



18 NOV 2019

Memorandum

From: Rich Rainer, Town Administrator
To: Portsmouth Town Council

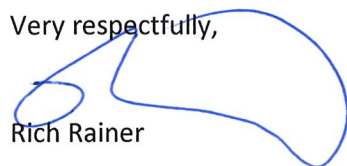
SUBJ: PROPOSED FY 2020-21 BUDGET TIMELINE

Dear Honorable Council,

I respectfully submit for your review and approval the proposed milestone dates for preparation and of the FY 2020-21 Budget:

Nov	(2019) Budget Worksheets distributed by Finance director to Department Heads
25 Nov	(2019) Presentation of Transfer Station Enterprise Fund to TC for approval
Dec	(2019) Staff Capital Improvement Plan Workshop
17 Jan	Civic support requests due to Finance Director
6 – 24 Jan	Department budget reviews with Finance Director
27 Jan	TC Review and Approval of Civic Support Requests
27 Jan – 7 Feb	Department budget reviews with Town Administrator
10 Feb -13 Mar	Develop Draft TA Budget
18 – 20 Mar	Staff budget reviews and challenging of budget proposals
24 Mar	Submission of School budget to Town Administrator
27 Mar	TA Proposed Budget Complete
31 Mar	Submission of proposed budget of receipts and expenditures to Town Council
20 Apr	Budget overview and revenues review
21 Apr	Budget Reviews
22 Apr	Budget Reviews
23 Apr	Budget Reviews (if required)
11 May	Town Council adopts provisional budget
18 May	Submission of provisional budget to RI Division of Municipal Finance
20 May	Budget submitted to local paper for publishing
26 May	1st advertisement of public budget hearing
1 Jun	2nd advertisement of public budget hearing
10 Jun	Public hearing
22 Jun	Town Council adopts FY 2019-20 budget
23 Jun	TC Approved Budget Submitted to State

Very respectfully,



Rich Rainer