

Town of Amherst 2009 Adopted Budget Calendar

DESCRIPTION	Comptroller's Office to send to Departments by:	Department's to return to Comptroller's Office by:	Other Dates/Comments
Town Board adopts Budget Calendar			May 19, 2008
Supervisor Conduct's Dept Head Mtgs to discuss budget issues and to give Departments direction in completing the budget requests.			May 2008
Payroll sheets/disks e-mailed to Department Heads	4/11/08 (Friday)	5/07/08 (Wednesday)	Town Board and Personnel Dept. with emailed copies.
Fire District Worksheets mailed to Fire District Presidents	N/A 3% INCREASES APPROVED IN 2007 FOR 2009	N/A	
Budget Worksheets for Lighting, Drainage, Sewer, Fire and Water Districts sent via inter-office mail to Engineering and Highway(Benefit Basis Budgets)	3/14/08 (Friday)	4/18/08 (Friday)	copies to Town Board
Budget Worksheets for General, Part Town, Community Environment & Highway send via inter-office mail to Department Heads (Operating Funds)	3/14/08 (Friday)	4/18/08 (Friday)	copies to Town Board
Payroll Sheets reviewed and corrected by Personnel Department			May 31st
Appointments with Department Heads to discuss Benefit Basis Budget & Operating Budget Requests			Now through June 30

Description	Comptroller's Office to send to Departments by:	Department's to send Comptroller's Office by:	Other Dates/Comments
Review of Benefit Basis Budgets by Budget Officer (Supervisor) *			July 1-31, 2008
Budget Officer files Benefit Basis Budgets with Town Clerk			No later than September 15th
Setting of Elected officers Salaries for Publication			September 15th (3 rd Monday) (at Town Board Meeting)
Files for added tax bill items given to Assessor/IT <ul style="list-style-type: none"> ✓ Sidewalks ✓ Delinquent ECWA ✓ Delinquent Village water ✓ Code violations ✓ Omitted tax 			September 15 th (Monday)
Budget Officer's Operating Budget Filed with Town Clerk (Tentative Budget)			September 30 (Tuesday)
Copies of Tentative Budget distributed to Councilmember's (& placed on file in Town Libraries)			October 1, 2008 (Wednesday)
Publication of Elected Official's Salaries & Notice of Public Hearing (Must be published 5 days prior to Budget Hearing)			October 8, 2008
Review of Tentative Budgets by Town Board & Changes made.			October 1-12, 2008

Description	Comptroller's Office to send to Departments by:	Department's to send Comptroller's Office by:	Other Dates/Comments
Special Meeting to consider budget amendments			October 14(Tues) 3PM
Public Hearing on Preliminary Budget			October 20, 2008
Budget to be Adopted			October 27 (Mon) 7 P.M. <u>Special Meeting</u> .
Summary Pages for Sewer, Drainage and Water given to Assessor to calculate rates (Ann Terranova)			October 31
<p>Assessment files for the 2009 County/Town Tax Extension must be ready for transmission to Real Property</p> <p>These files must include the unpaid Town charges. Signed letter of authorization must be sent to have amounts included.</p>			Week of Nov 3
Town budgets shall be certified to the County at least one week prior to the last Tuesday in November. (Includes special district rates calculated by Assessor.)			No later than Nov 18 th
Erie County to email EXCEL file to Budget Officer.			Late Nov/Early Dec
Budget Office to complete EXCEL file and return to County.			2 days after receipt

Description	Comptroller's Office to send to Departments by:	Department's to send Comptroller's Office by:	Other Dates/Comments
<p>County faxes reports for final approval. Town to reconcile and approve.</p> <p>(See levy reconciliation worksheet for codes to exclude from totals to reconcile to Town amt to raise.)</p>			Nov/Dec
County to print tax bills			Approx. 3 days after final approval is received by County (Town errors or failure to meet deadlines will cause delays)
Town Clerk to receive tax bills & process for mailing.			As soon as available.
<p>Final Copies of Budget to be printed, bound and distributed.</p> <p>Copies to be available in all Town libraries. Buffalo News and Amherst Bee given copies.</p>			December 15, 2008
Budget Officer assists IT in making adopted budget available on Town web site			December 15, 2008

Note: BENEFIT BASIS BUDGETS are:

- Lighting Districts (E)
- Sewer Districts (G)
- Fire Districts (F)
- Drainage Districts (H)
- Water Districts (I)

OPERATING BUDGETS are:

- General Fund (A)
- Part Town Fund (B)
- Community Environment (C)
- Highway Fund (D)

§ 106. Preparation, filing and review of tentative and preliminary budgets.

1. The budget officer, upon receipt of the estimates of the various administrative units, shall review the estimates and may confer with the head of any such unit in regard to such estimates. He may require the head of any such unit to furnish information and to answer inquiries pertinent to such review.

2. Upon the completion of the review of the estimates, the budget officer shall prepare a **tentative budget** which shall include his recommendations and which shall be in the form prescribed in and in conformance with section one hundred seven of this article. He may also prepare a budget message explaining the main features of the tentative budget and containing such additional information as he may deem advisable.

On or before the **thirtieth day of September**, or in towns in Westchester and Monroe counties on or before the thirtieth day of October, he shall file in the office of the town clerk the tentative budget, the budget message, if any, and the estimates and schedules.

1. The town clerk shall present the tentative budget to the town board at a regular or special meeting to be held on or before the **fifth day of October**. In towns in Westchester and Monroe counties the town clerk shall present the tentative budget to the town board at a regular or special meeting to be held on or before the tenth day of November.

The town board may call upon the head of any administrative unit and the budget officer to discuss the tentative budget and the estimates as originally submitted. The head of any administrative unit may request in writing that he be permitted to explain his estimates to the town board.

The town board shall review the tentative budget and may make such changes, alterations and revisions as it shall consider advisable and which are consistent with law.

4. Upon the completion of such review, the tentative budget and any modifications thereof **as approved by the town board, shall become the preliminary budget**. The preliminary budget shall be filed in the office of the town clerk and the town clerk shall reproduce for public distribution as many copies as the town board may direct.

§ 108. Public hearing.

The town board shall hold a public hearing on the preliminary budget showing such changes, alterations and revisions as shall have been made therein by such board pursuant to subdivision three of section one hundred six of this chapter.

Such hearing shall be held on or before the Thursday immediately following the general election,

except that in towns in Westchester and Monroe counties such hearing shall be held on or before the tenth day of December. Notice of such public hearing shall be published at least once in the official newspaper, or if no official newspaper has been designated, in any newspaper having general circulation in the town. The notice may be published in such other newspapers and for such other additional times as the town board, by resolution, shall direct. At least five days shall elapse between the date of the first publication of the notice and the date specified for the hearing. The notice of hearing shall state the time when and the place where the public hearing will be held, the purpose thereof and that a copy of the preliminary budget is available at the office of the town clerk where it may be inspected by any interested person during office hours. Such notice shall also specify the proposed salaries of each member of the town board, an elected town clerk and an elected town superintendent of highways. The town clerk shall cause a copy of the notice to be posted on the signboard of the town, maintained pursuant to subdivision six of section thirty of this chapter not later than five days before the day designated for such hearing. The **hearing may be adjourned from day to day but not beyond the fifteenth day of November,** except that in towns in Westchester and Monroe counties the hearing may be so adjourned up to and including the fifteenth day of December. At such hearing, any person may be heard in favor of or against the preliminary budget as compiled or for or against any item or items therein contained.

§ 109. Final revision and adoption of budget.

1. After the public hearing, the town board may further change, alter and revise the preliminary budget, subject, however, to the requirements of subdivision one of section one hundred seven of this chapter.

2. The preliminary budget as submitted or amended shall be finally **adopted by resolution of the town board not later than the twentieth day of November,**

except that in towns in Westchester and Monroe counties not later than the twentieth day of December.

The

preliminary budget as adopted shall be known as the annual budget for the town for the fiscal year beginning on the first day of January next succeeding, and it shall be entered in the minutes of the town board.

3. Upon the adoption of the resolution required by this section the amounts proposed to be appropriated shall thereupon be appropriated.

In the event that the town board shall fail to adopt a budget as of the twentieth day of November, or in towns in Westchester and Monroe counties as of the twentieth day of December, the preliminary budget, with such changes, alterations and revisions, if any, as shall have been made by the town board, shall constitute the budget for the ensuing fiscal year.