**CALENDAR GUIDE FOR FISCAL YEAR 2021 BUDGET**

August – October 4, 2019 Annual Employee Performance Appraisals

September – November 2019 Review Budget Forms (TA, Acct, FINCOM)

September 25, 2019 FINCOM Meeting (Budget Calendar review)

September – October 2019 Establish Preliminary Budget Guidelines (FINCOM)

October 4, 2019 Deadline to submit Annual Performance Appraisals to Personnel

October 16, 2019 FINCOM Meeting

November 1, 2019 Updated Personnel Spreadsheet (Personnel) COLA (BOS)

*November 1, 2019 Deadline to submit FY21 Capital Requests to CIPC*

*November – December, 2019 CIPC reviews all submitted Capital Requests*

November 1, 2019 Finalize Budget Package Including Guidelines (TA)

November 12, 2019 (Tu) TA Distributes Budget Package

**November 12, 2019 (Tu) Budget Kickoff Meeting - Department Heads 10:00 am**

**November 14, 2019 (Th) Budget Kickoff Meeting - Boards & Committees 7:00 pm**

November 20, 2019 FINCOM Meeting

December 10, 2019[[1]](#footnote-1)(Tu) Deadline to submit Budget Requests & Revenue Estimates to TA –

TA distributes Budget Requests, Revenue Estimates and backup

to Accountant, BOS & FINCOM - Accountant reviews for accuracy

November – December 13, 2019 TA prepares “working” Budget Spreadsheet and distributes it to

BOS & FINCOM,

November – December 27, 2019 One-on-One Department Budget Request reviews with TA

November 25 - December 16, 2019 BOS reviews and approves Proposed Budget with TA, and

Departments as requested-special budget review meetings may be scheduled

December 18, 2019 FINCOM Meeting – Review of department budget requests begins

January 8, 2020 – March 4, 2020 FINCOM Meetings (weekly Budget Request reviews w/ TA and Depts)

January 13, 2020 *(Estimated)* ATM Warrant opened by BOS

January 24, 2020 Deadline to submit annual reports for prior fiscal year to [Townreports@townofberlin.com](mailto:Townreports@townofberlin.com)

February 10, 2020 *(Estimated)* ATM Warrant closed by BOS – **Any articles without proposed language or a summary will NOT be placed on the warrant**. FINCOM financial update with BOS

March 4, 2020 FINCOM completes feedback to Departments/Committees

March 18, 2020 FINAL FINCOM votes to reconsider any budget/warrant articles

March 20, 2020\*\* Deadline for Berlin-Boylston Regional School Committee to adopt budget

March 20, 2020[[2]](#footnote-2) FINCOM submits a report with recommendations to BOS on budget and financial articles

March 25, 2020[[3]](#footnote-3) *Final Budgets*\* and FINCOM report sent to Town Report Committee

April 6, 2019 2019 Annual Town Report posted on Town website - *estimated*

April 16, 2020[[4]](#footnote-4) 2019 Annual Town Report mailed to each voting household - *estimated*

April 27, 2020 Deadline to post ATM Warrant (MGL c.39, s.10)

May 4, 2020[[5]](#footnote-5) Annual Town Meeting

\*Not required by By-Law or statute

\*\*Berlin-Boylston Regional School District Budget (per regional agreement) – “Not later than forty-five (45) days prior to the first annual town meeting among the member towns, the [regional school] shall in each year adopt a maintenance and operating budget for the ensuing fiscal year, said budget to include debt and interest charges and any other current capital costs and shall apportion the amounts necessary to be raised in order to meet the said budget…”

Berlin and Boylston hold their respective ATMs on the 1st Monday in May per bylaw.

Calendar revisions: 9/27/19, 10/23/19, 10/31/19, 11/4/19, 11/8/19

Dates are subject to change.

1. General By-Law Article V, Section 5: “Said estimates and statements shall be filed with the Town Accountant **by the first day of January** of said year.” “The Town Accountant shall compile and file with the clerk of the Finance Committee said requests **by January 15th** of said year.” [↑](#footnote-ref-1)
2. General By-Law Article V, Section 6: “The Committee shall furnish to the Selectmen on or before March 20th of each year, a report of the matters so considered by it, with recommendations or suggestions relative thereto…” [↑](#footnote-ref-2)
3. General By-Law Article V, Section 6: “The report of the Finance Committee as published in the town report shall contain a statement of doings of the committee during the year with such recommendations and suggestions as it may deem advisable on any matter pertaining to the welfare of the town.” [↑](#footnote-ref-3)
4. General By-Law Article II, Section 12: “The Selectmen shall cause to be delivered or mailed to each voting household in the town, a copy of the Annual Town Report.” [↑](#footnote-ref-4)
5. General By-Law Article II, Section 1: “The annual town meeting…shall be held on the first Monday of May of each year at 7:30 P.M.” [↑](#footnote-ref-5)