

DEADLINE	ACTION	RESPONSIBLE PARTY
January 22, 2024	Adopt budget preparation calendar	Village Council
February 19, 2024	Hold Village Council Committee of the Whole for goal setting	Village Council
March 29, 2024	Capital Improvement Request Forms due to Village Administrator	Management Team
May 29, 2024	Village Administrator with operating department finalizes cost estimates and prioritizes projects for CIP	Village Administrator, and Management Team
June 3, 2024	Hold public hearing, and adopt Capital Improvement Plan	Planning Commission
June 13, 2024	Submit departmental requests, fee amendments and any other supporting documentation to the Village Administrator	Management Team
June 13, 2024	Submit preliminary revenue estimates for all funds to Village Administrator	Village Treasurer
June 30, 2024	Notify Riga Township of any potential fee adjustments	Village Administrator
July 8, 2024	Meet with department supervisors to review department requests	Village Administrator, and Village Treasurer

DEADLINE	ACTION	RESPONSIBLE PARTY
July 31, 2024	Prepare Village Administrator's proposed budget	Village Administrator
August 6, 7, 8, 2024	Present proposed budget to council in work sessions	Village Administrator, and Village Council
August 15, 2024	Prepare final proposed budget	Village Administrator, and Village Treasurer
August 21, 2024	File and make available copy of proposed budget at Office of the Village Clerk, and online	Village Clerk
August 21, 2024	Publish Public Notice of Budget Hearing	Village Administrator
September 9, 2024	Hold public hearing on proposed budget, adopt resolution approved the budget and CIP	Village Council
September 9, 2024	Hold public hearing on rates resolution, adopt annual comprehensive fee schedule	Village Council
September 29, 2024	Final Budget Available at Office of the Village Clerk, and online	Village Clerk
<i>October 1, 2024</i>	<i>Fiscal year begins, budget takes effect.</i>	