

Memorandum



Borough of
Tinton Falls
New Jersey

To: Borough Council
From: Stephen Pfeffer, CFO
Date: October 13, 2009
Re: 2010 Budget Calendar

August 27, 2009 - Administration requested all departments to prepare their budget requests for 2010.

October 23, 2009 - Department budget requests to be submitted to Administration

November 23-25, 2009 - Public Hearing at which Departments present their budget requests to the Administration

January 15, 2010 - Mayor's budget presented to Borough Council

January 15, 2010- February 9, 2010 - Council hearings on budget

February 10, 2010 - Introduction of Council's budget (referred to as **approved** budget)

Public Hearing on Budget - Not less than twenty eight (28) days after approval of budget which would be March 10, 2009

Budget maybe amended by Borough Council after public hearing and prior to adoption of budget within statutory regulations as to timeframe

Budget adoption no later than March 20, 2010

The budget procedure is covered under several statutes:

Prior to introduction – Optional Municipal Charter N.J.S.A 40:69A-45 – N.J.S.A. 40:69A-46.1

After introduction – N.J.S.A. 40A:4 but more specifically N.J.S.A. 40A:4-1 – N.J.S.A. 40A:4-10

Please keep in mind that the above schedule is statutory in nature. The State routinely extends the budget calendar and in many cases past June 30. When the state extends the budget calendar all of the above dates may be extended. Reference: N.J.S.A. 40:69A-46.1 and N.J.S.A. 40A:4-5.1.

cc Mayor
Business Administrator
Borough Clerk
Borough Attorney