

## **Petersburg Borough**

### **Preliminary FY 2020 Budget Calendar**

November 5, 2018	Budget Calendar Review
November 19, 2018	Assembly to review Budget Policies and Community Service Grant Questionnaire
December 17, 2018	Budget Templates emailed out to Department Heads
December 17, 2018 – March 15, 2019	Department Heads Preparing Budgets
March 15, 2019	Budget Requests from Department Heads and Community Organizations Due to Borough Manager– Including any Capital Project Budgets
March 16th – March 31 <sup>st</sup> , 2019	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 – April 30 <sup>th</sup> , 2019	Schedule Budget Work Session/s
May 6, 2019	Assembly Meeting - 1st Reading of Budget Ordinance
May 20, 2019	Assembly Meeting – 2 <sup>nd</sup> Reading of Budget Ordinance
June 3 <sup>rd</sup> , 2019	Assembly Meeting – 3 <sup>rd</sup> Reading of Budget Ordinance

*Budget must be approved by June 15th*