


To: President and Members of the Munster Town Council
From: David F. Shafer, Clerk-Treasurer 
Date: June 20, 2016
Re: 2017 Budget Calendar

Each year the Department of Local Government Finance (DLGF) has provided municipalities with a listing of deadlines to complete the annual budget process within the statutory requirements. There have been changes to the budget process requiring the DLGF and Lake County to perform new tasks prior to local adoption. A schedule has been created to meet these requirements based on the regular meeting schedule of the Town Council.

The local schedule calls for the Council to meet on October 3, 2016 to hold the required public hearing and to meet on October 17, 2016 to adopt the 2017 budget. These can be changed to earlier dates, but they cannot be held later than the dates shown on the schedule.

Recommendation:

Under the Consent Agenda, approve the 2017 Budget Preparation Schedule.

2017 Budget Preparation Schedule

Landmark Event	Criterion	Statutory Deadline	Local Schedule
TIF Surplus Report to County Auditor (TM)		Jun. 14	
Department submittal of expenditure and revenue estimates to Clerk-Treasurer			Jul. 15
TIF Annual Report	Report to fiscal body Enter in Gateway	Apr. 14 Apr. 14	Apr. 4 Apr. 4
Notice to taxpayers in Gateway (CT)	At least 10 days prior to public hearing	Oct. 11	Sep. 23
Economic Development Report thru Gateway	New in 2013	Oct. 1	Sep. 15
County Council to complete estimate of property tax limits and circuit breaker reductions	Must be done prior to final adoption	1 st meeting in August	Unknown
Last day to file excessive levy appeal		Oct. 19	Sep. 19
Town Council pre-adoption public hearing	At least 10 days prior to final adoption	Oct. 22	Oct. 3
Objecting petitions filed with County	Within 7 days after the public hearing	Oct. 28	Oct. 28
Modify local income tax rates		Oct. 31	Sep. 19
Town Council final adoption of FY 2017 budget		Nov. 1	Oct. 17