

VILLAGE OF CLAYTON
TENTATIVE SCHEDULE FOR ANNUAL BUDGET PROCESS

1. **Week of February 7th** – Schedule meetings with Department heads to discuss current and next year budgets.
2. **By February 25th** – Department heads submit budget requests to Joanne
3. **Friday, March 11th** - Budget Workshop (9AM)
4. **On or before March 21st** – File tentative budget with the Clerk’s office
5. **March 28th** – 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
6. **Public Hearing April 11th** – 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)
7. **On April 11th or April 25th** – Budget must be adopted by board resolution by May 1st
8. **On or before May 30th** – File a certified copy of the adopted budget with the State Comptroller’s Office

Notes:

Cancel March 16th workshop and replace with March 11th, budget workshop