

# BOROUGH OF CRAFTON BUDGET SCHEDULE 2016-2017

## 2017 BUDGET PROPOSED SCHEDULE FOR ADOPTION

The following schedule is provided so that the Borough Council, the department directors, staff, and residents will be able to actively participate in the budget process and so that the very best information can be provided for the decision making process during the budget deliberations and adoption.

BUDGET PHASES	STARTING	ENDING
BUDGET REQUEST SHEETS TO DEPARTMENT HEADS	8.15.2016	9.11.2016
REVENUE PROJECTIONS PREPARED AND VERIFIED	9.12.2016	9.30.2016
EXPENDITURE PROJECTIONS PREPARED-STAFF MEETINGS	10.1.2016	10.16.2016
BUDGET WORKSHOP SESSIONS AND INTRODUCTION OF PROPOSED BUDGET	10.17.2016	11.16.2016
REVIEWS, EDITS, REVISIONS, UPDATES, ADVERTISEMENT	11.17.2016	11.27.2016
PRESENTATION OF BUDGET, PUBLIC INSPECTION, ADOPTION	11.28.2016	12.12.2016
YEAR END CLOSING ROUTINES AND FINAL REPORTING	12.13.2016	12.30.2016
UPDATE FINANCIAL SYSTEM - IMPLEMENT 2017 BUDGET		

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
1 2 3 4 5 6 7					
8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
29 30 31	26 27 28 29 30	24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29
		31			30 31

☐ Budget Workshop Dates – 6:30PM

Key Dates:	
Worksheets to Department Directors	August 15
Budget Workshop Sessions	October 17, November 7, November 9, November 16
Veterans Day Holiday	November 11
Introduction of Proposed Budget	November 28
Thanksgiving Holiday	November 24
Advertisement and Inspection Period	November 28 – December 12
Adoption of Budget	December 12
Christmas	December 25

**ADVERTISEMENT:**

BOROUGH OF CRAFTON  
2017 BUDGET MEETINGS

Notice is hereby given that the Crafton Borough Council will hold 2017 Budget Workshop meetings at 6:30pm on Monday, October 17; Monday, November 7; Wednesday, November 9; and tentatively, Wednesday, November 16. The Borough Council intends to introduce the 2017 Budget on Monday, November 28 at the regular Council meeting. The proposed budget will be available on or after November 28, 2016 for public inspection in the Borough Manager's Office during regular business hours, 8:30am to 4:30pm, Monday through Friday, 100 Stotz Avenue, Crafton, and also at the Borough website [www.crafton.org](http://www.crafton.org). Council intends to adopt the 2017 Budget on Monday, December 12, 2016 at the regular Council meeting.

Ann C. Scott  
BOROUGH MANAGER  
BOROUGH OF CRAFTON