

FY 2021 BUDGET SCHEDULE AND PROCESS
July 15, 2019

	DATE	RESPONSIBLE PARTY	RESPONSIBILITY	SUBMIT TO
1	JUNE/JULY	BOARD OF SELECTMEN	APPROVE BUDGET POLICY PROCESS	TA, FINCOM, TOWN AND SCHOOL DEPARTMENT HEADS
2	JULY – AUGUST	FINANCE DIRECTOR, SCHOOL BUSINESS MANAGER	CONVENE A MEETING WITH THE SCHOOL SUPERINTENDENT AND TOWN ADMINISTRATOR TO DISCUSS PRELIMINARY FY2021 BUDGET NEEDS, TREATMENT OF SHARED TOWN/SCHOOL EXPENSES AND PRELIMINARY REVENUE PROJECTIONS; BEGIN PREPARING, FINANCIAL SUMMIT PRESENTATION	
3	JULY-AUGUST	FINANCE DIRECTOR	DEVELOP AND PRESENT 5 YEAR REVENUE AND EXPENSE BUDGET PLAN SHOWING ALL ASSUMPTIONS AND IDENTIFYING PROPOSED BUDGET POLICIES; SUGGEST DRAFT FY2021 BUDGET GUIDELINE	TA (WITH REVIEW BY ASSISTANT TA, TREASURER, ASSESSOR, SCHOOL BUSINESS MANAGER AND SCHOOL SUPERINTENDENT FOR INPUT)
4	AUGUST 8	FINANCE DIRECTOR, ASSISTANT TOWN ADMINISTRATOR	REVIEW FY2021 BUDGET PROCESS, CAPITAL PROJECTS SUBMISSIONS, PERSONNEL REQUESTS	DEPARTMENT HEAD MEETING
5	SEPTEMBER 3	TOWN ADMINISTRATOR, ASSISTANT TOWN ADMINISTRATOR	SUBMIT PERSONNEL REQUESTS FOR REVIEW AND RECOMMENDATION	PERSONNEL BOARD
6	BY SEPTEMBER 6	FINANCE DIRECTOR, SCHOOL BUSINESS MANAGER	WORK WITH STAFF (TA, SCHOOL SUPERINTENDENT AND SCHOOL BUSINESS MANAGER) TO FINALIZE FY2021 FORECAST, 5-YEAR PLAN, FY2021 BUDGET PRIORITIES AND RECOMMENDATION ON BUDGET GUIDELINE	TA, SCHOOL SUPERINTENDENT
7	SEPTEMBER 9	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT	PUBLIC PRESENTATION AT A FINANCIAL SUMMIT OF FY2021 FORECAST, 5-YEAR FINANCIAL PLAN INCLUDING CAPITAL, BUDGET PRIORITIES, RECOMMENDATION ON FY2021 BUDGET GUIDELINE	BOS, FINCOM, SC, DEPARTMENT HEADS, ALL BOARDS, COMMITTEES AND RESIDENTS.
8	SEPTEMBER 21 CAPITAL	ALL DEPARTMENT HEADS	SUBMIT CAPITAL PLANS WITH RECOMMENDATIONS/VOTE OF GOVERNING BODIES (SCHOOL COMMITTEE VOTE ON OCT 7)	TA, FINANCE DIRECTOR
9	SEPTEMBER 24	TA WORKING WITH FINANCE DIRECTOR AND FINANCE COMMITTEE	ISSUE FY2021 BUDGET GUIDELINE	DEPARTMENT HEADS, BOARDS AND COMMITTEES
10	BY OCTOBER 1	TOWN ADMINISTRATOR, PERSONNEL BOARD	SUBMIT FY2021 PERSONNEL RECOMMENDATIONS	BOARD OF SELECTMEN, FINANCE COMMITTEE, GOVERNING BODIES
11	OCTOBER 9 CAPITAL	FINANCE DIRECTOR	SUBMIT DEPARTMENT CAPITAL PLANS WITH RECOMMENDATIONS OF TA/BOS, SCHOOL SUPERINTENDENT/SC AND FUNDING RECOMMENDATIONS	FINANCE COMMITTEE

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12	OCTOBER 9 – NOVEMBER 4 CAPITAL	FINANCE COMMITTEE	REVIEW AND MAKE RECOMMENDATIONS ON FY2021 CAPITAL REQUESTS; REVIEW 5 YEAR PLAN	TA/BOARD OF SELECTMEN, SCHOOL SUPERINTENDENT/SC
13	BY OCTOBER 11	ALL DEPARTMENT HEADS	SUBMIT DRAFT DEPARTMENTAL OPERATING BUDGETS WITH VARIANCES <i>AFTER</i> APPROVAL BY GOVERNING BODIES (IN MUNIS)	FINANCE DIRECTOR
14	OCTOBER 14 – NOVEMBER 1	TOWN ADMINISTRATOR, FINANCE DIRECTOR	REVIEW OF OPERATING BUDGETS WITH DEPARTMENT HEADS; INCLUDE FINCOM LIAISONS AS SCHEDULES PERMIT; INCLUDE UNCLASSIFIED	
15	NOVEMBER 4	TOWN ADMINISTRATOR, FINANCE DIRECTOR	MAKE RECOMMENDATIONS ON ALL OPERATING BUDGETS INCLUDING UNCLASSIFIED, EXCEPT SCHOOLS	BOARD OF SELECTMEN, FINANCE COMMITTEE
16	NOVEMBER 4 – DECEMBER 16	FINANCE COMMITTEE	REVIEW OPERATING BUDGETS; SEND QUESTIONS TO TA AND SUPERINTENDENT	
17	BY DECEMBER 13	SCHOOL SUPERINTENDENT, SCHOOL COMMITTEE	SUBMIT SUPERINTENDENT'S RECOMMENDED BUDGET WITH VARIANCES <i>BEFORE</i> APPROVAL BY SCHOOL COMMITTEE	TOWN ADMINISTRATOR, FINANCE DIRECTOR
18	BY DECEMBER 17 CAPITAL	FINANCE DIRECTOR, FINANCE COMMITTEE	CONFIRM AND VOTE FY2021 CAPITAL BUDGET (PROJECTS AND FUNDING SOURCES); CONFIRM AND VOTE DRAFT FY2021 TOWN DEPARTMENT OPERATING BUDGETS	
19	BY DECEMBER 27	TOWN ADMINISTRATOR, FINANCE DIRECTOR	PREPARES AND SUBMITS DRAFT FY2021 OPERATING BUDGET (INCLUDING UNCLASSIFIED AND SCHOOLS) SCHOOLS WILL VOTE FINAL BUDGET IN JANUARY	BOARD OF SELECTMEN, FINANCE COMMITTEE
20	JANUARY 2 - 28	FINANCE COMMITTEE	REVIEWS ALL BUDGET REQUESTS, VOTES TO ADOPT A DRAFT FY2021 OMNIBUS BUDGET	BOARD OF SELECTMEN, FINANCE COMMITTEE, GOVERNING BODIES
21	JANUARY	TOWN ADMINISTRATOR, BOARD OF SELECTMEN, FINANCE DIRECTOR, FINANCE COMMITTEE	REVIEW REVOLVING FUND ARTICLE(S) – PURPOSES AND LIMITS	
22	FEBRUARY 3 or 10	FINANCE COMMITTEE	PRESENT DRAFT FY2021 OMNIBUS BUDGET AT BUDGET HEARING	PUBLIC PRESENTATION
23	FEBRUARY 24	FINANCE COMMITTEE	ADOPTS FINAL FY2021 OMNIBUS BUDGET	BOARD OF SELECTMEN, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT, SC, GOVERNING BOARDS