

**FY 2022 BUDGET SCHEDULE AND PROCESS (FINAL)**  
**JULY 2020; Updated October 2020**

	DATE	RESPONSIBLE PARTY	RESPONSIBILITY	SUBMIT TO
1	JUNE/JULY	BOARD OF SELECTMEN	APPROVE BUDGET POLICY PROCESS	TA, FINCOM, TOWN AND SCHOOL DEPARTMENT HEADS
2	SEPTEMBER-OCTOBER	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL BUSINESS MANAGER, SCHOOL SUPERINTENDENT	DISCUSS PRELIMINARY FY2022 BUDGET NEEDS, TREATMENT OF SHARED TOWN/SCHOOL EXPENSES AND PRELIMINARY REVENUE PROJECTIONS	
3	OCTOBER-NOVEMBER	FINANCE DIRECTOR	DEVELOP AND PRESENT 5 YEAR REVENUE AND PRO FORMA EXPENSE BUDGET PLAN SHOWING ALL ASSUMPTIONS	TOWN ADMINISTRATOR (WITH REVIEW BY TREASURER, ASSESSOR, SCHOOL BUSINESS MANAGER AND SCHOOL SUPERINTENDENT)
4	OCTOBER-NOVEMBER	FINANCE DIRECTOR, TOWN ADMINISTRATOR, HUMAN RESOURCES MANAGER	REVIEW FY2022 BUDGET PROCESS, CAPITAL PROJECTS SUBMISSIONS, PERSONNEL REQUESTS	DEPARTMENT HEADS AND SCHOOL DEPARTMENT
5	EARLY NOVEMBER	TOWN ADMINISTRATOR, HUMAN RESOURCES MANAGER	SUBMIT PERSONNEL REQUESTS FOR REVIEW AND RECOMMENDATION	PERSONNEL BOARD
6	OCTOBER 19	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL BUSINESS MANAGER, SCHOOL SUPERINTENDENT	FINALIZE FY2022 FORECAST, 5-YEAR PLAN, FY2022 BUDGET PRIORITIES AND DRAFT RECOMMENDATION ON BUDGET GUIDELINE; SUGGEST DRAFT FY2022 BUDGET GUIDELINE; IDENTIFY PROPOSED CHANGES TO BUDGET POLICIES	BOS, FINCOM
7	NONE FOR FY2022 – RESUME FOR FY2023	FINANCE DIRECTOR, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT	PUBLIC PRESENTATION AT A FINANCIAL SUMMIT OF FY2022 FORECAST, 5-YEAR FINANCIAL PLAN INCLUDING CAPITAL, BUDGET, RECOMMENDATION ON FY2022 BUDGET GUIDELINE	BOS, FINCOM, SC, DEPARTMENT HEADS, ALL BOARDS, COMMITTEES AND RESIDENTS.
8	OCTOBER 20	TOWN ADMINISTRATOR WORKING WITH FINANCE DIRECTOR AND FINANCE COMMITTEE	ISSUE FY2022 BUDGET GUIDELINE	DEPARTMENT HEADS, SCHOOL DEPARTMENT, BOARDS AND COMMITTEES
9	BY NOVEMBER 30	TOWN ADMINISTRATOR, PERSONNEL BOARD	SUBMIT FY2022 PERSONNEL RECOMMENDATIONS	BOARD OF SELECTMEN AND FINANCE COMMITTEE
10	BEGINNING NOVEMBER 2	ALL DEPARTMENT HEADS	SUBMIT DRAFT DEPARTMENTAL OPERATING BUDGETS WITH VARIANCES AFTER APPROVAL BY GOVERNING BODIES (IN MUNIS)	FINANCE DIRECTOR
11	NOVEMBER 2-20	TOWN ADMINISTRATOR, FINANCE DIRECTOR	REVIEW OF ESTIMATED FY2022 REVENUES; REVIEW OPERATING AND CAPITAL BUDGETS WITH DEPARTMENT HEADS; INCLUDE FINCOM LIAISONS AS SCHEDULES PERMIT; INCLUDE UNCLASSIFIED; REVIEW BUDGET RECOMMENDATIONS WITH RELEVANT BOARDS	BOARD OF SELECTMEN BY NOVEMBER 15 BY CODE §19.4
12	DECEMBER 7	TOWN ADMINISTRATOR, FINANCE DIRECTOR	MAKE RECOMMENDATIONS ON REVENUE ESTIMATES, ALL OPERATING AND CAPITAL BUDGETS INCLUDING UNCLASSIFIED, EXCEPT SCHOOLS	BOARD OF SELECTMEN BY JANUARY 15, FINANCE COMMITTEE BY DECEMBER 15 BY CODE §19.4

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13	DECEMBER 7	FINANCE COMMITTEE	BEGIN REVIEW OF OPERATING AND CAPITAL BUDGETS; SEND QUESTIONS TO TA AND SUPERINTENDENT	
14	BY DECEMBER 14	SCHOOL SUPERINTENDENT, SCHOOL COMMITTEE	SUBMIT SUPERINTENDENT'S RECOMMENDED BUDGET WITH VARIANCES <i>BEFORE</i> APPROVAL BY SCHOOL COMMITTEE	TOWN ADMINISTRATOR, FINANCE DIRECTOR
15	BY DECEMBER 21	TOWN ADMINISTRATOR, FINANCE DIRECTOR	PREPARES AND SUBMITS DRAFT FY2021 OPERATING AND CAPITAL BUDGETS (INCLUDING UNCLASSIFIED AND SCHOOLS) SCHOOLS WILL VOTE FINAL BUDGET IN JANUARY	BOARD OF SELECTMEN, FINANCE COMMITTEE
16	JANUARY 4 – FEBRUARY 22	FINANCE COMMITTEE	REVIEWS ALL BUDGET REQUESTS, VOTES TO ADOPT A DRAFT FY2021 OMNIBUS BUDGET	BOARD OF SELECTMEN, FINANCE COMMITTEE, GOVERNING BODIES
17	JANUARY	TOWN ADMINISTRATOR, BOARD OF SELECTMEN, FINANCE DIRECTOR, FINANCE COMMITTEE	REVIEW REVOLVING FUND ARTICLE(S) – PURPOSES AND LIMITS	
18	MARCH 1	FINANCE COMMITTEE	PRESENT DRAFT FY2022 OMNIBUS BUDGET AT BUDGET HEARING	PUBLIC PRESENTATION
19	MARCH 15	FINANCE COMMITTEE	ADOPTS FINAL FY2021 OMNIBUS BUDGET	BOARD OF SELECTMEN, TOWN ADMINISTRATOR, SCHOOL SUPERINTENDENT, SC, GOVERNING BOARDS