

**Operating Budget Calendar - May and June BVR Election
Fiscal Year 2011-2012**

<i>Date</i>	<i>Meeting</i>	<i>Authority</i>	<i>Task</i>
Jan 7 - Jan 24	Staff responsibility		Review input sheets, analyze expenses, revenues, and revolving accounts. Prepare supporting schedules.
Jan 24	Town Council		Presentation of Capital Improvement Budget to Town Council.
Jan 25 - Feb 3	Staff responsibility		Finalize budget and prepare for Finance Committee presentation.
Feb 10	Finance Comm - Town		Budget spreadsheet presentation to Finance Committee (8:30 a.m. Town Hall). This presentation may not include line item detail and explanations.
Feb 14	Town Council		Municipal Budget update to Town Council and the Council to schedule the Budget public hearing on March 30 in accordance with the Charter.
Mar 12	School Board		School Board Budget Presentation and Workshop (Saturday).
March 14	Town Council	BVR	Detailed Municipal Budget update to Council and Order to schedule the BVR statutory Budget meeting on April 6
Mar 15	Finance Comm - Town		Joint School and Town Finance Committee budget meeting (4:30 p.m.).
Mar 24	Staff responsibility		Send paperless budget presentation to Council
Mar 28	Staff responsibility	BVR	BVR statutory notice for Council meeting to adopt budget at least 7 days prior to April 6
Mar 30	Town Council	Charter, BVR	Special Council meeting for comprehensive budget presentations (School and Town). This meeting will also include a public hearing in accordance with the Town Charter. In accordance with the BVR statute, the School Department makes available detailed budget document to the Town Clerk and the public. This document will be voted on by the Council on April 6.
April 6	Town Council	Charter, BVR	The Town Council holds the statutory Budget meeting; approving the school department cost center summary budget as required by the BVR process. The Budget Validation Warrant is signed. The Town Council also approves an order to adopt the budget in accordance with the Town Charter.
April 28	Staff responsibility	BVR	Referendum warrants must be posted
May 5	Special Election	BVR	Special Election
The following schedule will only be needed if the Budget Validation Referendum held on May 5th fails.			
May 9	Staff responsibility	BVR	Statutory notice for Council meeting to adopt budget at least 7 days prior to May 16. In accordance with the BVR statute, the School Department makes available detailed budget document to the Town Clerk and the public.
May 16	Town Council	BVR	The Town Council holds the statutory Budget meeting; approving the school department cost center summary budget as required by the BVR process. The Budget Validation Warrant is signed.
June 7	Staff responsibility	BVR	Referendum warrants must be posted
June 14	Election	BVR	Election/School Budget Referendum vote.