



**Fiscal Year 2012-2013  
Budget Process  
According to Article X In City Charter**

December 20, 2011		Finance Dept. to send notice along with personnel schedules and budget history to individual departments
January 13, 2012		Departments submit budget requests to the Mayor and Board of Finance & Taxation, concurrently ( <i>compiled by Finance Dept.</i> )
		Departments to submit capital project requests to the Mayor and Board of Finance & Taxation, concurrently ( <i>compiled by Finance Dept.</i> )
January 16, 2012		Martin Luther King Jr. Day Observed
January 30, 2012		Board of Finance & Taxation receives compiled budget documentation
January 31, 2012	- March 25, 2012	Board of Finance & Taxation holds budget hearings with individual departments as determined by BF&T
		Board of Finance to hold Public Hearing if desired
March 26, 2012		Board of Finance & Taxation presents budget to the Mayor
		Board of Finance & Taxation presents capital projects budget to the Mayor
April 6, 2012		Good Friday Observed
April 12, 2012		Mayor presents "Mayor's Proposed Budget" to the Common Council, concurrently filed in the Town Clerk's Office
		Mayor presents Capital Projects Budget to the Common Council, concurrently filed in the Town Clerk's Office
April 13, 2012	- April 16, 2012	"Mayor's Proposed Budget" (General Fund, Special Revenue Funds and the Capital Projects Budget) to be printed in newspaper within 4 days of presenting to the Council
April 13, 2012	- June 10, 2012	Council to hold a Public Hearing on the "Mayor's Proposed Budget" both General Fund and Capital Projects Budget
<b>June 11, 2012</b>		<b>COUNCIL TO ADOPT BUDGET</b>