

DEADLINE	ACTION	RESPONSIBLE PARTY
March 13, 2023	Adopt budget preparation calendar	Village Council
February 13, 2023	Hold Village Council Committee of the Whole for goal setting	Village Council
March 31, 2023	Capital Improvement Request Forms due to Village Administrator	Management Team
May 31, 2023	Village Administrator with operating department finalizes cost estimates and prioritizes projects for CIP	Village Administrator, and Management Team
June 5, 2023	Hold public hearing, and adopt Capital Improvement Plan	Planning Commission
June 16, 2023	Submit departmental requests, fee amendments and any other supporting documentation to the Village Administrator	Management Team
June 16, 2023	Submit preliminary revenue estimates for all funds to Village Administrator	Village Treasurer
June 30, 2023	Notify Riga Township of any potential fee adjustments	Village Administrator
July 14, 2023	Meet with department supervisors to review department requests	Village Administrator, and Village Treasurer

DEADLINE	ACTION	RESPONSIBLE PARTY
August 4, 2023	Prepare Village Administrator's proposed budget	Village Administrator
August 14, 15,16,17 2023	Present proposed budget to council in work sessions	Village Administrator, and Village Council
August 31, 2023	Prepare final proposed budget	Village Administrator, and Village Treasurer
September 6, 2023	File and make available copy of proposed budget at Office of the Village Clerk, and online	Village Clerk
September 6, 2023	Publish Public Notice of Budget Hearing	Village Administrator
September 25, 2023	Hold public hearing on proposed budget, adopt resolution approved the budget and CIP	Village Council
September 25, 2023	Hold public hearing on rates resolution, adopt annual comprehensive fee schedule	Village Council
September 29, 2023	Final Budget Available at Office of the Village Clerk, and online	Village Clerk
<i>October 1, 2023</i>	<i>Fiscal year begins, budget takes effect.</i>	