

Joint BOS & BOF FY25 Budget Schedule

Presented at January 2024 BOS & BOF Meetings



Public Input Webform: <https://www.beaconfalls-ct.org/finance/webforms/2025-budget-public-input-webform>

Date/Time/Location	Description/Responsibility
January 2024 BOS (1/8) and BOF (1/9) meetings	Proposed timeline presented by Finance for discussion and voted on by BOS & BOF. Shared with staff/volunteers immediately to allow for additional prepatation time.
Tuesday, January 9, 2024	Budget Sharepoint is published for town staff and volunteers. Final Draft Workshop Schedule published in Sharepoint and advertised on town website for public notice and participation. Agendas to be posted as appropriate.
Thursday, February 1, 2024	Budget requests/forms due along with any and all supporting documentation (by way of upload to the Sharepoint site) by 5pm. NO EXCEPTIONS.
Tuesday, February 20, 2024 7-9:30pm	INITIAL HIGH LEVEL OVERVIEW In-Person Dept/Commission Workshop ALL staff department heads and commission/board/committee chairs in attendance to give a 5-minute high-level overview of their request. No formal presentations - just verbal. Highlight important requests. Consultants are excluded from this meeting. BOF & BOS members will record any specific questions or thoughts for the future in-depth presentations (only if-required).
Tuesday, March 5, 2024 7-9pm	Dept/Commission In-Person Workshop #1 Finance, BOS, and BOF discuss operational and capital expenditure and revenue items. Invitations sent following this meeting to selected Department Heads, Commission/Board Chairs, and consultants as-required to participate in the March 19th workshop. <i>*Public Comment/Questions regarding the FY25 budget are welcome via the Public Input Webform. The Finance Department will discuss all comments/questions received by the meeting with the BOS & BOF. An individual agenda will be posted in accordance with FOIA regulations.</i>
Tuesday, March 19, 2024 7-9pm	BOS & BOF ONLY In-Person Workshop #2 Finance, BOS, and BOF discuss operational and capital expenditure and revenue items. Additional Dept Head Presentations if-necessary <i>*Public Comment/Questions regarding the FY25 budget are welcome via the Public Input Webform. The Finance Department will discuss all comments/questions received by the meeting with the BOS & BOF. An individual agenda will be posted in accordance with FOIA regulations.</i>

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Date/Time/Location	Description/Responsibility
Tuesday, April 2, 2024	First exhaustive budget draft posted to town website First draft only. Subject to change.
Tuesday, April 9, 2024 7-9pm @ Regular BOF MEETING	BOS & BOF ONLY In-Person Workshop #3 Finance, BOS, and BOF discuss operational and capital expenditure and revenue items. <i>*Public Comment/Questions regarding the FY25 budget are welcome via the Public Input Webform. The Finance Department will discuss all comments/questions received by the meeting with the BOS & BOF. An individual agenda will be posted in accordance with FOIA regulations.</i>
<i>Budget discussion may occur at the Regular Board of Finance Meetings in February, March and April. Additional Budget Workshops can be added as necessary and the dates below pushed out appropriately.</i>	
Tuesday, April 16, 2024	Final budget draft posted by Finance Department to the website for public viewing and comments/questions.
Friday, May 3, 2024	Electronic public comment and questions due by 12pm via the Public Input Webform.
Wednesday, May 8, 2024	Budget Hearing; any public Q&A received via the webform by the deadline will be read aloud and an answer provided. Q&A on the floor also welcomed. Hearing located at Senior Center at 7pm.
Thursday, May 16, 2024	Proposed Date for Town Meeting Vote - 7pm