

## **Town of Webster 2024 Budget Schedule**

- ◆ *The Director of Finance Sends Instructions and Reports* 5/4/23
- ◆ *Department Deadline to Submit Budgets to the Director of Finance* 6/14/23
- ◆ *Budget Meetings - Dept. Head, Supervisor, Liaison & Finance* 6/21/23 - 7/11/23
- ◆ *Round 2 Budget Meetings as Needed* 7/13/23 – 7/25/23
- ◆ *Televised Budget Workshop # 1 – 4:30PM* 7/27/23 \*\*
- ◆ *Televised Budget Workshop #2 – 4:30PM (Before the TB Meeting)* 8/3/23 \*\*
- ◆ *Town Supervisor files the Tentative Budget with the Town Clerk* 9/1/23
- ◆ *Tentative Budget is Approved by the Town Board as Presented by the Town Clerk (This makes it the Preliminary Budget)* 9/7/23
- ◆ *Town Supervisor's Preliminary Budget Filed with the Town Clerk* 9/12/23
- ◆ *Budget is Prepared and Camera Ready for Publication* 9/15/23
- ◆ *Town Board Passes a Resolution to set the Public Hearing Date* 9/21/23
- ◆ *Budget is Published and Mailed to all Town Households* 9/25/23
- ◆ *Public Hearing on the 2024 Preliminary Budget at 7:30PM* 10/19/23 \*\*\*
- ◆ *Adoption of 2024 Final Budget – Town Board Meeting 7:30PM* 10/19/23
- ◆ *Legal Deadline for Final Budget Adoption by the Board* 12/14/23

## **Televised Budget Workshops**

*The Department Heads will review their budget estimates with the Town Board to answer questions, state reasons for changes and to explain significant purchases. The workshops are televised, recorded and made available on the Town's website.*

<b>Thursday July 27<sup>th</sup>, 2023 **</b>		<b>Thursday August 3rd, 2023 **</b>	
<b>Department</b>	<b>Time</b>	<b>Department</b>	<b>Time</b>
<b>Assessing</b>	<b>4:30 – 4:45</b>	<b>Town Clerk</b>	<b>4:30 – 4:45</b>
<b>Finance Department</b>	<b>4:45 – 5:00</b>	<b>Information Technology</b>	<b>4:45 – 5:00</b>
<b>Human Resources</b>	<b>5:00 – 5:15</b>	<b>WWTP – Sewer Dept.</b>	<b>5:00 – 5:20</b>
<b>Police Department</b>	<b>5:15 – 5:30</b>	<b>Webster Public Library</b>	<b>5:20 – 5:35</b>
<b>Parks &amp; Recreation</b>	<b>5:30 – 5:50</b>	<b>PW – Community Dev.</b>	<b>5:35 – 5:50</b>
<b>Cable TV Access</b>	<b>5:50 – 6:00</b>	<b>PW - Engineering</b>	<b>5:50 – 6:05</b>
		<b>Highway Department</b>	<b>6:05 – 6:25</b>
		<b>Justice Court</b>	<b>6:25 – 6:40</b>

***\*\* Department Head scheduled needs to attend***