

## BUDGET DEADLINES AND SCHEDULES

### **3110.**

A budget calendar will be prepared by the Director of Business Services prior to the start of the fiscal year for which it is intended. It shall present a plan of action for estimating and completing preparation of the annual budget in a fixed period of time. The calendar shall be used as a tool for identifying required budgetary activities and for identifying when and by whom these activities are performed. The calendar shall also be used as a guide for (1) coordinating the budgetary activities of individuals and groups; (2) collecting budget data; (3) reviewing budget problems; and (4) making budget decisions.

Construction of a calendar for annual budget preparation shall be based on Board direction and the Meriden City Charter.

#### **Legal Reference:**

Connecticut General Statutes, Section 10-222

Approved 4/28/1981

Reviewed and no changes made 6/7/2016

Previous Policy Number: DB1