

Town Budget Process

<i>Step</i>	<i>Date</i>	<i>Parties Involved</i>	<i>Internal</i>	<i>External</i>
<i>Budget Preparation</i>	Beginning of December to February 1.	Department heads, Board and Committee chair people, First Selectman and Finance Director	Grand List to be prepped by October 1 year prior. Finance Director must issue budget requests to Department/Boards by first Tuesday in December. Department/Board budgets due by third Tuesday in January to Town Clerk who will forward to First Selectman and Finance Director. First Selectman and Finance Director to provide if no budget is filed. April 1 finalized budget must be filed with Town Clerk.	The First Selectman will communicate with departments internally to work on budgets before they're presented to the Board of Finance.
<i>BOF Workshops</i>	First week of February through mid-March. PROPOSED: Set dates ahead as part of normal meeting schedule.	Board of Finance, Board and Committee chair people		A schedule will be presented detailing the date each department will be presenting. Public can attend to review budgets and provide comments to Board of Finance.
<i>Proposed Draft Due</i>	April 1, Not less than 30 days prior to Annual Town Meeting	Board of Finance	April 1: Appropriations and mill rate. 30 days- total probably income and any deficits.	
<i>Budget Hearing</i>	No later than April 10. PROPOSED: Last Thursday before April 10.	Board of Finance, First Selectman	Notice at least 10 calendar days prior.	A public forum to make comments on the budget as a whole. Budget submitted for the hearing will be available at least 3 days before the hearing at the Town Clerk's Office and the Seymour Public Library
<i>Final Board of Finance Approval</i>	At least 5 days prior to Annual Town Meeting PROPOSED: One week after Budget	Board of Finance		This give the Board of Finance an opportunity to incorporate suggestions made at the budget hearing into the budget presented at the Annual Town Meeting.

<i>Annual Town Meeting</i>	No later than May 1. PROPOSED: Last Thursday before May 1.	Board of Selectmen, Board of Finance, board and committee chairs, department heads.	Notice filed 10 calendar days prior.	50-person quorum must be present to make changes. Items can only be decreased or deleted and revenues, debt service and legal obligations are exempt. If not, the budget is forwarded to Selectmen for referendum.
<i>Special Board of Selectmen Meeting</i>	Night of Annual Town Meeting	Board of Selectmen	Notice filed at least 24 hours in advance. PROPOSED: Should be included in annual schedule of meetings.	This is just a formality moving the budget to referendum in lieu of
<i>Referendum</i>	Not less than 7 days nor more than 18 days after Annual Town Meeting. PROPOSED: 2 weeks after Annual Town Meeting and every two weeks thereafter until adoption or June 15 th deadline.		Copies of the budget shall be available at the polling place Fixed language: a. Shall the Town General Government Budget, as recommended by the Board of Finance of (dollar amount) for the fiscal year (specify year) be adopted? b. Shall the Board of Education Budget, as recommended by the Board of Finance, of (dollar amount) for the Town of Seymour for the fiscal year (specify year) be adopted?	Absentee ballots are available in the Town Clerk's Office. If one budget is approved, it shall be considered approved and shall not be put to referendum again. If no budgets are passed by June 15 th , the taxation rate and mill rate from the prior year with adjustments for new revenues, debt service and legal obligations will be adopted.
<i>Special Board of Finance Meetings</i>	Within 5 days of referendum	Board of Finance	Noticed in paper – no specified period.	The Board of Finance must meet within 5 days of every referendum to make changes and hear public comment.
<i>Final Board of Finance Meeting</i>	Immediately after approval of budget.	Board of Finance	Meet to lay a tax on the Grand List to pay expenses, appropriations and any prior year deficit.	