

## FY2021 Budget Planning Calendar

Month	Due By	Responsible	Event
<b>June</b>	6/1/2019	ACC	Preliminary Audit Begins
	6/4/2019	BOS	Regular BOS Meeting
	6/12/2019	DH	Monthly Department Head Meeting
	6/15/2019	ASR	Annual Preliminary Commitment
	6/17/2019	WC	Final Meeting to vote RFT/Appropriation Transfers
	6/18/2019	BOS	Regular BOS Meeting
	6/30/2019	DH	Submit Capital Budget Requests
	6/30/2019	T/C	Preliminary Tax Bills Q1 for RE/Personal Property Mailed
	6/30/2019	ACC	Close of the FY19 Budget Year
	6/30/2019	ACC	Close Overlay Surplus to Free Cash

<b>July</b>	7/1/2019	All	Start of FY2020
	7/9/2019	BOS	Regular BOS Meeting
	7/10/2019	DH	Monthly Department Head Meeting
	7/23/2019	BOS	Regular BOS Meeting
	7/23/2019	BOS	Town Administrator Evaluation
	7/31/2019	BOS	Identify Goals for FY21 Budget
	7/31/2019	BOS	Annual Committee Appointments
	BiWeekly	CBC	Capital Budget Review

<b>August</b>	8/1/2019	TC	Quarter #1 RE Tax Bills Due
	8/13/2019	BOS	Regular BOS Meeting
	8/27/2019	BOS	Regular BOS Meeting
	8/30/2019	CBC	Capital Budget Recommendations and Development of 5 Year Plan
	8/27/2019	TA	End of FY2020 Budget Review

<b>TA</b>	Town Administrator
<b>BOS</b>	Board of Selectmen
<b>WC</b>	Warrant Committee
<b>TC</b>	Treasurer/Collector
<b>ASR</b>	Assessors
<b>ACC</b>	Accounting
<b>CBC</b>	Capital Budget Committee
<b>SC</b>	School Committee
<b>DH</b>	Department Heads

<b>September</b>	9/3/2019	BOS	Regular BOS Meeting
	9/17/2019	BOS	Regular BOS Meeting
	9/30/2019	TC	Q2 Real Estate and Personal Property Tax Bills Mailed
	9/30/2019	SD	DESE End of Year Report due from School Department
	9/30/2019	TA	TA Update Town's 5 Year Forecast
	Ongoing	TA	Budget Review with Dept Heads/Budget Packets Distributed
	Ongoing	TA	Financial Team Weekly Meeting

<b>October</b>	10/15/2019	ASR	New Growth, Tax Levy, Final Valuation Report to DOR
	10/29/2019	WC/BOS	Budget Kick Off Hearing
	10/29/2019	CBC	Capital Budget Presented
	10/1/2019	TC	Mail Quarter 2 Tax Bills

<b>November</b>	11/20-11/28	BOS/ASR	Tax Classification Hearing (Public Hearing)
	11/28 to 12/5	ASR	Submit final documents to DOR for Tax Rate Approval (Tax Recap)
	11/1/2019	DH	Budgets due to the TA
	11/1-11/30	TA	TA Reviews Requests and Develops Budget
	11/1/2019	TC	Quarter 2 Tax Bills Due
	11/30/2019	ACC	Schedule A is Due to the DOR
	11/30/2019	BOS	Forms submitted to Applicants for Common Vic/Alcohol Renewal
	Nov-Dec	ASR	Tax Rate is Certified

<b>December</b>	Ongoing	Acc	Full Audit
	12/17/2019	BOS	Vote to open the 2020 Annual Town Meeting Warrant
	12/31/2019	ACC	Free Cash Certified
	12/31/2019	TC	Mail Quarter 3 Tax Bills
	12/31/2019	BOS	Common Vic and Alcohol License Renewal

<b>January</b>	1/15/2020	DH	Town Reports due to the BOS
	1/21/2020	BOS	Warrant Closes
	1/31/2020	SC	Budget submitted by the School Committee to the BOS

<b>Feb</b>	2/18/2020	BOS	BOS Take Positions on Warrant Articles
	2/1/2020	TC	Quarter 3 Tax Bills Due
	2/1/2010	ASR	Abatement Deadline for Real and Personal Property

<b>March</b>	3/1/2020	TA	Send Town Report to the Printer
	3/17/2020	WC	Annual Warrant Hearing
	3/17/2020	BOS	BOS Vote on Budget
	3/30/2020	All	Annual Town Election
	3/31/2020	ACC	FY19 Audit Completed
	3/31/2020	BOS	Vote to Sign/Post Annual Town Meeting Warrant

<b>April</b>	4/3/2020	TA	Warrant Report to the Printer
	4/1/2020	ASR	Exemption Deadline for Real Estate

<b>May</b>	5/4/2020	All	Annual Town Meeting
	5/1/2020	TC	Quarter 4 Tax Bills Due
	5/19/2020	BOS	Exit interview with Auditors