

VILLAGE OF GLEN ELLYN  
FY10/11 BUDGET PREPARATION CALENDAR  
as of November 10, 2009

November 16,2009	Distribution of preliminary budget information and document templates to department managers.
December 1, 2009	Preliminary revenue projections to Village Manager (General Fund).
December 1, 2009	Departmental budget requests due to Finance <b>(with support and footnotes)</b> .
December 11, 2009	Finance Commission Review of Special Programs Fund Recommendation of Process Changes / Improvements
December 7 - 11, 2009	Departmental / Manager budget review meetings.
December 14 - 18, 2009	Follow-up departmental / Manager budget review meetings (as needed).
Janaury 8, 2010	Finance Commission - Identification of key budget issues / challenges.
January 15, 2010	Budget requests from community groups due. Departmental narratives due.
January 18, 2010	Village Board Workshop - Key issues/challenges.
February 15, 2010	Village Board Workshop - Review Third Quarter Financial Report.
February 19, 2010 (Friday)	Distribution of draft budget (Part I, operating funds and capital).
March 1, 2010 (1st Monday)	Special Village Board Workshop at 6:00 p.m. - <b>Budget Review / Part I</b> (Review operating departments and capital).
March 5, 2010 (Friday)	Distribution of draft budget (Part II, Special Programs Fund).
March 15, 2010 (3rd Monday)	Early Village Board Workshop at 6:00 p.m. - <b>Budget Review / Part II</b> (Special Programs / Community Groups).
March 29, 2010 (5th Monday)	<b>Final Budget Review Workshop</b> (only if needed).
April 12, 2010 (2nd Monday)	Village Board Meeting - Public hearing on proposed FY10/11 Budget. with subsequent budget adoption.
April 19, 2010 (4th Monday)	Alternate Date for budget adoption (if needed).
May 1, 2010	Fiscal Year 2010/11 begins.