

TOWN OF PINETOP-LAKESIDE
(Revised) BUDGET CALENDAR – FY 2019-2020

Date/Time	Task Description	Remarks
February 8, 2019	Distribute Worksheets and CIP to Town Department Heads.	<i>Finance Director</i>
February 14, 2019 (Thursday) starting at 9:00 a.m. to 2:00 p.m.	Council Work Session: Goals and Budget Planning – Public Meeting <ul style="list-style-type: none"> • Overview of the Home Rule • Review of the Completed Goals & Council’s List of Priorities • Discussion Regarding Economic Development • Discussion Regarding Proposed Annexation 	
March 18 – 22, 2019	Town Manager / Finance Director meet with Department Heads	
April 8 – 12, 2019	Town Manager / Finance Director Review	
May 29, 2019 (Wednesday) 9:00 a.m. to 3:00 p.m.	Council Budget Work Session – Public Meeting <ul style="list-style-type: none"> • Town Council review of FY2019-2020 Budget • Status of Funds (Revenue Projections) • Presentation of Departmental Program Budget • Debt and Budget Wrap-up 	
June 11, 2019 (Tuesday) 9:00 a.m. to 3:00 p.m.	Council Budget Work Session – Public Meeting <i>(if needed)</i>	
June 18, 2019 (Tuesday) @ 5:00 p.m.	Council Adoption of Tentative Budget FY2019-2020 <i>(Special Council Meeting)</i>	
<i>Advertise in the newspaper on July 2, and July 15, 2019</i>	Publish Town’s Tentative Budgets FY2019-2020 and Notice of Public Hearing.	<i>Town Clerk to advertise notice in the newspaper and website</i>
July 18, 2019 (Thursday) @ 5:00 p.m.	Public Hearing on Final Budget and Council Adoption of Final Budget FY2019-2020 <i>(Special Council Meeting)</i>	
	Input Budget in Financial Accounting System	<i>Finance Director</i>
	Fill out Official Budget Form for the State	<i>Finance Director</i>
	Finalize Budget Document for Publication	<i>Finance Director</i>