

**Operating Budget Calendar - June 14 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 Budet to Town Council.
Jan 25 - Feb 3	Staff responsibility		Finalize budget spreadsheets 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 April 25 in accordance with the Charter.
Mar 12	School Board		School Board Budget Presentation and Workshop (Saturday).
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 30	Town Council		Comprehensive budget presentations (School and Town) at Council meeting and public input via forum.
April 11	Town Council	Charter	Budget public hearing in accordance with Charter.
April 25	Town Council		Council meeting to review the School and Town budget.
May 9	Staff responsibility	BVR	Statutory notice for Council meeting to adopt budget at least 7 days prior to May 16. In accordance to the Budget Validation Referendum Statute, the School Department makes available detailed budget document to Town Clerk and the public. This document will be voted on by the Council on May 16.
May 16	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 Charter.
June 7	Staff responsibility	BVR	Referendum warrants must be posted
June 14	Election	BVR	Election/School Budget Referendum vote.