

TOWN OF CHEEKTOWAGA, NEW YORK
Budget Calendar
(as required by Town Law)

Approximate Date	Action Required By	Action Required
July 15	Director of Administration and Finance	Distributes budget request forms to Department Heads.
July 12 to August 15	Department Heads Director of Administration and Finance	Formulate departmental budgets based on goals, objectives, historical requirements and other information. Computes budgetary estimates for all departments for mandatory accounts (i.e. payroll, fringes, etc.).
August 15 to September 30	Supervisor	Formulates "tentative" budget by reviewing departmental requests, discussing with Department Heads, and gathering additional information.
September 30	Supervisor	Files "tentative" budget with the Town Clerk.
October 1 to October 5	Supervisor	The "tentative" budget must be presented to the Town Board by October 5 th .
October 5 to October 30	Town Board	The Town Board reviews the "tentative" budget and may adjust before approving a "preliminary" budget and call for a public hearing.
October 30	Town Board and Citizens	The public hearing is generally held late in October with prior notice published in the official newspaper.
November 1 to November 19	Town Board	Based on the public hearing and other facts the "preliminary" budget may be revised and then subsequently adopted by the Town Board.
November 20	Town Board	Adopted budget must be filed with the County of Erie.