

Lower Macungie Township Schedule for 2012 Budget Preparation

August 1, 2011	Letter to Professional Service Providers Requesting Rates Distribute Budget Packets to Departments
August 26, 2011	Obtain Department Budgets with explanations
September 1, 2011	Obtain Budget Requests from Community Organizations & Committees Obtain 2012 Rates from Professional Service Providers
September 9, 2011	First Budget Draft (Internal Review)
September 15, 2011	Draft Budget Submitted to the Board of Commissioners for Review
September 29, 2011	Board of Commissioners' Public Workshop #1 (Opportunity for LMT Departments and Community Organizations to rationalize assumptions and make additional requests)
October 13, 2011	Board of Commissioners' Public Workshop #2
October 27, 2011	Board of Commissioners' Public Workshop #3 (only if necessary)
November 4, 2011	Finalize Budget (Internal Review)
November 11, 2011	Budget Distributed to BOC (internal deadline)
November 17, 2011	First Public Reading of Budget Public Advertising for Inspection and Ordinance
Nov. 18 - Dec. 2, 2011	Public Inspection
December 1, 2011 or December 15, 2011	Adoption of 2012 Budget (BOC Meeting 7PM)
December 15, 2011	Notify Organizations via Letter of Budget Appropriation