

FY25-26 BUDGET PREPARATION SCHEDULE

The preparation calendar outlines the budget adoption process. The responsibility of preparing the budget lies with its citizens, Mayor, Town Council, Town Manager, Budget Committee, and Department Heads. The first step of the budget preparation process is to determine various programs and projects that promote the overall development of the town. Next, a draft is developed with expenditure levels, revenue projections, and capital projects' financing plan. Then, overseen by the Town Manager, careful considerations and deliberations take place with department heads to produce a balanced proposed budget. Town Council also examines the budget in detail (during work sessions) and hosts a public budget hearing. After community input and final changes are made, a vote is taken, and the budget is adopted for the upcoming fiscal year.

October 2024	October 14	Publish Budget Calendar on Website / Distributed to Town Council
November 2024		BCOM Meetings to Discuss Priorities
December 2024	December 1	Civic Donation Requests Due
	December 9	Presentation of the Annual Comprehensive Financial Report (ACFR)
	December 16	Work Session: 2026 New Budget Initiatives & New Personnel Proposed
January 2025	January 13	Work Session: Mid-Year Financial Review Departments Submit Non-Financial Pages to Finance & Updated Financials in MUNIS
	January 14 - 24	Departmental BCOM Meetings
	January 16	Town Council Ranked Initiatives due to Finance
	January 27 - February 7	Town Manager Budget Review Meetings
February 2025	February 28	Receive Official Real Estate Information from Fairfax County
March 2025	March 5	Proposed Budget Sent to Council
	March 7	Proposed Budget Available to Public and Online on Town Website
	March 15	Town Council Budget Work Session 2 (starts at 9:00 am)
	March 17	Town Council Budget Work Session 1 (starts at 7:00 pm)
	March 20 March 27	Proposed Tax Rate, Budget, and Water & Sewer Rates Advertised

April 2025	April 7	Public Hearing on Proposed Budget and Water & Sewer Rates
	April 28	Public Hearing on Proposed Tax Rate
May 2025	May 19	Adoption of Budget Adoption of Tax Rate Adoption of Water & Sewer Rates
	May 22	Notice of Adoption Published: Tax and Water & Sewer Rates
June 2025	June 30	Adopted Budget Available to Public and Online on Town Website