

**Town of South Windsor  
FY 2024 Budget Calendar**

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| <b>Town Council Budget Statement – Adopted</b>   |           | January 2, 2024                        |
| <b>Town Manager Budget Directive Memo to Staff</b>   |           | January 8, 2024                        |
| <b>Department Budget Entry Due Into Munis</b>  |           | January 26, 2024                       |
| <b>Department Form B due to Patty Perry</b>  |           | January 26, 2024                       |
| <b>Department Commentary Entry due into ClearGov</b>   |           | February 7, 2024                       |
| <b>TM/ATM Meetings with Department Heads</b>   |           | February 13, 2024<br>February 20, 2024 |
| <b>BOE Budget Presentation to the Town Council</b>   | 7:00 p.m. | March 4, 2024                          |
| <b>Resolution setting Public Hearing for BOE Budget</b><br><i>(Public Hearing to be held 04/01/2024)</i>   | 7:00 p.m. | March 4, 2024                          |
| <b>Deadline for BOE to submit budget</b>   |           | March 15, 2024                         |
| <b>TM Presentation of Gen Gov. Budget</b>  | 7:00 p.m. | March 18, 2024                         |
| <b>Resolution Setting Public Hearing for Gen. Gov Budget</b><br><i>(Public Hearing to be held 04/15/2024)</i>  | 7:00 p.m. | March 18, 2024                         |
| <b>TC/BOE Joint Work Session</b>   | 7:00 p.m. | March 20, 2024                         |
| <b>Regular Meeting Budget Discussion</b><br>Budget discussions regarding; Public Works, Fire Marshal, Information Technology, Emergency Management, Capital Projects | 7:00 p.m. | April 1, 2024                          |
| <b>Public Hearing to receive feedback on BOE Budget</b>  | 8:00 p.m. | April 1, 2024                          |
| <b>Special Budget Work Session</b><br>Budget discussions regarding; Police Department, Building, Park & Recreation and Volunteer Fire Department                     | 7:00 p.m. | April 9, 2024                          |
| <b>Special Budget Work Session</b><br>Budget discussions regarding; Health, Human Services, Central Services, Library, Town Clerk, and Planning                      | 7:00 p.m. | April 11, 2024                         |
| <b>Regular Meeting</b><br>Budget discussions regarding; Human Resources, Finance, Town Attorney, Town Council, Town Manager, Boards/Commissions                      | 7:00 p.m. | April 15, 2024                         |
| <b>Public Hearing to receive feedback on Gen Gov Budget</b>  | 8:00 p.m. | April 15, 2024                         |
| <b>Adopt BOE Budget</b><br><i>Approve General Government Budget</i><br><i>Set Mill Rate</i><br><i>Appoint Rate Maker</i>   | 7:00 p.m. | May 6, 2024                            |
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