

FY24-25 BUDGET PREPARATION SCHEDULE

The preparation calendar outlines the budget adoption process. The responsibility of preparing the budget lies with its citizens, Mayor, Town Council, Town Manager, Budget Committee, and Department Heads. The first step of the budget preparation process is to determine various programs and projects that promote the overall development of the town. Next, a draft is developed with expenditure levels, revenue projections, and capital projects' financing plan. Then, overseen by the Town Manager, careful considerations and deliberations take place with department heads to produce a balanced proposed budget. Town Council also examines the budget in detail (during work sessions) and hosts a public budget hearing. After community input and final changes are made, a vote is taken, and the budget is adopted for the upcoming fiscal year.

October 2023	October 16	Publish Budget Calendar on Website / Distributed to Town Council
November 2023		BCOM Meetings to Discuss Priorities
December 2023	December 1	Civic Donation Requests Due
	December 4	Presentation of the Annual Comprehensive Financial Report (ACFR)
January 2023	January 8	Conference Session: Mid-Year Financial Review Departments Submit Non-Financial Pages to Finance & Updated Financials in MUNIS
	January 9 - 19	Departmental BCOM Meetings
	January 22	Conference Session: 2025 New Budget Initiatives & New Personnel Proposed
	January 29 - February 3	Town Manager Budget Review Meetings
February 2024	February 5	Town Council Initiatives due to Finance
	February 16	Town Council Ranked Initiatives due to Finance
	February 28	Receive Official Real Estate Information from Fairfax County
March 2024	March 6	Proposed Budget Sent to Council
	March 8	Proposed Budget Available to Public and Online on Town Website
	March 11	Town Council Budget Conference Session 1 (starts at 7:30 pm)
	March 16	Town Council Budget Conference Session 2 (starts at 9:00 am)
	March 21 March 28	Proposed Tax Rate, Budget, and Water & Sewer Rates Advertised

April 2024	April 8	Public Hearing on Proposed Budget and Water & Sewer Rates
	April 29	Public Hearing on Proposed Tax Rate
May 2024	May 20	Adoption of Budget Adoption of Tax Rate Adoption of Water & Sewer Rates
	May 23	Notice of Adoption Published: Tax and Water & Sewer Rates
June 2024	June 30	Adopted Budget Available to Public and Online on Town Website