



**TO: Honorable Westerly Town Council**  
**FROM: J. Mark Rooney, Town Manager**  
**DATE: September 1, 2021**  
**RE: 2022-2023 Budget Timeline**

**GENERAL FUND:**

***No Later Than Friday, October 1, 2021:***

- Town agencies and officials submit requests for capital improvement projects to the Town Manager for the Planning Board's consideration. (Westerly Code Ch 22-28)

***Friday, October 8, 2021:***

- Finance Director sends Subsidy applications

***No Later Than Monday, November 1, 2021***

- The School Committee submits to Town Council (through the Town Clerk) its estimated budget for the next three (3) years. (RIGL 16-2-21.2)
- The Town Council President submits to the School Committee an estimate of projected revenues for the next three (3) years. (RIGL 16-2-12.2)

***Monday, November 8, 2021:***

- Town Manager submits capital improvement plans to Planning Board.

***No Later Than Friday, November 19, 2021:***

- Subsidy applications due to the Finance Director.

***Monday, November 22, 2021:***

- MUNIS will be available to staff for department budget entries.

***Monday, December 13, 2021:***

- Joint Pre-Budget Meeting between the School Committee and the Town Council.
- At least 60 days, but no more than 90 days, prior to formal submittal of budget to town. (RIGL 16-2-21(a))

***No Later Than Wednesday, December 15, 2021:***

- The Planning Board presents to the Town Manager, and makes public, a recommended capital budget and capital improvement program for the following four years. (Westerly Code Ch. 22-32).
- The Town Manager may add items to, delete items from or amend the proposed capital improvement budget & capital improvement program prior to its submission to the Board of Finance.

***No Later Than Friday, January 14, 2022:***

- Town agencies and departments submit budget requests to the Town Manager, with a copy to the Finance Director.

***No Later than Tuesday, February 1, 2022:***

- Town Assessor submits Grand List to Town Manager.

***Tuesday, February 1, through Friday, February 11, 2022:***

- The Town Manager will meet with Department Heads to review their budget requests.

**No Later Than Monday, March 7, 2022:**

- The School Committee submits a detailed proposed budget, including estimate of receipts and expenditures, to the Town Manager. (Town Charter, Article XI, §11-1-7)

**On Monday, March 21, 2022:**

- The Town Manager submits the FY2022-2023 proposed budget to the Finance Board and Town Council. (Third Monday in March per Town Charter, Art. III, §3-1-3)

**Between March 21, 2022, and April 4, 2022,**

- Finance Board will meet with the Superintendent of Schools, the School Committee, the Town Manager and the Municipal Department Heads
- Finance Board will hold two public hearings regarding the School and Municipal budgets. (Town Charter, Article III, §3-1-4(a)(b))

**Friday, March 25, 2022 – Monday, March 28, 2022:**

- The Town Council submits a Notice of Proposed Property Tax Rate Change to the Department of Revenue, Division of Municipal Finance.
- The Town Manager will be seeking state approval of the proposed tax rate during this time.

**Thursday, March 31, 2022 – Monday, April 4, 2022:**

- The Department of Revenue, Division of Municipal Finance will attempt, within three days, to notify the Town if the proposed tax rate is acceptable.
- After the notification from the Department of Revenue, Division of Municipal Finance, the Town Clerk will submit an advertisement called a "Notice of Proposed Property Tax Rate Change" and the "Report to the Taxpayers on Current Proposed Budget" to the newspaper. (RIGL 44-35-6 and 44-35-7)

**No later than Monday, April 4, 2022:**

- The Board of Finance transmits its recommended consolidated tentative Town Budget to the Town Council, providing a budget message of explanation along with the recommended Budget. (Town Charter, Art. III, §3-1-4(c))

**Wednesday, April 6, 2022, and Wednesday, April 13, 2022:**

- The Town Clerk advertises Public Hearing on Finance Board's recommended budget.

**ENTERPRISE FUNDS**

**No Later Than Monday, April 4, 2022:**

- The Town Manager submits to Finance Board the proposed Water, Sewer, Transfer Station and Any Other Enterprise Fund budgets. (HRC, Art. III, §3-1-10)

**Thursday, April 7, 2022, 6:00 p.m.:**

- Board of Finance meeting with Town Manager and department heads (as needed) to form tentative Enterprise Fund Budgets.

## **GENERAL FUND**

### ***Friday, April 8, 2022:***

- The two notices, Report to Taxpayers on Current and Proposed Budget and Notice of Proposed Property Tax, required by the Department of Revenue, Division of Municipal Finances are published in the newspaper.
- Notice to be published at least 10 calendar days prior to the hearing for adoption of budget and may not be placed in that portion of the newspaper where legal notices and classified advertisements appear. (RIGL 44-35-6 and 44-35-7)

### ***Saturday, April 9, 2022, 10:00 a.m., Town Council Chambers:***

- First Council Workshop on the proposed FY 2020-2021 School and Municipal budgets.

### ***Saturday, April 16, 2022, 10:00 a.m., Town Council Chambers:***

- Second Council Workshop on the proposed FY 2020-2021 School and Municipal budgets.

### ***Wednesday, April 20, 2022, 6:00 p.m., Town Council Chambers:***

- First Public Hearing to adopt the budget. (Town Charter, Art. III, §3-1-5(a)).
- Third Council Workshop on the proposed FY 2020-2021 School and Municipal budgets following Public Hearing (if needed).

### ***Wednesday, April 27, 2022, 6:00 p.m., Town Council Chambers:***

- Second Public Hearing to adopt the budget. (Town Charter, Art. III, §3-1-5(a))
- At the conclusion of the public hearing, the Town Council must file its proposed budget, with any changes from the Finance Board's recommendation, with the Town Clerk. (HRC, Art. III, 3-1-5(a))

## **ENTERPRISE FUNDS:**

### ***Monday, May 2, 2022, Town Council Chambers:***

- The Finance Board, after review of the recommended Water, Sewer, Transfer Station and any other enterprise budget, appears before Council to give its budget recommendations on the above funds to the Town Council. (HRC, Art. III, §3-1-10)

## **GENERAL FUND**

### ***Wednesday, May 4, 2022:***

- The Town Clerk publishes the Council's proposed budget in the newspaper.
- This notice indicates all items and amounts that have been altered, deleted, or added from the Finance Board's recommended budget. (Town Charter, Art. III, §3-1-5(b))

### ***Thursday, May 12, 2022:***

- Townspeople have until this date to file a petition contesting any of the proposed budget items.
- **If no petition is filed by this date, the budget is considered adopted.** (Town Charter, Art. III, §3-1-5(c))

## **ENTERPRISE FUNDS:**

### ***Monday, May 16, 2022:***

- Within 15 days of the receipt of the Water, Sewer and Transfer Station budgets, the Town Council shall make revisions, if necessary.
- If Council revises any of the budgets, a Public Hearing will be scheduled and held prior to adoption. (HRC, Art. III, §3-1-11)

## **GENERAL FUND**

**Tuesday, May 17, 2022:**

- The Board of Canvassers has until this date to validate the signatures on any budget petition. (Town Charter, Art. III, §3-1-5(d))

**ENTERPRISE FUNDS:**

**Monday, May 23, 2022:**

- The Town Clerk advertises the proposed Water, Sewer, Transfer Station and Any Other Enterprise Fund budgets prior to adoption.

**Monday, June 6, 2022, Town Council Chambers:**

- Public Hearing on the Water, Sewer, Transfer Station and Any Other Enterprise Fund budgets. (HRC, Art. III, §3-1-11)

**Friday, June 10, 2022:**

- The Town Council's final adopted budget (ENTERPRISE FUNDS) shall be certified by the Town Clerk and filed in the Office of the Town Treasurer (Finance Director) and enough copies made for all offices, departments and agencies.

**GENERAL FUND**

**Thursday, June 16, 2022:**

- If there is a referendum, it must be held within **32** days of the date the Board of Canvassers validates the budget petition. (Town Charter, Art. III, §3-1-5 (d))
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**GENERAL FUND:**

***Budget will be considered final upon certification of the results of the referendum (if any) by the Board of Canvassers.***

Cc: Town Council  
Town Manager  
School Committee  
Superintendent of Schools  
Finance Board  
Planning Board  
Department Heads