

MEMO for Council Agenda 2/12/03

**TO: TOWN COUNCIL
MICHAEL WOOD, TOWN MANAGER**
FROM: JOHN P. MAINVILLE, FINANCE DIRECTOR
RE: BUDGET CALENDAR for FYE 6/30/2004
DATE: February 4, 2003

It is that time of year when we need to schedule the remaining dates associated with the budget calendar for fiscal year ending June 30, 2004. By establishing the meeting dates early, we can avoid scheduling conflicts and reserve the necessary meeting space.

Attached is a copy of the full calendar, as it exists at this time.

Please note the following key dates:

CAPITAL IMPROVEMENT BUDGET

March 19, 2003 . Public Hearing - CIP Program
April 9, 2003 . Adoption of FYE 2003 CIP Program

OVERALL BUDGETS - Operating, Capital, Debt

May 22, 2003 . Public Hearing - **School Budget**
- High School Auditorium
May 29, 2003 . Public Hearing - **Municipal Budget**
- Town Hall Council Chambers
June 4, 2003 . Additional Public Hearing (if necessary)
- High School Auditorium
June 11, 2003 . Budget Adoption (1st Council Meeting in June)
June 25, 2003 . Final Budget Adjustments (if necessary)
(2nd Council Meeting in June)
Council Workshops May be scheduled as needed before or after the
Public Hearings.

BUDGET CALENDAR - Fiscal Year Ending June 30, 2004
(Capital & Operating Budgets)

- November/December . Departments Prepare Budget Requests
- Operating and Capital
- January 8, 2003 . Municipal Departments submit Operating Budget requests to Town Clerk/Finance
- January 15, 2003 . Municipal Departments meet with Budget Board
- January 16, 2003 . Municipal Departments meet with Budget Board
- January 21, 2003 . Special/Other Appropriations meet with Budget Board
- February 13, 2003 . School Administration/School Committee meets with Budget Board at School Administration, Sayles Ave.
- March 3, 2003 . Budget Board submits Capital Budget (CIP) Program to Town Manager (Due Date)
- March 13, 2003 . Manager submits his Capital Budget (CIP) recommendations to the Town Council
- March 13, 2003 . Public Notice of the Public Hearing on Capital Budget (CIP) Program
- March 19, 2003 . Public Hearing - CIP Program**
- April 7, 2003 . Budget Board submits FYE 2002 Operating Budget recommendations to Town Manager (Charter Due Date)
- April 9, 2003 . Adoption of FYE 2003 CIP Program (Council Meeting)**
- April 29, 2003 . Manager submits his Operating Budget recommendations to the Town Council (Target Date)
- May 5, 2003 . Manager submits his Operating Budget recommendations to the Town Council (Charter Due Date)
- May 15, 2003 . Last Date that three (3) ads need to appear advising the public of the proposed budget, proposed tax changes, and dates of public hearings. The final ad needs to appear at least seven (7) days before the first public hearing.
- May 22, 2003 . Public Hearing - School Budget
- High School Auditorium**
- May 29, 2003 . Public Hearing - Municipal Budget
- Town Hall Council Chambers**
- June 4, 2003 . Additional Public Hearing Date (if necessary)
- High School Auditorium**

BUDGET CALENDAR - Fiscal Year Ending June 30, 2004
(Capital & Operating Budgets)
[continued]

June 11, 2003 . Budget Adoption (1st Council Meeting in June)

June 25, 2003 . Final Budget Adjustments (if necessary)
(2nd Council Meeting in June)

July 1, 2003 . New Fiscal Year begins

Council Workshops May be scheduled as needed before or after the
Public Hearings.

We have reserved the first week of June for workshops
unless there are other dates for us to consider.

Other Dates:

March 1 Deadline for notice of reduction in teaching
Workforce

Charter References -

April Latest date Budget Board shall submit its
First Monday recommendations to the Manager

May Latest date Manager shall submit its
First Monday recommendations to the Town Council

June Latest date that two (2) Public Hearings must
First Monday be held.

Budget Adoption Council Adopts Budget No later than June 15th

Line Item Veto . Manager may veto any item within seventy-two
hours
. Council may override the veto by affirmative
vote of four (4) members

Voter Initiative Referendum on changes to department budgets may
be held upon the petition of fifteen (15%) of the
voters.

NOTE: **BOLD** Print references important Town Council Dates.