

2023 Annual Town Meeting Calendar & Finance Committee FY24 Budget Schedule

Adopted by Select Board: Maureen Cranson Date: 10/12/22
Maureen Cranson

Adopted by FinCom: Chris Paquette Date: 10/27/2022
Chris Paquette

Adopted by CBC: Lynne Sheppard Date: 10/27/2022
Lynne Sheppard

Adopted by TA: William Caldwell Date: 10/13/2022
William Caldwell

<u>Timeline</u>	<u>Topic</u>
October/November	Develop budget forms and letters for sending to Department Heads Discuss budget process Develop initial revenue projections Finalize FY24 calendar FinCom Liaisons meet with Department Heads / Boards / Committees FinCom recommends budget targets and capital request guidelines Budget forms and letters sent to Department Heads / Boards / Committees
By November 9, 2022	Town Administrator sends requests to all departments/committees seeking FY24 budget input, both expense and capital items.
By November 18, 2022	Departments to submit capital requests to the Town Administrator
December 2022	Departments/Committees meet with CBC to review requests
Dec 2022 > Feb 2023	FinCom Liaisons meet with Department Heads / Boards / Committees
Fri, Jan 6, 2023	Departments/Committees to return budget requests to TA
Jan 9 > Feb 1, 2023	Accountant, Treasurer, Town Admin, FinCom Chair review budgets for accuracy / completeness. Each Department meets with Accountant, Town Admin, and FinCom Chair for questions / revisions
Tue, Jan 17, 2023	ATM warrants open
Mon, Jan 23, 2023	Budgets distributed to FinCom and CBC
Tues, Feb 7, 2023	FinCom and CBC meet to finalize capital recommendations FinCom chooses budget interview schedule and prepares questions Deadline for STM & ATM money articles (wording only) Determine which Departments / Boards / Committees must attend Mar-4 Meeting Discuss questions and additional information needed for future budget meetings