

VILLAGE OF GLEN ELLYN 2016 PRELIMINARY BUDGET PREPARATION CALENDAR

<u>Item</u>	<u>Timeline</u>
Salary Schedules, Insurance Schedules	July 2015
Five Year Forecast	August 2015
Training on MUNIS Budget input - departments able to enter their budgets	8/3/15-8/4/15
Mid-Year Financial Report	August 17, 2015
Preliminary revenue projections to Village Manager (General Fund)	September 1, 2015
Departmental budget requests due to Finance (with support and footnotes)	September 2, 2015
Departmental / Manager budget review meetings	9/7/15-9/11/15
Departmental narratives due	September 18, 2015
Additional Departmental meetings as needed	9/14/15-9/18/15
Distribution of draft budget	October 5, 2015
Budget Kick off Meeting - Five Year Forecast	October 12, 2015
Village Board Workshop	October 15, 2015
Village Board Workshop	October 19, 2015
Village Board Workshop	October 22, 2015
Village Board Workshop (if needed)	October 26, 2015
Village Board Meeting - Public hearing on proposed CY2015 Budget followed by first reading of Budget ordinance (hearing notice must be published at least one week before the hearing)	November 9, 2015
Second reading/adoption of the budget ordinance	November 23, 2015
Next fiscal year begins	January 1, 2016

August						
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September						
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October						
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November						
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