

**FY 2020 BUDGET SCHEDULE AND PROCESS**  
**AUGUST 6, 2018**

DATE	RESPONSIBLE PARTY	RESPONSIBILITY	SUBMIT TO
JULY 16	BOARD OF SELECTMEN	APPROVE FY 2020 BUDGET POLICY PROCESS	TA, FINCOM, TOWN AND SCHOOL DEPARTMENT HEADS
JULY – AUGUST	FINANCE DIRECTOR, SCHOOL BUSINESS MANAGER	CONVENE A MEETING WITH THE SCHOOL SUPERINTENDENT AND TOWN ADMINISTRATOR TO DISCUSS PRELIMINARY FY2020 BUDGET NEEDS, TREATMENT OF SHARED TOWN/SCHOOL EXPENSES AND PRELIMINARY REVENUE PROJECTIONS; BEGIN PREPARING, FINANCIAL SUMMIT PRESENTATION	
JULY-AUGUST	FINANCE DIRECTOR	DEVELOP AND PRESENT 5 YEAR REVENUE AND EXPENSE BUDGET PLAN SHOWING ALL ASSUMPTIONS AND IDENTIFYING PROPOSED BUDGET POLICIES; SUGGEST DRAFT FY2020 BUDGET GUIDELINE	TA (WITH REVIEW BY ATA, TREASURER, ASSESSOR, SCHOOL BUSINESS MANAGER AND SCHOOL SUPERINTENDENT FOR INPUT)
AUGUST 8	FINANCE DIRECTOR, ASSISTANT TOWN ADMINISTRATOR	REVIEW FY 2020 BUDGET PROCESS, CAPITAL PROJECTS SUBMISSIONS, PERSONNEL REQUESTS	DEPARTMENT HEAD MEETING
SEPTEMBER 4	TOWN ADMINISTRATOR, ASSISTANT TOWN ADMINISTRATOR	SUBMIT PERSONNEL REQUESTS FOR REVIEW AND RECOMMENDATION	PERSONNEL BOARD
BY SEPTEMBER 7	FINANCE DIRECTOR, SCHOOL BUSINESS MANAGER	WORK WITH TA, SCHOOL SUPERINTENDENT AND SCHOOL BUSINESS MANAGER TO FINALIZE FY 2020 FORECAST, 5-YEAR PLAN, FY2020 BUDGET PRIORITIES AND RECOMMENDATION ON BUDGET GUIDELINE	TA, SCHOOL SUPERINTENDENT
SEPTEMBER 17	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT	PUBLIC PRESENTATION AT A FINANCIAL SUMMIT OF FY 2020 FORECAST, 5-YEAR FINANCIAL PLAN, BUDGET PRIORITIES, RECOMMENDATION ON FY 2020 BUDGET GUIDELINE	BOS, FINCOM, SC, DEPARTMENT HEADS, ALL BOARDS, COMMITTEES AND RESIDENTS.
SEPTEMBER 21	ALL DEPARTMENT HEADS	SUBMIT CAPITAL PLANS WITH RECOMMENDATIONS/VOTE OF GOVERNING BODIES	TA, FINANCE DIRECTOR
BY OCTOBER 1 (EARLIER IF POSSIBLE)	TA WORKING WITH FINANCE DIRECTOR AND FINANCE COMMITTEE	ISSUE FY 2020 BUDGET GUIDELINE	DEPARTMENT HEADS, BOARDS AND COMMITTEES
BY OCTOBER 1	TOWN ADMINISTRATOR, PERSONNEL BOARD	SUBMIT FY 2020 PERSONNEL RECOMMENDATIONS	BOARD OF SELECTMEN, FINANCE COMMITTEE, GOVERNING BODIES
OCTOBER 9	FINANCE DIRECTOR	SUBMIT DEPARTMENT CAPITAL PLANS WITH RECOMMENDATIONS OF TA/BOS, SCHOOL SUPERINTENDENT/SC AND FUNDING RECOMMENDATIONS	FINANCE COMMITTEE
OCTOBER 9 – DECEMBER 14	FINANCE COMMITTEE	REVIEW AND MAKE RECOMMENDATIONS ON FY2020 CAPITAL REQUESTS	TA/BOARD OF SELECTMEN, SCHOOL SUPERINTENDENT/SC
BY OCTOBER 19	ALL DEPARTMENT HEADS	SUBMIT DRAFT DEPARTMENTAL OPERATING BUDGETS WITH VARIANCES <i>AFTER</i> APPROVAL BY GOVERNING BODIES (IN MUNIS)	FINANCE DIRECTOR

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OCTOBER 19 – OCTOBER 29	TOWN ADMINISTRATOR, FINANCE DIRECTOR	REVIEW OF OPERATING BUDGETS WITH DEPARTMENT HEADS; INCLUDE FINCOM LIAISONS AS SCHEDULES PERMIT	
NOVEMBER 5	TOWN ADMINISTRATOR, FINANCE DIRECTOR	MAKE RECOMMENDATIONS ON ALL OPERATING BUDGETS, EXCEPT SCHOOLS	BOARD OF SELECTMEN, FINANCE COMMITTEE
BY DECEMBER 17	FINANCE DIRECTOR, FINANCE COMMITTEE	CONFIRM FY2020 CAPITAL BUDGET; CONFIRM FY2020 TOWN DEPARTMENT OPERATING BUDGETS	
BY DECEMBER 14	SCHOOL SUPERINTENDENT, SCHOOL COMMITTEE	SUBMIT DRAFT SCHOOL OPERATING BUDGETS WITH VARIANCES <i>AFTER</i> APPROVAL BY SCHOOL COMMITTEE	TOWN ADMINISTRATOR, FINANCE DIRECTOR
BY DECEMBER 31	TOWN ADMINISTRATOR, FINANCE DIRECTOR	PREPARES AND SUBMITS DRAFT FY 2020 OPERATING BUDGET (INCLUDING SCHOOLS)	BOARD OF SELECTMEN, FINANCE COMMITTEE
JANUARY 2 - 28	FINANCE COMMITTEE	REVIEWS ALL BUDGET REQUESTS, ADOPTS PRELIMINARY FY 2020 OMNIBUS BUDGET	BOARD OF SELECTMEN, FINANCE COMMITTEE, GOVERNING BODIES
FEBRUARY 4	FINANCE COMMITTEE	PRESENT DRAFT FY 2020 OMNIBUS BUDGET AT BUDGET HEARING	PUBLIC PRESENTATION
FEBRUARY 25	FINANCE COMMITTEE	ADOPTS FINAL FY 2020 OMNIBUS BUDGET	BOARD OF SELECTMEN, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT, SC, GOVERNING BOARDS