

Lower Macungie Township Schedule for 2011 Budget Preparation

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| August 2, 2010 | Letter to Professional Service Providers Requesting Rates |
| August 5, 2010 | Budget/Finance Comm. Mtg. (2 nd Qtr. '10 YTD Results) |
| August 9, 2010 | Distribute Budget Packets to Departments |
| August 27, 2010 | Obtain Department Budgets with explanations |
| September 1, 2010 | Obtain Budget Requests from Community Organizations & Committees |
| | Obtain 2011 Rates from Professional Service Providers |
| September 10, 2010 | First Budget Draft (Internal Review) |
| September 16, 2010 | Draft Budget Submitted to the Board of Commissioners for Review |
| September 30, 2010 | Board of Commissioners' Public Workshop #1 (Opportunity for LMT Departments and Community Organizations to rationalize assumptions and make additional requests) |
| October 14, 2010 | Board of Commissioners' Public Workshop #2 |
| October 28, 2010 | Board of Commissioners' Public Workshop #3 (only if necessary) |
| November 5, 2010 | Finalize Budget |
| November 12, 2010 | Budget Distributed to BOC (internal deadline) |
| November 18, 2010 | First Public Reading of Budget |
| | Public Advertising for Inspection and Ordinance |
| Nov. 18 - Dec. 2, 2010 | Public Inspection |
| December 2, 2010 | Adoption of 2011 Budget (BOC Meeting 7PM) |
| December 15, 2010 | Notify Organizations via Letter of Budget Appropriation |