

VILLAGE OF CLAYTON
TENTATIVE SCHEDULE FOR ANNUAL BUDGET PROCESS

1. **Week of February 8th** – Schedule Zoom meetings with Department heads to discuss current and next year budgets
2. **By February 26th** – Department heads submit budget requests to Treasurer
3. **Friday March 5th** – Meet with department heads to discuss and finalize budget requests
4. **Friday, March 12th** - Budget Workshop
5. **On or before March 20th** – File tentative budget with the Clerk’s office
6. **March 22nd** – Clerk presents the tentative budget to the Board either at a regular meeting or at a special meeting. The board reviews the tentative budget and makes revisions if necessary
7. **Public Hearing April 12th** – Set a date for a public hearing and publish a legal notice in the official newspaper at least 5 days prior to the date of the public hearing and advising the date and time of the hearing and that the tentative budget is available for public inspection
(NOTE: The public hearing may be adjourned from day to day but not beyond April 20th)
8. **On April 12th or April 26th** – Budget must be adopted by board resolution by May 1st
9. **On or before May 30th** – File a certified copy of the adopted budget with the State Comptroller’s Office