

2016 Town Meeting Budget Calendar

Date	Event	Who
Aug-Oct 2015	File for certification of Free Cash (used in coming FY revenue projections)	Town Accountant, Dept. of Revenue
November 1, 2015	Begin establishing next FY budget guidelines and forms.	Selectmen
December 15, 2015	Request Departmental Budgets and Capital Expenditure requests	Selectmen/Town Administrator
January 15, 2016 120 days prior to Annual Town Meeting (<i>Bylaws Art. 2B, Sec. 15</i>)	All boards, officers and committees of the Town shall submit to the Town Administrator in writing a detailed estimate of appropriations required during the next fiscal year.	Department Heads
January	Begin review of budgets submitted by Department Heads	Town Administrator
February 16, 2016 90 days prior to Annual Town Meeting (<i>Bylaws Art. 2B, Sec. 15</i>)	Submit to Finance Committee a detailed estimate of probable expenditures of town government for ensuing fiscal year	Town Administrator
February	Prepare initial revenue/expenditure projections for coming year	Accountant, Finance Committee
February	Prepare Budget Recommendations for Review by Selectmen and Finance Committee	Town Administrator
March 1	Notification of Cherry Sheet Estimates for the Following Year	State Legislature, Dept. of Revenue
March	Prepare final revenue/expenditure projection for coming FY in preparation for town meeting.	Selectmen, Finance Committee
March 15, 2016 On or before the 45th day prior to Annual Town Meeting (<i>Bylaws Art. 2B, Sec. 16</i>)	Transmit a copy of the budget, together with their recommendations relative thereto, to the Board of Selectmen	Finance Committee
April 1 (<i>Bylaws, Art. 1, Sec. 5D</i>)	Last day for Selectmen to receive Petitioned Articles	Registered Voters
April	Prepare ATM warrant recommendations and article explanations	Finance Committee, Selectmen
April 15, 2016	Finalize and proof warrant for printing	Town Administrator, Selectmen
7 days before Annual Town Meeting (<i>Bylaws, Art. 1, Sec. 4A</i>)	Post and mail warrant	Selectmen/Town Administrator
2nd Saturday in May (<i>Bylaws, Art. 1, Sec. 1</i>)	Town meeting May 14, 2016	