

# CALENDAR GUIDE FOR FISCAL YEAR 2013 BUDGET

July – October 1, 2011	Performance Reviews by Dept Heads.
July – October 2011	Establish Preliminary Budget Guidelines (FINCOM).
August – November 2011	Update Preliminary Capital Plan (FAC)
August – November 2011	Review Budget Forms (Acct, FINCOM, FAC).
October 17, 2011	Financial Preview with BOS by FINCOM and FAC
November 4, 2011	Updated Personnel Spreadsheet (Personnel Comm.) and Cover Letter (FINCOM) – To Accountant
November 8, 2011	Finalize Budget Package Including Guidelines (Acct.)
November 17, 2011 7:30 p.m.	Kickoff Meeting and Town Officers Meeting with Department Heads and Appointing Authorities to Distribute Budget
December 1, 2011	Dept. Capital Requests to Financial Advisory Committee.
November 21 - December 19, 2011	Approval of Town Department Budgets by Board of Selectmen or other Appointing Authorities.
December 31, 2011*	Approved Budgets & Capital Requests to Accountant. Approved Capital Requests to FAC. (Appt. Auth.)
January 10, 2012	FAC Completes Proposed Capital Plan.
January 4 – February 15, 2012	FINCOM Reviews Budgets with Departments.
January 30, 2012	Annual Reports to Selectmen.
February 21, 2012	Financial Update with BOS by FINCOM and FAC.
February 21, 2012	Town Meeting Warrant Closes.
March 7, 2012	FINCOM completes feedback to Department Heads/Committees.
March 12, 2012*	FINCOM Makes Recommendations to Selectmen.
May 7, 2012*	Annual Town Meeting.

\*Dates Set Per Town By-Laws/ M.G.L.20s. Late Submittals will not be accepted. Affected budgets will be level funded to FY2012.