

Radnor Township, PA
 2017 Budget and Five-Year Forecast Implementation Calendar
 v.2 – October 18, 2016



September	
7	2017 Budget Kickoff Meeting
8-23	Departments prepare their 2017 spending requests (by month) Departmental Budgets Include: Overtime, Part-time PR, Operating, 2017-2022 Capital
17	Submit Preliminary Township Manager's Recomm. Budget \$7.06(A)(1) at Fund Level (summary basis only)
23	Departmental spending requests Due (end of day)
26	BOC Regular Meeting: Adopt Prelim. 2017 MMO Resolution [State Law Requirement]; and Present Twp. Manager Recommended Budget \$7.03

September						
S	M	T	W	T	F	S
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25	26	27	28	29	30	

October	
3-7	Administrative Review Meetings to Finalize Township Manager Recommended Budget
10	BOC Regular Meeting: Presentation of Township Manager's Recommended Budget
19	CARFAC Meeting: Budget Review / Q3 Financial Review
24	BOC Regular Meeting: Adoption of Recommended Comprehensive Budget \$7.06[A](2)

October						
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						1
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23	24	25	26	27	28	29
30	31					

November	
7	Board of Commissioner Public Hearing #1 on 2017 Budget (at 6:30pm)
14	BOC Regular Meeting
21	Board of Commissioner Public Hearing #2 on 2017 Budget (at 6:30pm)
28	BOC Regular Meeting and Public Hearing #3: Introduction of Final Budget Ordinances

November						
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December	
12	BOC Regular Meeting: Public Hearing #4 and Final Adoption of Budget Ordinance: <ul style="list-style-type: none"> • Ord: 2017 Tax Rates Sewer Rent Rates Stormwater Fee Rate • Ord: Consolidated Fee Schedule • Res: 2017 Wage and Salary Schedule • Ord: 2017 Appropriation Budget • Included w/ Budget: Five Year Capital Program • Included w/ Budget: Five Year Financial Forecast

December						
S	M	T	W	T	F	S
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18	19	20	21	22	23	24
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§7.06 Adoption procedure for comprehensive budget: [Amended 1-7-2013 by Ord. No. 2012-22¹⁴]

- 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.

¹⁴ Editor's Note: This ordinance was subject to referendum and was approved by a majority of the qualified voters 5-21-2013