

Town Meeting Budget Calendar

When	Event	Who
Aug-Oct	Certify "Free Cash" (used in coming FY revenue projections)	Town Accountant, Dept. of Revenue
Nov 1	Begin establishing next FY budget guidelines and forms.	Selectmen
Dec 15	Request departmental budgets and capital expenditure requests	Selectmen/Town Administrator
January 120 days prior to ATM (Bylaws Art. 2B, Sec. 15)	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 90 days prior to ATM (Bylaws Art. 2B, Sec. 15)	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 On or before the 45th day prior to ATM (Bylaws Art. 2B, Sec. 16)	Transmit a copy of the budget, together with their recommendations relative thereto, to the Board of Selectmen	Finance Committee
April 1 (Bylaws, Art. 1, Sec. 5D)	Last day for Selectmen to receive petitioned articles (proposed)	Registered Voters
April	Prepare ATM warrant recommendations and article explanations	Finance Committee, Selectmen
April 15	Finalize and proof warrant for printing	Town Administrator, Selectmen
7 days before ATM (Bylaws, Art. 1, Sec. 3)	Post and mail warrant	Selectmen/Town Administrator
2nd Saturday in May (Bylaws, Art. 1, Sec. 1)	Annual Town Meeting	