

**TOWN OF EMERALD ISLE
FY 2020-21 BUDGET CALENDAR**

Tues, January 14	Mayor and Board of Commissioners adopt budget calendar at regular monthly meeting
Mon, February 10	Board of Commissioners annual budget planning workshop (daytime meeting beginning at 11:30 a.m.)
Tues, February 11	Public Hearing for early citizen input on FY 20-21 budget at regular monthly meeting
Fri, February 21	Town Manager and Finance Director meet with department heads to formally begin budget process
Fri, February 21 – Fri, March 13	Department heads prepare budget requests and develop revenue estimates for their programs and services
Fri, March 13	Department budget requests and revenue estimates due
Mon, March 16 - Fri, March 20	Town Manager and Finance Director review department budget requests
Mon, March 23 - Mon, March 30	Town Manager and Finance Director meet with department heads to discuss budget requests
Thu, April 9	Town Manager and Finance Director finalize revenue estimates and recommended expenditure budget
Mon, April 20 – Fri, April 24	Preparation of recommended budget booklet; additional revisions to recommended budget
Tues, May 12	Town Manager's Recommended Budget submitted to Mayor and Board of Commissioners at regular monthly meeting

** Additional Budget Workshop Meetings As Necessary – May 13 – June 8*

<i>Tues, May 19</i>	<i>Special Board of Commissioners Budget Workshop Meeting – if Necessary (Evening Meeting)</i>
<i>Tues, June 2</i>	<i>Special Board of Commissioners Budget Workshop Meeting – Public Hearing on FY 20-21 Budget (Evening Meeting)</i>
Tues, June 9	Adopt FY 20-21 Budget at regular monthly meeting