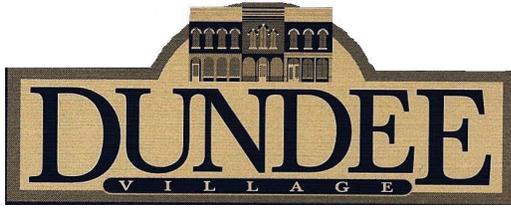


350 Monroe Street  
 Dundee, Michigan 48131  
 734-529-3430

<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBLE PARTY</u>
October 17, 2023	Adopt budget preparation calendar	Village Council
October 20, 2023	Department Head Staff Meeting explaining new budget process, forms, and submission expectations	Village Manager and Management Team
November 20, 2023	Department request forms due to Village Manager	Management Team
November 20, 2023	Submit preliminary revenue estimates and personnel costs for all funds to Village Manager	Village Finance Director
December 4-8, 2023	Village Manager & Finance Director to meet with Department heads about requests	Village Administrator, Finance Director, and Management Team
December 22, 2023	Finish First Draft of Village Manager's proposed budget	Village Manager
January 2 & 16, 2024	Present proposed budget to council in work sessions	Village Manager and Village Council
January 17, 2024	Prepare final proposed budget	Village Manager and Finance Director
January 18, 2024	File and make available copy of proposed budget at the Village Office and online	Village Manager



350 Monroe Street  
 Dundee, Michigan 48131  
 734-529-3430

<u>DEADLINE</u>	<u>ACTION</u>	<u>RESPONSIBLE PARTY</u>
January 18, 2024	Publish Public Notice of Budget Hearing	Village Manager
February 6, 2024	Hold public hearing on proposed budget, adopt resolution approved the budget and CIP	Village Council
February 6, 2024	Hold public hearing on rates resolution, adopt annual comprehensive fee schedule	Village Council
February 28, 2024	Final Budget Available at the Village Office	Village Clerk
<i>March 1, 2024</i>	<i>Fiscal year begins, budget takes effect.</i>	