



Office of the Chief Financial Officer
Princeton Municipal Building
400 Witherspoon Street
Princeton, NJ 08540
609-924-9183
www.princetonnj.gov
swebb@princetonnj.gov

Date: January 27, 2014
TO: Mayor & Council
FROM: Sandra Webb, Chief Financial Officer
Re: Updated Budget Calendar Resolution

On Council's agenda for January 27th is an update for the budget calendar that was discussed at the January 13th Council Meeting.

The budget calendar is updated to reflect actual dates when budget review will occur with CFAC and Mayor & Council. In addition, the budget introduction and adoption has been extended by the State Division of Local Government Services. This amended resolution reflects the extended dates for introduction to March 14th and the adoption date of April 25th.

PRINCETON
COUNTY OF MERCER, STATE OF NEW JERSEY

RESOLUTION

WHEREAS, N.J.S.A. 40A:4 *et seq* sets forth the requirements and procedures for adoption of a municipal budget; and,

WHEREAS, the Mayor and Council of Princeton wish to set a calendar for preparation, introduction, and adoption of the 2014 municipal budget; and,

WHEREAS, the calendar will serve as a timeline for staff, committees and the governing body; and,

WHEREAS, there may be certain circumstances that arise where the dates and activities in the timeline cannot be met. In these instances the Chief Financial Officer shall notify by email to Administration, the Finance Committee, and to the Mayor and Council the reason and nature of any delay, as well as a new date for completion of the activity if appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of Princeton that the following calendar be approved as the timeline for preparation, introduction and adoption of the 2014 municipal budget.

DATE	BUDGET	ACTIVITY
September 30, 2013	Capital Budget 2014-2019	Templates distributed to Department Directors
October 1, 2013	Operating Budget	Templates distributed to Department Directors
October 14, 2013	Capital Budget 2014-2019	Department submissions due
October 18, 2013	Operating Budget	Department submissions due
October 21, 2013	Operating Budget	Budget assembled
October 28, 2013	All Budgets	Administration review
Mid-November	All Budgets	Draft budget created
January 2014	All Budgets	CFAC review
February 2014	All Budgets	Due diligence meetings with Mayor and Council
March 14, 2014	All Budgets	Budget Introduction
April 25, 2014	All Budgets	Budget Adoption

CERTIFICATION

I Linda S. McDermott, Municipal Clerk of Princeton, hereby certify that the foregoing resolution was adopted by the Mayor and Council of Princeton at its meeting held on the 27th day of January, 2014.

Linda S. McDermott, Clerk
Princeton