

Operating Budget Process Timeline

When	Who	What
November	Finance Department	Revenue projections: State aid, Property Tax, Local Receipts, Other Sources of Available Funds Estimate new growth; Determine Levy Limit; Estimate increases in education funding, health insurance, salaries & wages. Prepare budget documents for distributions.
	Town Administrator / Finance Committee	Deliver annual budget documents to departments with guidelines for budget requests. Allow 2-3 weeks for turnaround.
December	Town Administrator	Meet with departments, develop and compile budget requests.
	Finance Department	Compile budget request and request for items considered "essential and unfunded" or new government.
January	Finance Department	Review department budget requests.
	Town Administrator	Develop budget recommendations, submit to Board of Selectmen and Finance Committee
End of January	Town Administrator / Board of Selectmen	Work session to discuss preliminary questions / concerns pertaining to the budget.
January / February	Finance Committee	Review Budget request, meet with department heads to discuss operating budget and capital requests
March / April	Finance Committee	Develop budget recommendation and publish warrant recommendation to Town Meeting
May	Finance Committee	Budget presentation to Town Meeting