

**Petersburg Borough**  
**Proposed FY 2018 Budget Calendar**

November 7, 2016	Assembly to review Budget Policies, Budget Calendar and Community Service Grant Questionnaire
December 5, 2016	Budget Templates emailed out to department heads
December 5 – February 15, 2017	Department Heads working on their Budgets
February 15th, 2017	Budget Requests from Department Heads and Community Organizations Due to Borough Manager– Including any Capital Project Budgets
February 17th – March 1st	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.
March 6 <sup>th</sup> , 2017	Budget Submittal to Assembly with Work session to review FY 2018 Budget. Assembly meeting to follow. Schedule other budget meetings if needed.
March 20, 2017	Assembly meeting
April 3, 2017	Assembly Meeting - 1 <sup>st</sup> Reading of Budget Ordinance
April 17, 2017	Assembly Meeting - 2 <sup>nd</sup> Reading of Budget Ordinance and Public Hearing on Budget
May 1, 2017	Assembly Meeting - 3 <sup>rd</sup> Reading of Budget Ordinance

*Budget must be approved by June 15th*