

FY 2013 BUDGET ACTION CALENDAR

Wednesday	September	14	2011	If not already started, all Departments begin work developing CIP for FY 2013 - FY 2017 See O:\Drive\Budget\13Budget\12CIP also R:\Drive\Budget\13Budget\13CIP (Instructions, Calendar & Forms)
Thursday	September	22	2011	Town Manager and School Superintendent meet to finalize a revenue sharing agreement for FY 2013
Friday	September	23	2011	Departments submit latest FY12 revenue figures and preliminary revenue estimates for FY 2013
Tuesday	October	11	2011	FY 2013 Operating Budget Instructions for departments issued by Town Manager
Friday	October	21	2011	All Departments submit review of existing capital projects to Finance Director and Town Manager (See CIP Instructions)
Monday	October	24	2011	Municipal Departments submit preliminary listing of any proposed FY 2013 position changes with supporting justification to Human Resources (copy Town Manager)
Monday	October	31	2011	FY 2013 Operating Budget Instructions for Libraries issued by Town Manager
Friday	November	4	2011	Deadline for electronic version of Municipal & School Departments FY 2013 CIP project requests in O:\Drive
Friday	November	4	2011	All Departments submit 6 hard copies of FY 13 CIP requests to Town Manager
Tuesday	November	8	2011	State and local election
Thursday	November	10	2011	Director HR submits position changes summary including comments to Town Manager
Monday	November	21	2011	CIP Task Force begins scoring of CIP Projects (to be completed Friday December 16) CFAC begins review of FY 2013 - FY 2017 CIP Department Requests
Tuesday	December	6	2011	Town Manager conducts public hearing on permits and fees
Thursday	December	15	2011	Annual Organization of Town Council (TM must submit budget to Council within 170 days)
Friday	December	16	2011	Deadline for electronic version of Municipal Department budget packages placed in O:\Drive - Libraries email individual budget narratives to Town Manager office (Bob O'Brien)
Friday	December	16	2011	Final day for CIP Task Force to complete & submit CIP Project scores
Wednesday	January	4	2011	All Departments submit revenue projection changes for FY 2013 to Finance Director
Thursday	January	19	2012	Town Council conducts a joint meeting/workshop with the School Committee to receive a preliminary financial forecast from the Finance Director and to agree on a coordinated budget
Friday	February	24	2012	CFAC submits report of their review of Department CIP Requests to Town Manager
Thursday	March	15	2012	Town Manager submits recommended CIP and Capital Budget to the Town Council per Part VI, Section 6-5(a) of the Charter. <i>(TC must adopt Plan BEFORE June 1 2012)</i>
Friday	March	16	2012	Town Council publishes summary of Capital budget and hearing info in local newspaper
Thursday	April	5	2012	Town Council conducts workshop & hearings on recommended FY 2013 Capital Budget per Part VI Section 6-5 (c) of the Charter. <i>(Public Hearing to be held not less than 14 days after Publication)</i>
Wednesday	April	18	2012	Final Day for School Department to submit Operating Budget as adopted by the School Committee per Part VI, Section 6-2 of the Charter. <i>(30 days prior to TM submission to TC)</i>
Thursday	May	17	2012	Town Manager submits recommended Operating Budget to Clerk of the Council & Town Council per Section 32 Ch 44 MGL, and Part VI, Section 6-2 of the Charter. <i>(TC has 45 days to adopt budget, otherwise it becomes part of the appropriations for FY 2013)</i>
Thursday	May	17	2012	CFAC provided with copies of the recommended Operating Budget to begin their review.
Friday	May	18	2012	Town Council publishes summary of Operating Budget and hearing info in local newspaper per Part VI, Section 6-3 (a) of the Charter
Thursday	May	31	2012	Last day the FY 2013 Capital Improvement Plan can be adopted by the Town Council per Part VI, Section 6-5(d) of the Charter
Thursday	June	7	2012	Town Council conducts first reading and 1st workshop of recommended FY 2013 Operating Budget appropriations
Thursday	June	14	2012	Town Council conducts 2nd workshop (if needed) and Public Hearing recommended FY 2013 Operating Budget. <i>(Public Hearing to be held not less than 14 days following publication)</i>
Thursday	June	14	2012	CFAC submits report of their review of Operating Budget Requests to Town Council
Thursday	June	21	2012	Town Council conducts 2nd Public Hearing recommended FY 2013 Operating Budget (If needed)
Friday	June	29	2012	Last <u>weekday</u> the FY 2013 Operating Budget can be adopted by the Town Council per Part VI, Section 6-3 (b) of the Charter. (TC must adopt within 45 days of receiving budget)
Friday	June	29	2012	Unencumbered balances Capital Appropriations authorized during & before FY 2010 EXPIRE

October 12, 2011