

VILLAGE OF CAYUGA HEIGHTS
FYE2016 BUDGET CALENDAR

FISCAL YEAR BEGINS JUNE 1, 2016

STEP 1: The Budget Officer notifies administrative units of the necessity for and form of estimates of revenues and expenditures for the ensuing fiscal year.

STEP 2: The heads of administrative units submit estimate to the Budget Officer.

STEP 3: The Budget Officer prepares the Tentative Budget, furnishes a copy to each member of the Board of Trustees, reproduces copies for public distribution and files the tentative budget with Village Clerk.

STEP 4: The Village Clerk presents the Tentative Budget to the Board and the Board reviews and modifies the Tentative Budget.

STEP 5: Notice of public hearing on Tentative Budget; at least five days shall elapse between first publication and date specified for the hearing, which is to be held **not later than APRIL 20TH**

STEP 6: Public hearing may be adjourned from day to day, but **not beyond April 20th**

STEP 7: Final revision of tentative budget **AFTER PUBLIC HEARING BUT PRIOR TO ADOPTION.**

STEP 8: Adoption of Budget.

STEP 9: Submission of Budget to the Office of the New York State Comptroller.

STEP 10: Monitoring of Budget to assure departments' adherence.