

FY12 BUDGET CALENDAR

Date	Event
September 30, 2010	Instructions, forms, and supporting documents issued to the Principals and Directors
October 6, 2010	The Town Manager/Department Heads meet to discuss departmental priorities and forward them to the BOS for its consideration, ten year financial forecast, and preliminary revenue and budget projections for FY 12.
October 7, 2010	The Town Manager sets and issues the budget calendar.
October 26, 2010	The Town Manager and Finance Director present to the BOS, School Committee, and Appropriation Committee the ten year financial forecast, develop preliminary revenue and budget projections for FY 12, and begin developing the FY 12 budget message.
October 29, 2010	School budget requests due back from the Principals and Directors.
November 8 through November 24, 2010	Principals' and Directors' budget presentations to the Superintendent
November 9, 2010	The BOS and Town Manager issue a policy statement that establishes guidelines for FY 12 budget at an all boards meeting.
November 29 through December 3, 2010	Superintendent budget review and revisions; follow-up meetings with the Principals and Directors, if necessary
Dec. 16, 2010	Presentation of the Superintendent's Preliminary FY 12 Budget to the School Committee; approval of Annual Town Meeting Articles
December 30, 2010	All preliminary budget requests due to the Chief Financial Officer, and Town Meeting Articles due to Town Manager
Jan. 6, 2010	School Committee Regular Meeting <ul style="list-style-type: none"> ▪ High School ▪ Middle School ▪ Athletics
January 13, 2011	School Committee Working Session <ul style="list-style-type: none"> ▪ Special Education ▪ Buildings and Grounds ▪ Central Office
January 20, 2011	School Committee Regular Meeting <ul style="list-style-type: none"> ▪ Elementary Principals ▪ Technology
January 27, 2011	School Committee Public Hearing on Preliminary FY 12 Budget and Working Session
February 1, 2011	School Committee Budget due to Town Manager
February 8, 2011	Town Manager submits comprehensive budget (both capital and operational budgets) to joint meeting between the BOS, Appropriation Committee, and School Committee.
February 22 through March 8, 2011	Board of Selectmen adopt Town-wide budget (including schools and financial warrant articles) and submit them to Appropriation Committee.
April 6, 2011	Appropriation Committee closes its public hearings on proposed budget and prints recommendations
April 25, 2011	Budget Booklet e-mailed and put on website
May 2, 2011	Annual Town Meeting