

Memo

To: Village Board

Fr: Clara Pickett, Finance Director

Re: Proposed Budget Schedule 2014

Date: August 6, 2013

Below is the proposed schedule for the 2014 budget preparation and approval process:

September 6, 2013 – Information distributed to Department Heads to begin budget preparation.

October 1, 2013 – Information returned to Finance Director for review and final preparation for Board.

Week of October 7, 2013 – Department Head meetings with the Village President.

October 11, 2013 – Budget book distributed to Village Board and Department Heads.

Budget Workshops:

October 28 – 5:00 p.m.

October 30 – 5:00 p.m.

November 4 – 5:00 (if needed)

November 6 – 5:00 p.m. (if needed)

Budget Hearing: November 26, 2013 – 6:30 p.m. Required to publish budget summary document 15 days prior to hearing.

Please bring in your 2013 budget binders to be re-used for the 2014 budget information.