

# Tiverton Annual Budget Process/Financial Town Referendum

## Summary of Key Charter Dates for Fiscal Year 2024-2025

Section 301 (b)	Budget Adoption Process	Required by Charter Must be completed no later than this date
1	Initial Budget Workshop: Budget Committee, Town Council and School Committee meet	1/15/2024
2a	Town Clerk: Prepare and submit to Town Administrator the proposed Town Clerk budget request	3/19/2024
2b	Town Treasurer: Prepare and submit to Town Administrator the proposed Town Treasurer budget request	3/19/2024
3	School Committee: Prepare and submit to Town Administrator their proposed School Department expenditure budget & any state educational general revenue estimates as received from the State	3/19/2024
4	Town Administrator: Prepare and submit to Budget Committee and Town Council the proposed Unified Budget request	3/26/2024
5	Town Administrator: Submit to Budget Committee and Town Council the final Non-Property Tax Revenue estimates	4/15/2024
6	Budget Committee: Prepare and submit to the Town Council their proposed Unified Budget and any proposed language necessary to implement the budget	4/25/2024
7	Town Council: Adopt a preliminary unified budget ordinance and schedule a public hearing	5/13/2024
8	Town Clerk: Publish a summary of the preliminary unified budget ordinance in a newspaper at least fourteen days before the scheduled public hearing and post on the town's website	To be determined at 5/13/2024 meeting
9	Town Council: Hold a public hearing on the Unified Budget Ordinance	To be determined at 5/13/2024 meeting
10	Town Council: Adopt a final Unified Budget Ordinance	6/30/2024
11	Town Clerk: Post final Unified Budget Ordinance to town's website	Within two (2) business days after passage

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<b>Section 302</b>	<b>Elector Budget Referendum Proposals</b>	
a	Elector: May circulate a petition requesting budget referendum on their alternate budget proposal	Within ten (10) business days of final Unified Budget ordinance adoption
b	Town Clerk: Provide alternative budget petition form to Elector for completion	Within ten (10) business days of final Unified Budget ordinance adoption
c	Town Clerk: Approve the completed alternate budget petition form and provide to petitioner	Within ten (10) business days of final Unified Budget ordinance adoption
d	Petitioner or designee(s): Obtain a combined total of not less than three hundred (300) signatures of qualified electors	Within ten (10) business days of final Unified Budget ordinance adoption
e	Town Clerk: Verifies signatures as qualified electors	Within two (2) business days
<b>Section 303</b>	<b>Board of Canvassers Certification</b>	
a	Town Clerk: Presents any alternative budget proposal(s) with the required number of verified signatures to the Board of Canvassers	Within seven (7) business days
b	Board of Canvassers: Shall certify alternative budget proposal(s), including compliance with Section 302(f) and deadlines in Section 302	Within seven (7) business days
<b>Section 304</b>	<b>Budget Referendum date/Ballot Form</b>	
a	Town Clerk: Shall cause a referendum by ballot to be held on a Saturday	Not less than thirty-five (35) nor more than forty-five (45) days after final certification
b	Town Clerk: Prepare Financial Town Referendum ballot	
c	Board of Canvassers: Certify Financial Town Referendum Ballot	

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<b>Section 305</b>	<b>Polling Times/Final Certification</b>	
c	Board of Canvassers: Certify election results for each ballot question	No later than ten (10) days after referendum date
<b>Section 306</b>	<b>Budget Adjustments</b>	
a	Town Council: Adopt an amended unified budget ordinance to reflect the budget as approved by the electors	At next regularly scheduled meeting
b	Town Council and/or School Committee: Make reductions or increases within their respective budget to reflect appropriations of the elector approved budget	