



30 NOV 2020

## Memorandum

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

SUBJ: PROPOSED FY 2021-22 BUDGET TIMELINE

Dear Honorable Council,

I respectfully submit for your review and approval the proposed milestone dates for preparation and of the FY 2021-22 Budget:

23 Nov	(2020) Presentation of Transfer Station Enterprise Fund to TC for approval
30 Nov	(2020) Civic support requests due to Finance Director
Dec	(2020) Budget Worksheets distributed to Department Heads
Dec	(2020) Staff Capital Improvement Plan Workshop
25 Jan	Joint TC / School Committee Budget Meeting
11 – 29 Jan	Department budget reviews with Finance Director
08 Feb	TC Review and Approval of Civic Support Requests
08 - 12 Feb	Department budget reviews with Town Administrator
10 Feb -13 Mar	Develop Draft TA Budget
15 – 19 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
26 Apr	Budget overview and revenues review
27 Apr	Budget Reviews
28 Apr	Budget Reviews
29 Apr	Budget Reviews (if required)
10 May	Town Council adopts provisional budget
17 May	Submission of provisional budget to RI Division of Municipal Finance
19 May	Budget submitted to local paper for publishing
25 May	1st advertisement of public budget hearing
02 Jun	2nd advertisement of public budget hearing
09 Jun	Public hearing
21 Jun	Town Council adopts FY 2019-20 budget
22 Jun	TC Approved Budget Submitted to State

Very respectfully,

Rich Rainer