

## FY2021 Budget Planning Calendar **DRAFT**

| Month | Due By    | Responsible | Event  |
|-------|-----------|-------------|--|
| June  | 6/1/2019  | ACC         | Preliminary Audit Begins                                 |
|       | 6/4/2019  | BOS         | Regular BOS Meeting                                      |
|       | 6/12/2019 | DH          | Monthly Department Head Meeting                          |
|       | 6/15/2019 | ASR         | Annual Preliminary Commitment                            |
|       | 6/17/2019 | WC          | Final Meeting to vote RFT/Appropriation Transfers        |
|       | 6/18/2019 | BOS         | Regular BOS Meeting                                      |
|       | 6/30/2019 | DH          | Submit Capital Budget Requests                           |
|       | 6/30/2019 | T/C         | Preliminary Tax Bills Q1 for RE/Personal Property Mailed |
|       | 6/30/2019 | ACC         | Close of the FY19 Budget Year                            |
|       | 6/30/2019 | ACC         | Close Overlay Surplus to Free Cash                       |

|      |           |     |                                 |
|------|-----------|-----|---------------------------------|
| July | 7/1/2019  | All | Start of FY2020                 |
|      | 7/9/2019  | BOS | Regular BOS Meeting             |
|      | 7/10/2019 | DH  | Monthly Department Head Meeting |
|      | 7/23/2019 | BOS | Regular BOS Meeting             |
|      | 7/23/2019 | BOS | Town Administrator Evaluation   |
|      | 7/31/2019 | BOS | Identify Goals for FY21 Budget  |
|      | 7/31/2019 | BOS | Annual Committee Appointments   |
|      | BiWeekly  | CBC | Capital Budget Review           |

|        |           |     |   |
|--------|-----------|-----|---|
| August | 8/1/2019  | TC  | Quarter #1 RE Tax Bills Due                                   |
|        | 8/13/2019 | BOS | Regular BOS Meeting   |
|        | 8/27/2019 | BOS | Regular BOS Meeting   |
|        | 8/30/2019 | CBC | Capital Budget Recommendations and Development of 5 Year Plan |
|        | 8/27/2019 | TA  | End of FY2020 Budget Review                                   |

|            |                          |
|------------|--------------------------|
| <b>TA</b>  | Town Administrator       |
| <b>BOS</b> | Board of Selectmen       |
| <b>WC</b>  | Warrant Committee        |
| <b>TC</b>  | Treasurer/Collector      |
| <b>ASR</b> | Assessors                |
| <b>ACC</b> | Accounting               |
| <b>CBC</b> | Capital Budget Committee |
| <b>SC</b>  | School Committee         |
| <b>DH</b>  | Department Heads         |



|                  |           |     |  |
|------------------|-----------|-----|--|
| <b>September</b> | 9/3/2019  | BOS | Regular BOS Meeting                                      |
|                  | 9/17/2019 | BOS | Regular BOS Meeting                                      |
|                  | 9/30/2019 | TC  | Q2 Real Estate and Personal Property Tax Bills Mailed    |
|                  | 9/30/2019 | SD  | DESE End of Year Report due from School Department       |
|                  | 9/30/2019 | TA  | TA Update Town's 5 Year Forecast                         |
|                  | Ongoing   | TA  | Budget Review with Dept Heads/Budget Packets Distributed |
|                  | Ongoing   | TA  | Financial Team Weekly Meeting                            |

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| <b>October</b> | 10/15/2019 | ASR    | New Growth, Tax Levy, Final Valuation Report to DOR |
|                | 10/29/2019 | WC/BOS | Budget Kick Off Hearing                             |
|                | 10/29/2019 | CBC    | Capital Budget Presented                            |
|                | 10/1/2019  | TC     | Mail Quarter 2 Tax Bills                            |

|                 |               |         |   |
|-----------------|---------------|---------|---|
| <b>November</b> | 11/20-11/28   | BOS/ASR | Tax Classification Hearing (Public Hearing)                     |
|                 | 11/28 to 12/5 | ASR     | Submit final documents to DOR for Tax Rate Approval (Tax Recap) |
|                 | 11/1/2019     | DH      | Budgets due to the TA   |
|                 | 11/1-11/30    | TA      | TA Reviews Requests and Develops Budget                         |
|                 | 11/1/2019     | TC      | Quarter 2 Tax Bills Due   |
|                 | 11/30/2019    | ACC     | Schedule A is Due to the DOR                                    |
|                 | 11/30/2019    | BOS     | Forms submitted to Applicants for Common Vic/Alcohol Renewal    |
|                 | Nov-Dec       | ASR     | Tax Rate is Certified   |

|                 |            |     |   |
|-----------------|------------|-----|---|
| <b>December</b> | Ongoing    | Acc | Full Audit  |
|                 | 12/17/2019 | BOS | Vote to open the 2020 Annual Town Meeting Warrant |
|                 | 12/31/2019 | ACC | Free Cash Certified                               |
|                 | 12/31/2019 | TC  | Mail Quarter 3 Tax Bills                          |
|                 | 12/31/2019 | BOS | Common Vic and Alcohol License Renewal            |

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|----------------|-----------|-----|---|
| <b>January</b> | 1/15/2020 | DH  | Town Reports due to the BOS                         |
|                | 1/21/2020 | BOS | Warrant Closes                                      |
|                | 1/31/2020 | SC  | Budget submitted by the School Committee to the BOS |

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| <b>Feb</b> | 2/18/2020 | BOS | BOS Take Positions on Warrant Articles            |
|            | 2/1/2020  | TC  | Quarter 3 Tax Bills Due                           |
|            | 2/1/2010  | ASR | Abatement Deadline for Real and Personal Property |
|            |           |     |   |

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| <b>March</b> | 3/1/2020  | TA  | Send Town Report to the Printer               |
|              | 3/17/2020 | WC  | Annual Warrant Hearing                        |
|              | 3/17/2020 | BOS | BOS Vote on Budget                            |
|              | 3/30/2020 | All | Annual Town Election                          |
|              | 3/31/2020 | ACC | FY19 Audit Completed                          |
|              | 3/31/2020 | BOS | Vote to Sign/Post Annual Town Meeting Warrant |

|              |          |     |                                    |
|--------------|----------|-----|------------------------------------|
| <b>April</b> | 4/3/2020 | TA  | Warrant Report to the Printer      |
|              | 4/1/2020 | ASR | Exemption Deadline for Real Estate |

|            |           |     |                              |
|------------|-----------|-----|------------------------------|
| <b>May</b> | 5/4/2020  | All | Annual Town Meeting          |
|            | 5/1/2020  | TC  | Quarter 4 Tax Bills Due      |
|            | 5/19/2020 | BOS | Exit interview with Auditors |