

**Operating Budget Calendar
Fiscal Year 2009-2010**

<i>Date</i>	<i>Meeting</i>	<i>Authority</i>	<i>Task</i>
Dec 15 – Jan 6	Staff responsibility		Prepare department budget input sheets to distribute to Department Heads
Jan 7	Staff responsibility		Distribute input sheet to Department Heads.
Jan 7 – Jan 21	Staff responsibility		Work with Department Heads to complete input sheets.
Jan 21	Staff responsibility		Department Heads return input sheets to Finance.
Jan 21 - Feb 13	Staff responsibility		Review input sheets, analyze expenses, revenues, and revolving accounts. Prepare supporting schedules.
Feb 13	Staff responsibility		Calculate salary budget.
Feb 13 - Feb 24	Staff responsibility		Finalize budget and prepare for Finance Committee presentation.
Feb 24	Finance Comm - Town		Budget update to Finance Committee (4:00 p.m. Town Hall)
Feb 24	School Board/Town Council		Shared (Town/School) update on FY10 Budget Draft (5:30 p.m. Town Hall)
Mar 6	Staff responsibility		Send paperless budget presentation to Finance Committee.
Mar 7	School Board		School Board Budget Presentation and Workshop (Saturday).
Mar 13	Finance Comm - Town		Give budget presentation to Finance Committee.
Mar 20	Finance Comm - Town		Finance Committee budget meeting.
Mar 25	Town Council	Charter	Special Council meeting for Budget Presentations (School and Town).
April 10	Staff responsibility	BVR	School budget submittal to Town Council and Voters
April 27	Town Council	BVR/Charter	Submit budget order to Town Council for approval.
May 5	Election	BVR	Special Election/School Budget Referendum vote
May 22*	Staff responsibility	BVR	School budget submittal to Town Council and Voters.
June 1*	Town Council	BVR/Charter	Submit budget order to Town Council for approval.
June 9*	Election	BVR	Election/School Budget Referendum vote.

* Necessary only if initial budget submission voted down.

Meeting Days

Voting Days