

FY 2011 Budget Calendar – For May 11 Annual Town Meeting

November 2, 2009	Initial FY2011 revenue projections presented to the Select Board, School Committee and the Finance Committee.
November 2, 2009	Quarterly update of FY2010 revenue/expenditure budget projections by Finance Director and School Business Manager; Town Manager and Finance Director general fund revenue projections for FY2011. Establish parameters for formulating general fund education and non-education budgets.
December 15, 2009	Distribute Town Manager's Budget Message and Instructions to Departments.
<i>January 31, 2010</i>	<i>Governor submits budget to House – proposed local aid numbers out.</i>
February 1, 2010	Non-school departmental budgets due in to Town Manager.
February 1, 2010	Quarterly update of FY2010 revenue/expenditure budget projections by Finance Director and School Business Manager; update FY2011 revenue estimates based on Governor's budget.
February 1, 2010	Review Governor's budget and impact.
February 10 or 24, 2010	Budget Forum (Wednesdays)
February 11, 2010	School Department budget due in to Town Manager (per Charter, budget due to Town Manager February 25).
February 26, 2010	Town Manager proposed FY 2011 budget to Select Board (by-law deadline 60 days before ATM = March 12 and to Finance Committee (by-law deadline = April 9).
March 1, 2010	Budget presentation.
March 8, 2010	Budget deliberation (Special Board meeting).
March 10, 2010	Budget Forum (Wednesday).
March 22, 2010	Select Board adopts FY 2011 budget (March 22 Special Board Meeting).
March 23, 2010	Adopted budget goes to Finance Committee (at least 30 days before ATM = April 9)
March 31, 2010	Last day for Finance Committee to submit warrant and budget recommendations for publication.
April 2, 2010	Draft warrant and budget to printer.

April 6, 2010	Final budget and warrant to printer.
April 26, 2010	Distribution of warrant and budget to residents – required by Charter.
May 11, 2010	Annual Town Meeting.
May 17, 2010	Referenda due (May need special election for referendum submitted, due to timelines for elections).
May 24, 2010	Teachers must be notified of possible layoffs by this date (per Unit A Teachers’ contract).
June 8, 2010	Annual Town Election.
June 15, 2010	Teachers who will be laid off must receive notice by this date (per Unit A Teachers’ contract).

Adopted 11/30/2009

Calendar is subject to change without notice.