

VILLAGE OF GLEN ELLYN
FY08/09 BUDGET PREPARATION CALENDAR
as of December 5, 2007

December 5, 2007	Distribution of preliminary budget information and document templates to department managers.
December 19, 2007	Mailing to community groups - FY08/09 budget requests for Special Programs Fund.
January 1, 2008	Preliminary revenue projections to Acting Village Manager (General Fund).
January 14, 2008	Departmental budget requests due to Finance (<u>with support and footnotes</u>).
January 21 - 25, 2008	Departmental / Manager budget review meetings.
January 31, 2008	Budget requests from community groups due.
Jan 28 - Feb 1, 2008	Follow-up departmental / Manager budget review meetings (as needed).
February 1, 2008	Departmental narratives due
February 18, 2008	Village Board Workshop - Review Third Quarter Financial Report. Preliminary budget projection - General Fund
February 22, 2008 (Friday)	Distribution of draft budget (Part I, operating funds and capital).
March 3, 2008 (1st Monday)	Special Village Board Workshop at 6:00 p.m. - Budget Review / Part I (Review operating departments and capital).
March 7, 2008 (Friday)	Distribution of draft budget (Part II, Special Programs Fund).
March 17, 2008 (3rd Monday)	Early Village Board Workshop at 6:00 p.m. - Budget Review / Part II (Special Programs / Community Groups).
April 7, 2008 (1st Monday)	Final Budget Review Workshop (if needed).
April 14, 2008 (2nd Monday)	Village Board Meeting - Public hearing on proposed FY08/09 Budget.
April 28, 2008 (4th Monday)	Village Board Meeting - Budget adoption.
May 1, 2008	Fiscal Year 2008/09 begins.