



**September**

- 14 2021 Budget Kickoff Meeting
- 14 - 28 Departments: prepare 2020 revenue and expense estimates
- 21 BOC: Regular Meeting | Adopt Prelim. 2021 MMO Resolution [State Law Requirement]
- 28 Departments: Operating Budgets, Narratives and Capital Plan Numbers Due
- 28 Departments: Consolidated Fee Schedule Updates are Due**
- 29 – 30 Departments: Budget Review Meetings with Township Manager

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

**October**

- 1 – 6 Finance: Finalize Budget Document
- 9 Departments: Budget Presentations are Due / Practice Presentations**
- 12 – 16 Internal Review Week
- 19 BOC: Special Meeting to Present 2021 Township Manager Recommended Budget
  - Township Manager Summary
  - Department Budget Presentations
- 26 BOC: Regular Meeting Adoption of [Preliminary] Recommended Comprehensive Budget §7.06[A](2)

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

**November**

- 9 BOC Regular Meeting
- 16 BOC: Special Meeting to discuss the Budget
- 23 BOC Regular Meeting: Introduction of Final Budget Ordinances
- 30 BOC Special Meeting to discuss the Budget (if needed)

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

**December**

- 14 BOC Regular Meeting: Final Public Hearing and Adoption of Budget Legislation:
  - Ord: 2021 Tax Rates | Sewer Rent Rates | Stormwater Fee Rate
  - Ord: 2021 Consolidated Fee Schedule
  - Ord: 2021 Appropriation Budget
    - Included w/ Budget: Five Year Capital Program
  - Res: 2021 Wage and Salary Schedule

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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§7.06 Adoption procedure for comprehensive budget: [Amended 1-7-2013 by Ord. No. 2012-22<sup>1A</sup>]