

Radnor Township, PA  
 2018 Budget and Five-Year Forecast Implementation Calendar  
 v.3 – October 18, 2017



**September**

- 6 2018 Budget Kickoff Meeting
- 6 - 13 Finance to prepare 2018 revenue and expense estimates for all departments
- 12 Departments: Capital Plan Numbers and Narratives Due
- 18 Special BOC Meeting: Review Pension Assumptions / Capital Plan Funding
- 22 Departments: Operating Budget Narratives Due
- 25 BOC Regular Meeting: Adopt Prelim. 2018 MMO Resolution [State Law Requirement];
- 29 Departments: Consolidated Fee Schedule Updates are Due

September						
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**October**

- 2-6 Administrative Review Meetings to Finalize Township Manager Recommended Budget
- 9 BOC Regular Meeting: Detailed Presentation of Township Manager's Recomm. Budget
- 18 CARFAC Meeting: Budget Review / Q3 Financial Review
- 23 BOC Regular Meeting: Adoption of Recommended Comprehensive Budget \$7.06[A](2)
- 30 ~~BOC Special Meeting: Public Hearing #1 on 2018 Budget~~

October						
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**November**

- 13 BOC Regular Meeting and Public Hearing #2 on 2018 Budget
- 15 *[if needed]* CARFAC Meeting: Budget Review
- 20 *[if needed]* BOC Public Hearing #3 on 2018 Budget
- 27 BOC Regular Meeting and Public Hearing #4: Introduction of Final Budget Ordinances

November						
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**December**

- 4 *[if needed]* Board of Commissioner Special Meeting: Public Hearing #5 on 2018 Budget
- 11 BOC Regular Meeting: Public Hearing #5 or #6 and Final Adoption of Budget Legislation:
  - Ord: 2018 Tax Rates | Sewer Rent Rates | Stormwater Fee Rate
  - Ord: 2018 Consolidated Fee Schedule
  - Res: 2018 Wage and Salary Schedule
  - Ord: 2018 Appropriation Budget
  - Included w/ Budget: Five Year Capital Program
  - Included w/ Budget: Five Year Financial Forecast

December						
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**\$7.06 Adoption procedure for comprehensive budget:** [Amended 1-7-2013 by Ord. No. 2012-22<sup>[1]</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>[1]</sup> Editor's Note: This ordinance was subject to referendum and was approved by a majority of the qualified voters 5-21-2013