

FY 2014 BUDGET ACTION CALENDAR

Monday	September	10 2012	Town Manager issues instructions to Departments (incl Schools) for FY 2014 Capital Budget See O:Drive\Budget\14Budget\14CIP also R:Drive\Budget\14Budget\14CIP (Instructions, Calendar & Forms)
Wednesday	September	19 2012	Departments submit drafts of not less than 2 sets of performance measures to Town Manager
Thursday	September	27 2012	Town Manager and School Superintendent meet to discuss/finalize a revenue sharing agreement for FY 2014
Wednesday	October	24 2012	Town Manager issues instructions to Departments (incl Schools) for FY 2014 Operating Budget
Friday	October	26 2012	Town Manager issues instructions to Libraries for FY 2014 Operating Budget
Friday	October	26 2012	All Departments submit review of existing capital projects to Finance Director and Town Manager (See CIP Instructions)
Monday	October	29 2012	Municipal Departments submit preliminary listing of any proposed FY 2014 position changes with supporting justification to Human Resources (copy Town Manager)
Monday	November	5 2012	Deadline for electronic version of Municipal & School Departments FY 2014 CIP project requests in O:Drive
Monday	November	5 2012	All Departments (incl Schools) submit 6 hard copies of FY 14 CIP Project Requests to Town Manager
Tuesday	November	6 2012	Federal, State and County election
Thursday	November	15 2012	Director HR submits position changes summary including comments to Town Manager
Monday	November	19 2012	CIP Task Force begins scoring of CIP Projects (to be completed Friday December 21)
			CFAC begins review of FY14 - FY18 CIP Department Requests (to be completed Monday February 4)
Tuesday	December	4 2012	Town Manager conducts public hearing on <i>Fiscal Year</i> permits and fees
Friday	December	14 2012	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)
Thursday	December	20 2012	Annual Organization of Town Council (TM must submit budget to Council within 170 days M.G.L. 44 § 32) (June 8)
Friday	December	21 2012	Final day for CIP Task Force to complete & submit CIP Project scores
Thursday	January	17 2013	Town Council conducts a joint meeting/workshop with the School Committee to receive a preliminary financial forecast from Finance Director and to agree on a coordinated budget
Monday	February	4 2013	CFAC submits report of their review of Department CIP Project Requests to Town Manager
Thursday	March	21 2013	Town Manager submits recommended CIP and Capital Budget to Clerk of Town Council per Part VI, Section 6-5(a) of the Charter. (TC must adopt Plan BEFORE June 1, 2013)
Friday	March	22 2013	Town Council publishes summary of Capital budget and hearing info in local newspaper
Friday	March	22 2013	IT Division places copy of Capital Budget on WEB
Thursday	April	11 2013	Town Council conducts workshop & hearings on recommended FY 2014 Capital Budget per Part VI Section 6-5 (c) of the Charter. (Public Hearing to be held not less than 14 days AFTER Publication)
Wednesday	April	17 2013	Final Day for School Department to submit Operating Budget as adopted by the School Committee per Part VI, Section 6-2 of the Charter. (30 days prior to TM submission to TC)
Thursday	May	16 2013	Town Manager submits recommended Operating Budget (incl Schools) to Clerk of the Council & Town Council per Section 32 Ch 44 MGL, and Part VI, Section 6-2 of the Charter. (TC must adopt budget within 45 days, otherwise it becomes part of the appropriations for FY 2014)
Thursday	May	16 2013	CFAC provided with copies of the recommended Operating Budget to begin their review.
Friday	May	17 2013	Town Council publishes summary of Operating Budget and hearing info in local newspaper - per Part VI, Section 6-3 (a) of the Charter
Friday	May	17 2013	IT Division places copy of Operating Budget on WEB
Thursday	May	31 2013	Last day the FY 2014 Capital Improvement Plan can be adopted by the Town Council per Part VI, Section 6-5(d) of the Charter
Thursday	June	6 2013	Town Council conducts first reading and 1st workshop of recommended FY 2014 Operating Budget appropriations
Thursday	June	13 2013	Town Council conducts 2nd workshop (if needed) and Public Hearing on recommended FY 2014 Operating Budget. (Public Hearing to be held not less than 14 days FOLLOWING publication)
Thursday	June	13 2013	CFAC submits report of their review of Proposed FY 2014 Operating Budget to Town Council
Thursday	June	20 2013	Town Council conducts 2nd Public Hearing on recommended FY 2014 Operating Budget (If needed)
Friday	June	28 2013	Unencumbered balances Capital Appropriations authorized during & before FY 2011 EXPIRE
Friday	June	28 2013	Last weekday the FY 2014 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)

Rev 12/4/2012

Revisions

Deleted Sept 26 Public Hearing on Calendar/Year Permits and Fees - Not needed
 Changed Oct 15 Issue Opbud Instructions to Oct 24 - Need additional time
 Changed CIP Task Force Report Date to December 21

WALKWAY
TO
THE
SEA

JFK MEMORIAL/BEACHES .8miles
HYANNIS HARBOR .3miles



TOWN HALL

JFK MUSEUM

MASSACHUSETTS CULTURAL DISTRICT
HYANNIS
HyArts
CULTURAL DISTRICT
MASSACHUSETTS CULTURAL COUNCIL