

BUDGET SCHEDULE**TOWNSHIP OF UPPER ST. CLAIR
BUDGET TIMETABLE**

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
July 25, 2008	Budget Worksheets to Department Heads	Director of Finance
August 1, 2008	Budget Questionnaires to Board of Commissioners	Township Manager
August 15, 2008	Return of Budget Questionnaires to Township Manager	Board of Commissioners
August 15, 2008	Return of Budget Worksheets and Narrative to Director of Finance	Department Directors
September 22, 2008 (5:00 PM)	Review Session with Budget and Finance Committee prior to Public Advertisement of the Manager's Proposed Budget	Budget and Finance Committee/Township Manager/Director of Finance
September 30, 2008 (6:30 PM)	Review Session with Budget and Finance Committee prior to Public Advertisement of the Manager's Proposed Budget	Budget and Finance Committee/Township Manager/Director of Finance
September 29, 2008	Establish Public Hearing Date	Board of Commissioners
October 16, 2008 (4:00 PM)	Review Session with Budget and Finance Committee prior to Public Advertisement of the Manager's Proposed Budget	Budget and Finance Committee/Township Manager/Director of Finance
October 16, 2008	Submit advertisement of Proposed Budget Public Hearing to Newspaper for publication on October 27, 2008	Director of Finance
October 24, 2008	Submit Administration Budget Proposal to Board of Commissioners	Township Manager/ Director of Finance
October 27, 2008	Advertisement of Availability of 2009 Proposed Budget for Public Inspection (copies to be displayed In Reception Area and Library)	Director of Finance

BUDGET SCHEDULE

TOWNSHIP OF UPPER ST. CLAIR BUDGET TIMETABLE



<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBILITY</u>
October 27, 2008 (5:00 PM)	Review Manager's Proposed Budget and September Financial Statements With the Budget and Finance Committee	Budget and Finance Committee/Township Manager/Director of Finance
November 10, 2008	Public Hearing	Board of Commissioners
November 24, 2008 (6:00 PM)	Review Public Comments (If necessary)	Budget and Finance Committee/Township Manager/Director of Finance
December 1, 2008	Adopt Budget (By Ordinance)	Board of Commissioners
December 3, 2008	Advertise Adopted Ordinance Enter Budget on Books	Township Manager Director of Finance