

**Finance Committee
FY2011 Budget Schedule
For Annual Town Meeting**

September/October, 2009	Develop budget forms and letter Discuss budget process Develop initial revenue projections Finalize Calendar Meet with Depts., Bds./Comms.
By November 5, 2009	Fin Com sets budget targets and/or guidelines
T. November 10, 2009	Budget forms & letter distributed to departments
December Fin Com meeting	Discuss School budget process
December, 2009	Fin Com Liaisons meet with Dept Heads/Boards/Comms
Th. December 10, 2009	Draft budgets to Town Accountant for accuracy check
Dec. 15 thru Dec. 22, 2009	Each Dept. meets with Tn Acct/Treas. on Draft budget
T. January 12, 2010	Deadline for submission of final budgets Deadline for submission of capital plans Preferred deadline for money articles
T. January 19, 2010	Capital Plan distributed to Capital Comm.
T. January 26, 2010	Capital Committee meets with Depts.
T. January 26, 2010	Budget book distributed to Fin Com
January 26 - February 8	Fin Com develops questions for Dept. Hearings
T. February 2, 2010	Capital Committee recommends to Fin Com Present initial picture: Revenue & Budget Requests (Tent.)
Th. February 4, 2010	SNOW DATE
T. February 9, 2010	7:00 Library Budget 8:00 Police Budget Communications Budget Animal Control Budget

**Finance Committee
Fiscal Year 2011
Budget Process Schedule (Continued)**

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| T. | February 16, 2010 | 7:00 Council on Aging Budget
7:15 Veterans Budget
7:20 Conservation Budget
7:35 Planning Budget
7:45 Recreation Budget
8:05 Fire and Ambulance Budgets |
| T. | February 23, 2010 | 7:00 Town Clerk and Elections Budgets
7:10 Inspectional Services Budgets
7:30 Board of Health Budget
7:50 Town Administrator Budget
8:05 DPW, Water Enterprise, Snow&Ice Budgets |
| M. | March 1, 2010 | Deadline for submission of all articles |
| T. | March 2, 2010 | 7:00 Assessors Budget
7:10 Accountant Budget
7:20 Information Technology Budget
7:40 Treasurer/Collector Budget
Debt Service Budget
7:50 Insurance Budgets and Financial Audit
Retirement Assessment
Professional Services Budget
8:00 Wachusett RSD Assessment and Capital Requests
Monty Tech Assessment and Capital Requests |
| W. | March 3, 2010 | Last date for BOS to close the warrant |
| Th. | March 4, 2010 | SNOW DATE |
| T. | March 9, 2010 | NO MEETING
Members review budgets; Develop recommended cuts Liaisons research questions |
| T. | March 16, 2010 | Discuss Revenue and Expense Totals
Discuss Budget and Capital Requests
Recall Departments for Q&A as needed |
| T. | March 23, 2010 | Discuss Budgets and Capital Requests
Vote Preliminary Recommendations |
| T. | March 30, 2010 | Vote Final Recommendations |
| W/Th. | March 31/Apr 1 | SNOW DATE |

**Finance Committee
Fiscal Year 2011
Budget Process Schedule (Continued)**

March 30 - April 14	Period to prepare warrant text and tables
Wed. April 7 or 14, 2010	Presentation to Board of Selectmen
Wed. April 14, 2010	Board of Selectmen sign warrant
Fri. April 16, 2010	Last day to send warrant to printer
Fri. April 30, 2010	Receive warrant back from printer
Tues. May 4, 2010	Mail warrant
Mon. May 10, 2010	Last day to post Warrant
Mon. May 17, 2010	Annual Town Meeting

Budgets of less than \$10,000 – No specific hearing date needed

Selectmen

Board of Appeals

Historical Commission

Memorial Day/Veterans Day

Open Space Committee Budget and Capital Requests

Moderator

Finance Committee

Personnel Board

Extension Service