

CALENDAR GUIDE FOR FISCAL YEAR 2016 BUDGET

July 1 – November 1, 2014	Performance Reviews by Dept. Heads
July-October 2014	Establish Preliminary Budget Guidelines (FINCOM)
August – November 2014	Update Preliminary Capital Plan (FAC)
August – November 2014	Review Budget Forms (Acct, FINCOM, FAC)
September 17th, 2014	FINCOM Meeting
October 15th, 2014	FINCOM Meeting
October 20, 2014	Financial Preview with BOS by FINCOM and FAC 7:30 P.M.
November 1, 2014	Updated Personnel Spreadsheet (Selectmen)
<u>November 3, 2014</u>	<u>Finalize Budget Package Including Guidelines (Acct.)</u>
<u>November 14, 2014</u>	<u>Town Accountant to Distribute the Budget. (No Kickoff mtg.)</u>
November 19th, 2014	FINCOM Meeting
December 4, 2014	Department Capital Requests to FAC (deadline)
November 17 – December 15, 2014	Approval of Town Department Budgets by Board of Selectmen
December 17th, 2014	FINCOM Meeting
December 31, 2013*	Approved Budgets & Capital Requests to Accountant Approved Capital Requests to FAC (Appt. Authority)
January 6, 2015	FAC Completes Proposed Capital Plan
January 2 – March 18th, 2015	FINCOM Reviews Budgets with Departments: Jan. 21 st , Jan 28 th , Feb. 4 th , 11 th , 18 th and 25 th March 4 th , 11 th and 18 th
January 27, 2015	Annual Reports to Selectmen
<u>February 17, 2015</u>	<u>Financial Update with BOS by FINCOM and FAC</u>
<u>February 17, 2015</u>	<u>Town Meeting Warrant Closes</u>
March 27 th , 2015	FINCOM completes feedback to Dept. Heads/Committees
April 6 th , 2015	FINCOM makes recommendations to Selectmen
April 8 th , 2015	Votes on any reconsideration budget/warrant articles, no leeway after this date.
April 10 th , 2015	Final Budgets and FINCOM letter sent to Town Report Committee for inclusion in Town Report
May 4, 2015*	Annual Town Meeting

*Dates Set Per Town By-Laws/M.G.L.2s. Late submittals will not be accepted. Affected budgets will be level funded to FY2014. Schedule subject to change. Date of this calendar: 08/19/2013 6:15 AM