


DISTRIBUTED
TCRM 6/8/15

To: President and Members of the Munster Town Council

From: David F. Shafer, Clerk-Treasurer 

Date: June 8, 2015

Re: 2016 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. 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 12, 2015 to hold the required public hearing and to meet on October 26, 2015 to adopt the 2016 budget. These can be changed to earlier dates, but they cannot be held later than the dates shown on the schedule.

Recommendation:

Under New Business, approve the 2015 Budget Preparation Schedule.

2016 Budget Preparation Schedule

Landmark Event	Criterion	Statutory Deadline	Local Schedule
TIF Surplus Report to County Auditor (TM)		Jul. 14	Jul. 1
Department submittal of expenditure and revenue estimates to Clerk-Treasurer			Jul. 1
TIF Annual Report (new in 2013)	Report to fiscal body Enter in Gateway	Jul. 31 Oct. 1	Jul. 13 Jul. 13
Proposed tax rates, levies and budget to County Council (CT)	At least 45 days prior to final adoption	Sep. 1	Aug. 28
First notice to taxpayers in Gateway (CT)	At least 10 days prior to public hearing	Sep. 1	Sep. 1
Second notice to taxpayers in Gateway (CT)	At least 3 days prior to public hearing	Sep. 14	Sep. 14
Economic Development Report thru Gateway	New in 2013	Oct. 1	Sep. 22
Last day for County Council to complete Non-binding review	Must be done prior to final adoption	Oct. 1	Unknown
Town Council pre-adoption public hearing	At least 10 days prior to final adoption	Oct. 19	Oct. 12
Objecting petitions filed with County	Within 7 days after the public hearing	Oct. 19	Oct. 19
Town Council final adoption of FY 2015 budget		Oct. 30	Oct. 26

June 3, 2015

Scheduled for adoption 06/08/15