

## FY2025 BUDGET MILESTONE CALENDAR

| DATE   | DESCRIPTION  | OWNER   |
|--|--|---|
| Tuesday, November 28, 2023   | Joint Town & School Administrative Leadership Mtg. to Frame Budget Process       | Town Administration/Finance/School Administration |
| Tuesday, December 5, 2023  | Review Revenue Forecast with Select Board, School Committee & Advisory Committee | Town Administration/Finance/Boards                |
| Friday, December 8, 2023   | Budget Templates & Guidance Memo Distributed to Municipal Dept. Heads            | Finance   |
| Tuesday, December 12, 2023   | School Committee Public Review of School Budget & Due to Finance                 | School Administration/School Committee            |
| Wednesday, December 13, 2023   | Budget Guidance Reviewed with Town Dept. Heads at Staff Mtg.                     | Town Manager/Finance                              |
| <small>Christmas, Monday December 25</small><br>Tuesday, January 2, 2024             | All Municipal Budget Requests, Including Capital Items, Due to Finance           | All Dept. Heads/School Administration             |
| <small>New Years, Monday January 1</small><br>Tuesday, January 9, 2024               | Budget Document Requests Prepared & Distributed to Administration                | Finance   |
| <small>Martin Luther King Day, Monday January 15</small><br>Friday, January 19, 2024 | Town Administration Recommendation on Dept Budgets                               | Town Administration/Finance                       |
| Tuesday, January 23, 2024  | School Comm. Public Review & Vote of Recommended School Budget                   | School Administration/School Committee            |
| Thursday, February 1, 2024   | Town Manager Recommended Budget Prepared & Distributed to SB & AdCom             | Town Administration/Finance                       |
| Wednesday, February 7, 2024  | Advisory Committee Initial Review of Budget Requests                             | Advisory Committee/Dept Heads                     |
| Tuesday, February 13, 2024   | Preliminary Balanced Budget Review with Select Board                             | Town Administration/Finance/Select Board          |
| Friday, February 16, 2024  | C.I.P. Requests Reviewed & Distributed to C.I.P. Committee                       | Finance   |
| <small>Presidents Day, Monday February 19</small><br>Wednesday, February 21, 2024    | Advisory Liaisons and Committee Review of Budget Requests                        | Advisory Committee/Dept Heads                     |
| Saturday, March 2, 2024  | Capital Improvement Committee Review of C.I.P. Requests                          | C.I.P. Committee/Dept Heads                       |
| Tuesday, March 12, 2024  | Select Board Review of C.I.P. Requests   | Town Administration/Finance/Select Board          |
| Wednesday, March 13, 2024  | Advisory Committee Review of C.I.P. Requests                                     | Town Administration/Finance/Advisory Committee    |
| Friday, March 22, 2024   | Comprehensive Balanced Budget Document Prepared & Distributed                    | Town Administration/Finance                       |
| Tuesday, March 26, 2024  | Select Board Final Recommendations on Budgets                                    | Select Board                                      |
| Wednesday, March 27, 2024  | Advisory Committee Final Recommendations on Budgets                              | Advisory Committee                                |
| Friday, April 5, 2024  | Final Budget Document/Warrant Sent to Printer                                    | Town Administration/Finance                       |
| <small>Patriots Day, Monday April 15</small><br>Monday, April 22, 2024               | Annual Town Report available by print and posted to website                      | Town Administration                               |
| Monday, April 22, 2024   | Adcom Recommendations Submitted to Newspaper                                     | Advisory Committee                                |
| Thursday, April 25, 2024   | Adcom Recommendations Published & Warrant Posted                                 | Advisory Committee/Town Administration            |
| Monday, May 6, 2024  | Annual Town Meeting - To Approve Budgets   | Town Leadership & Voters                          |
| Friday, May 10, 2024   | All Posted Warrants are removed  | Town Clerk  |
| Tuesday, May 21, 2024  | Debrief Meeting with SB Chair, AdCom Chair, Town Manager's Office, Finance       | Town Administration/Finance/SB/AdCom              |
| Wednesday, June 26, 2024   | Reserve Fund & Town Manager Transfers to be approved by Advisory Committee       | Advisory Committee                                |