

**Operating Budget Calendar  
Fiscal Year 2010-2011**

<i><b>Date</b></i>	<i><b>Meeting</b></i>	<i><b>Authority</b></i>	<i><b>Task</b></i>
Dec 14 – Jan 7	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 1	Staff responsibility		Review input sheets, analyze expenses, revenues, and revolving accounts. Prepare supporting schedules.
Jan 25	Town Council		Public Forum - Priority of potential budget cuts
Feb 3	Staff responsibility		Calculate salary budget.
Feb 1 - Feb 10	Staff responsibility		Finalize budget and prepare for Finance Committee presentation.
Feb 11	Finance Comm - Town		Budget update to Finance Committee (8:15 a.m. Town Hall)
Mar 12	Staff responsibility		Send paperless budget presentation to Finance Committee.
Mar 13	School Board		School Board budget presentation and workshop (Saturday).
Mar 18	Finance Comm - Town		Finance Committee budget meeting - full budget presentation (4:00 p.m.).
Mar 25	Staff responsibility		Send paperless budget presentation to Town Council.
March 31	Town Council		Special Council meeting for budget presentations (School and Town). Public input meeting.
April 12	Town Council		Second Council meeting regarding budget development (if necessary)
April 26	Town Council	Charter	Budget public hearing - Budget order
May 20	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 8	Election	BVR	Election/School Budget Referendum vote.

Meeting Days

Voting Days