



Town Of Belmont

Board of Selectmen's Office
and Town Administrator

DRAFT **FY14 BUDGET CALENDAR**

Last Revised November 20, 2012

KEY DATES:	EVENT:
Mid, November 2012	Free Cash Certified by Department of Revenue
Mid- November 2012	Town Administrator Briefing on FY14 Budget operating budget and capital guidelines with Department Heads Distribution of budget materials to Departments, including Personnel Analysis Sheets, Statutory Analysis Sheets, Budget Narrative, Revenue Analysis Sheets, Performance Measures and Capital Budget request forms for FY14, FY15-19
December 3, 2012	Personnel Analysis Sheets Due to Town Administrator's Office by Departments.
December 10, 2012	Joint Meeting of the Board of Selectmen (BOS) & School Committee to discuss the FY14 Budget Process
December 17, 2012	FY13 Tax Rate recommendation by Board of Assessors and vote by the BOS
January 7, 2013	Preliminary operating budgets and narratives due from Department Heads
January 9 - 25, 2013	Formal department presentations to the Town Administrator (schedule TBD)
Mid-Late, January 2013	Minuteman Regional School District Votes for FY14 Budget
January 14, 2013	Joint meeting of the BOS & School Committee to discuss FY14 Budget Detailed Capital Budget Requests due from Department Heads Capital requests submitted to the Town Administrator's Office for review and BOS discussion prior to the submittal to the Capital Budget Committee
Mid-Late January 2013	TENTATIVE - Special Town Meeting
Late January, 2013	Governor's Budget Announced – Initial Local Aid Estimates Confirmed
February 4, 2013	Joint meeting of the BOS & School Committee to discuss FY14 Budget
February 11, 2013	Submission of proposed FY14 Operating Budget to the Board of Selectman BOS votes to transmit FY14 Budget to the Warrant Committee
February 13, 2013	Joint Meeting of BOS and Warrant Committee to present budget overview

February 14-28, 2013	Public meetings by Selectmen on Department budget requests (Schedule TBD)
February 25, 2013	BOS discussion of detailed Capital Budget and vote for transmittal of the Capital Budget to the Capital Budget Committee
Late February-Early March, 2013	Possible budget revisions based on the Selectmen's public meetings and review of all general government budget requests. Transmit the Approved Town Operating Budget, as amended, to the Warrant Committee as voted by the BOS.
TBD	Joint Meetings of Selectmen & School Committee, as needed
February 12 – May 13, 2013	Warrant Committee reviews Operating Budget and prepares report to ATM
February 26 – May 13, 2013	Capital Committee reviews Capital Budget and prepares report to ATM
April 8, 2013	ATM materials (non-financial) due to Town Clerk's Office for TM Packets
April 15, 2013	Town Meeting Members receive ATM materials (non-financial) for review
April 29, 2013	Annual Town Meeting: Opening Session (non-financial) warrant articles & votes
May 13, 2013	ATM budget materials (financial) due to Town Clerk's Office
May 20, 2013	Town Meeting Members receive ATM budget materials (financial) for review
June 3 & June 5, 2013	Annual Town Meeting – Vote on the FY14 Budget Town Meeting action on budget articles and financial appropriations