

VILLAGE OF GLEN ELLYN
FY09/10 BUDGET PREPARATION CALENDAR
as of December 1, 2008

November 24,2008	Preliminary revenue projections to Village Manager (General Fund).
November 24, 2008	Distribution of preliminary budget information and document templates to department managers.
December 15, 2008	Mailing to community groups - FY09/10 budget requests for Special Programs Fund.
January 5, 2009	Departmental budget requests due to Finance (<u>with support and footnotes</u>).
January 12 - 16, 2009	Departmental / Manager budget review meetings.
January 19 - 23, 2009	Follow-up departmental / Manager budget review meetings (as needed).
January 30, 2009	Budget requests from community groups due.
January 26, 2009	Departmental narratives due.
February 16, 2009	Village Board Workshop - Review Third Quarter Financial Report. Preliminary budget projection - General Fund
February 20, 2009 (Friday)	Distribution of draft budget (Part I, operating funds and capital).
March 2, 2009 (1st Monday)	Special Village Board Workshop at 6:00 p.m. - Budget Review / Part I (Review operating departments and capital).
March 6, 2009 (Friday)	Distribution of draft budget (Part II, Special Programs Fund).
March 16, 2009 (3rd Monday)	Early Village Board Workshop at 6:00 p.m. - Budget Review / Part II (Special Programs / Community Groups).
March 30, 2009 (5th Monday)	Final Budget Review Workshop (only if needed).
April 13, 2009 (2nd Monday)	Village Board Meeting - Public hearing on proposed FY09/10 Budget.
April 27, 2009 (4th Monday)	Village Board Meeting - Budget adoption.
May 1, 2009	Fiscal Year 2009/10 begins.