

**Petersburg Borough**  
**FY 2021 Budget Calendar**

November 4, 2019	Budget Calendar Review
November 2019	Assembly emailed Budget Policies and Community Service Grant Questionnaire to review and make suggestions. Both documents will be on a future assembly agenda in December.
December 20, 2019	Budget Templates emailed out to Department Heads
December 20, 2019 – March 16, 2020	Department Heads Preparing Budgets; Assembly work sessions to discuss future budget ideas/strategies if needed.
March 16, 2020	Budget Requests from Department Heads and Community Organizations Due to Borough Manager– Including any Capital Project Budgets
March 17th – March 31 <sup>st</sup> , 2020	Borough Manager and Finance Director meet with Department Heads to discuss budget requests. Finance and Borough Manager develop a proposed budget document for submittal to Assembly.
April 1 <sup>st</sup> to 30 <sup>th</sup> 2020	Budget Work Session / Special Meeting scheduled
May 4, 2020	Assembly Meeting - 1st Reading of Budget Ordinance
May 18, 2020	Assembly Meeting – 2 <sup>nd</sup> Reading of Budget Ordinance
June 1, 2020	Assembly Meeting – 3 <sup>rd</sup> Reading of Budget Ordinance
	<i>Budget must be approved by June 15<sup>th</sup></i>