



**Town of Canton
Fiscal Year 2011-2012 Budget Process Timeline
Required by Charter**

Date	Requirement	Required of
Wednesday February 2, 2011 – 7 pm	Preliminary Annual Budget Request submitted to Board of Selectmen (BOS)	§7-04(A) CAO
Monday February 7, 2011 - 6 pm	Presentation of Dept Budgets – BOS through Fire Marshall	
Tuesday February 8, 2011 - 6 pm	Presentation of Dept Budgets – Public Works through Community Services	
Wednesday February 9, 2011 - 6 pm	Presentation of Dept Budgets – Community Planning through Revenues	
Monday March 14, 2011	BOS Submission of Budget to Board of Finance	§6-04 BOS
Monday March 21, 2011 – 6 pm	BOS Presentation of Budget to BOF with BOF Regular Meeting to Follow	§9-03(C)(1) BOE / BOS
Thursday March 31, 2011	Legal notice regarding Annual Budget Public Hearing shall be published <i>(cannot include day notice is published)</i>	§9-03(C)(2) BOF/ Finance Officer
Monday April 4, 2011 – 6 pm	BOE Presentation of Budget to BOF	
Thursday April 7, 2011 – 7 pm	Board of Finance Public Hearing	§9-03(C)(2) BOF/ Finance Officer
Wednesday April 13, 2011 – 3:30 pm	BOF Budget Workshop - Discussion of public hearing, BOS/BOF budgets, and consideration of possible adjustments thereto	
Monday April 18, 2011 - 7:30 pm	BOF Regular Meeting with Finalization of Budget Mailer to send to printer 4-19-11	
No later than: April 29, 2011	On or before 10 th day prior to date of Annual Budget Meeting, Town wide mailing of summary of all parts of recommended budget shall occur	§9-03(C)(5) BOF/ Finance Officer
No later than: May 2, 2011	Legal notice regarding Annual Budget Meeting shall be published <i>(cannot include day notice is published)</i>	§9-03(C)(4) BOF/ Finance Officer
Monday May 9, 2011 – 7 pm	Annual Budget Meeting	§3-05 (A) BOF