of Finance.

***No Later Than Friday, January 15, 2021:*** Town agencies and departments submit budget requests to the Town Manager, with a copy to the Finance Director.

***No Later than Monday, February 1, 2021:*** Town Assessor submits Grand List to Town Manager.

***Monday, February 1, through Friday, February 12, 2021:*** The Town Manager will meet with Department Heads to review their budget requests.

***No Later Than Monday, March 2, 2021:*** The School Committee submits a detailed proposed budget, including estimate of receipts and expenditures, to the Town Manager. (Town Charter, Article XI, §11-1-7)

***No Later Than Monday, March 15, 2021:*** The Town Manager submits the FY2021-2022 proposed budget to the Finance Board and Town Council. (Town Charter, Art. III, §3-1-3)

***Between March 18, 2021 and March 30, 2021,*** the Finance Board will meet with the Superintendent of Schools, the School Committee, the Town Manager and the Municipal Department Heads and will hold two public hearings regarding the School and Municipal budgets. (Town Charter, Article III, §3-1-4(a)(b))

***Friday, March 19, 2021 – Monday, March 22, 2021:*** The Town Council submits a Notice of Proposed Property Tax Rate Change to the Department of Revenue, Division of Municipal Finance. The Town Manager will be seeking state approval of the proposed tax rate during this time period.

***Thursday, March 25, 2021 – Monday, March 29, 2021:*** The Department of Revenue, Division of Municipal Finance will attempt, within three days, to notify the Town if the proposed tax rate is acceptable. It can take up to five days. After the notification from the Department of Revenue, Division of Municipal Finance, the Town Clerk will submit an advertisement called a “Notice of Proposed Property Tax Rate Change” and the “Report to the Taxpayers on Current Proposed Budget” to the newspaper. (RIGL 44-35-6 and 44-35-7)

***No later than Monday, April 5, 2021:*** The Board of Finance transmits its recommended consolidated tentative Town Budget to the Town Council, providing a budget message of explanation along with the recommended Budget. (Town Charter, Art. III, §3-1-4(c))

***Wednesday, April 7, 2021 and Wednesday, April 14, 2021:*** The Town Clerk advertises Public Hearing on Finance Board’s recommended budget.

***Friday, April 9, 2021:*** The two notices, Report to Taxpayers on Current and Proposed Budget and Notice of Proposed Property Tax, required by the Department of Revenue, Division of Municipal Finances are published in the newspaper. Notice to be published at least 10 calendar days prior to the hearing for adoption of budget and may not be placed in that portion of the newspaper where legal notices and classified advertisements appear. (RIGL 44-35-6 and 44-35-7)

***Saturday, April 10, 2021, 10:00 a.m., Town Council Chambers:*** First Council Workshop on the proposed FY 2020-2021 School and Municipal budgets.

***Saturday, April 17, 2021, 10:00 a.m., Town Council Chambers:*** Second Council Workshop on the proposed FY 2020-2021 School and Municipal budgets.

***Wednesday, April 21, 2021, 6:00 p.m., Town Council Chambers:*** First Public Hearing to adopt the budget. (Town Charter, Art. III, §3-1-5(a)). Third Council Workshop on the proposed FY 2020-2021 School and Municipal budgets following Public Hearing (if needed).

*Wednesday, April 28, 2021, 6:00 p.m., Town Council Chambers:* Second Public Hearing to adopt the budget. (Town Charter, Art. III, §3-1-5(a))

*Wednesday, April 28, 2021:* At the conclusion of the public hearing, the Town Council must file its proposed budget, with any changes from the Finance Board's recommendation, with the Town Clerk. (HRC, Art. III, 3-1-5(a))

*Wednesday, May 5, 2021:* The Town Clerk publishes the Council's proposed budget in the newspaper. This notice indicates all items and amounts that have been altered, deleted, or added from the Finance Board's recommended budget. (Town Charter, Art. III, §3-1-5(b))

*Thursday, May 13, 2021:* Townspeople have until this date to file a petition contesting any of the proposed budget items. **If no petition is filed by this date, the budget is considered adopted.** (Town Charter, Art. III, §3-1-5(c))

*Tuesday, May 18, 2021:* The Board of Canvassers has until this date to validate the signatures on any budget petition. (Town Charter, Art. III, §3-1-5(d))

*Thursday, June 16, 2021:* If there is a referendum, it must be held within **32** days of the date the Board of Canvassers validates the budget petition. (Town Charter, Art. III, §3-1-5 (d))

**Budget will be considered final upon certification of the results of the referendum (if any) by the Board of Canvassers.**

**WATER, SEWER AND ANY OTHER ENTERPRISE FUND BUDGETS**

***No Later Than Monday, April 5, 2021:*** The Town Manager submits to Finance Board the proposed Water, Sewer, and Any Other Enterprise Fund budgets. (HRC, Art. III, §3-1-10)

~~***Thursday, April 8, 2021, 6:00 p.m.:*** Board of Finance meeting with Town Manager and department heads (as needed) to form tentative Enterprise Fund Budgets.~~

***Thursday, April 15, 2021, 5:30p.m.:*** Board of Finance meeting with Town Manager and department heads (as needed) to form tentative Enterprise Fund Budgets.

***Tuesday, April 20, 2021, 5:30p.m.:*** Board of Finance meeting with Town Manager and department heads (as needed) to form tentative Enterprise Fund Budgets.

***Monday, May 3, 2021, Town Council Chambers:*** The Finance Board, after review of the recommended water, sewer and any other enterprise budget, appears before Council to give its budget recommendations on the above funds to the Town Council. (HRC, Art. III, §3-1-10)

***Monday, May 17, 2021:*** Within 15 days of the receipt of the Water, Sewer Transfer Station, and Animal Shelter budgets, the Town Council shall make revisions, if necessary. If Council revises any of the budgets, a Public Hearing will be scheduled and held prior to adoption. (HRC, Art. III, §3-1-11)

***Monday, May 24, 2021:*** The Town Clerk advertises the proposed Water, Sewer and Any Other Enterprise Fund budgets prior to adoption.

***Monday, June 7, 2021, Town Council Chambers:*** Public Hearing on the Water, Sewer, and Any Other Enterprise Fund budgets. (HRC, Art. III, §3-1-11)

***Friday, June 11, 2021:*** The Town Council's final adopted budget shall be certified by the Town Clerk and filed in the Office of the Town Treasurer (Finance Director) and enough copies made for all offices, departments and agencies.