

Radnor Township, PA  
 2016 Budget and Five-Year Forecast Implementation Calendar  
 v.1 – September 14, 2015



September	
16	2016 Budget Kickoff Meeting
17-23	Departments prepare their 2016 spending requests (by month) Departmental Budgets Include: Overtime, Part-time PR, Operating, 2016-2021 Capital
23	Departmental spending requests Due (end of day)
28	BOC Regular Meeting: Adopt Prelim. 2016 MMO Resolution [State Law Requirement]
24, 25	Administrative: Department Budget Workshop #1
30	CARFAC Meeting: Regular meeting

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October	
1, 2	Administrative: Individual Department Budget Working Sessions
9	Administrative: Final Review of Preliminary Manager Recommended Budget
12	BOC Regular Meeting: Present Prelim. Manager Recom. Budget \$7.03
14	CARFAC Meeting: Regular Business
19	Public Hearing on Preliminary Manager Recommended Budget [6:30pm]
26	BOC Regular Meeting: Adoption of Preliminary Budget \$7.06[A](2)

October						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

November	
9	BOC Regular Meeting: Public Hearing #2 on Preliminary Budget
16	Public Hearing #3 on 2015 Preliminary Budget
11	CARFAC Meeting: Regular Business and Budget Review
23	BOC Regular Meeting: Introduction of Final Budget Ordinances

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	<del>26</del>	<del>27</del>	28
29	30					

December	
14	BOC Regular Meeting: Public Hearing #4 and Final Adoption of Budget Ordinance: <ul style="list-style-type: none"> <li>2016 Tax Rates</li> <li>2016 Sewer Rent Rates</li> <li>2016 Wage and Salary Schedule</li> <li>2016 Appropriation Budget</li> <li>Five Year Capital Program</li> <li>Five Year Financial Forecast</li> </ul>

December						
S	M	T	W	T	F	S
		1	2	3	4	5
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27	28	29	30	31		

**§7.06 Adoption procedure for comprehensive budget:** [Amended 1-7-2013 by Ord. No. 2012-22<sup>1A</sup>]

A. Time line. The time line for comprehensive budget approval is as follows:

- (1) No later than **105** days before the end of the fiscal year: Submission of the Manager's proposed comprehensive budget.
- (2) No later than **60** days before the end of the fiscal year: Board Approval of the recommended comprehensive budget.
- (3) No later than **20** days before the end of the fiscal year: Board Adoption of the final comprehensive budget.

B. Approval of the recommended comprehensive budget. At least 60 days before the end of the fiscal year, the Board shall complete its review of the Manager's proposed comprehensive budget, make such adjustments as the Board deems necessary, and in a publicly noticed Board meeting, approve by resolution a recommended comprehensive budget, copies of which shall be made available promptly thereafter to the public.

C. Public Notice and Public Hearing. No later than 5 days following the approval of the recommended comprehensive budget by the Board, the Board shall provide public notice of the date, time, and place at which the Board shall hold a public hearing on the recommended comprehensive budget. This notice shall include a summary of the recommended comprehensive budget. The public hearing shall take place at any regular or special meeting of the Board at least 7 days after advertisement and at least 20 days prior to the end of the fiscal year.

D. Levy of Taxes. At the time of enacting the final budget, the Board shall, by ordinance, levy sufficient taxes allowed by law which, with other revenues and available receipts and balances, shall provide for a balanced budget.

<sup>1A</sup>: Editor's Note: This ordinance was subject to referendum and was approved by a majority of the qualified voters 5-21-2013