

FIRE DISTRICT BUDGET PROCESS
(AS REVISED THROUGH 2008)

<u>Annual Date</u>	<u>2008 Date</u>	<u>Required Action</u>
On or before 21 st day prior to budget hearing	On or before September 30	<p>Adopt proposed budget, including fund balance estimate for 2008 (Town Law ["TL"] §181[2]).</p> <p>File budget with fire district secretary (TL§181[3]).</p> <p>Post budget on fire district website (if district maintains a website) (TL§181[3]).</p>
15-20 days prior to budget hearing	October 1 October 6	<p>Post notice of budget hearing on fire district website and sign board (if district maintains a website/signboard)(TL§175-c[1]).</p> <p>Provide copy of notice of budget hearing to town clerk of towns in which district is located. (Each town clerk must post the notice on their town's website and on clerk's bulletin board and town signboard)((TL§175-c[2]).</p> <p>Provide copy of notice of budget hearing to town clerk of towns and secretaries of fire districts with which district contacts. (Each town clerk and fire district secretary receiving the notice must post it on the town or district website; town clerks must also post the notice on clerk's bulletin board and town signboard). (TL§175-c[2]).</p>

<u>Annual Date</u>	<u>2008 Date</u>	<u>Required Action</u>
On or before 5 days prior budget hearing	On or before October 16	<p>Publish notice of budget hearing in official newspaper or, if no official newspaper, in news-newspaper having general circulation in district (TL §181[3][a]).</p> <p>Post published notice on fire district's website (if district maintains a website) (TL §181[3][a]).</p> <p>Provide copy of proposed budget for public inspection to town clerk of towns in which district is located (TL §181[3][a]).</p> <p>Provide copy of published notice town clerk of towns in which district is located (Each town clerk must post the notice on the town's website and on the town signboard) (TL §181[3][a]).</p>
3 rd Tuesday in October	October 21	Hold budget hearing (TL §181[3][a]).
After 3 rd Tuesday in October, but before November 4	October 21 November 3	Subject to certain restrictions, make changes, alterations and revisions to proposed budget (TL §181[3][b]).
On or before November 4	On or before November 4	Adopt fire district annual budget (TL §181[3][b]).
On or before 3 rd day after adoption of annual budget	On or before November 7	Fire district secretary delivers 2 certified copies of fire district annual budget to town clerk of towns in which district is located (TL §181[3][c]).