

Capital Budget Process Timeline

When	Who	What
September	Finance Department	Prepare Capital Budget Document; Capital budget covers 5-year period
	Town Administrator	Deliver guidelines and forms for capital request to department heads. Ask department heads to specify fiscal year and priority of each request, description of need and whether replacement or new equipment, estimated useful life, cost estimate and funding source.
October	Finance Department	Update existing debt schedules; update vehicle fleet schedule.
	Town Administrator	Compile capital requests onto single document supported by back up documentation including photographs/pictures.
Early November	Town Administrator	Submit to Board of Selectmen and Finance Committee
December	Finance Department	Prepare update on previously voted capital request
January / February	Finance Committee	Review Capital request; meet with department heads to discuss operating budget and capital requests
March	Finance Committee	Develop budget recommendation and publish warrant recommendations to Town Meeting
April	Finance Committee	Prepare discussions for Town Meeting
May	Town Administrator	Capital items presented to Town Meeting.