

## FISCAL YEAR 2025 BUDGET PLANNING CALENDAR

<u>Date</u>	<u>Required Action Item</u>
August 21, 2023	Draft Budget Calendar Finalized.
September 28, 2023	Departments, Boards, and interested residents submit all capital items for inclusion in the Five-Year Capital Plan.
October 2, 2023	Select Board & Finance Committee establish FY 2025 Budget Goals.
October 3, 2023	Budget request forms are sent to all departments and committees.
November 1, 2023	Departments and Committees submit budget requests to the Town Administrator.
November 6, 2023	Town Administrator estimates FY 2024 revenues.
December 4, 2023	Presentation of Five-Year Financial Analysis to Select Board and Finance Committee.
January 15, 2024	Presentation Five-Year Capital Plan to Select Board and Finance Committee
March 18, 2024	Draft Budget submitted to Select Board. Select Board opens the Annual Town Meeting warrant. Budget sent to the Finance Committee.
***** Finance Committee Departments Meeting *****	
April 1, 2024	Deadline for all articles. Warrant closed.
April 15, 2024	Warrant draft review (Finance Committee invited) Public Budget Hearing (Joint meeting with Finance Committee).
May 6, 2024	Warrant completed. Select Board signs warrant.
May 21, 2024	Warrant posting deadline. Notice of Annual Town Meeting and link to warrant mailed (minimum 2 weeks before ATM).
June 4, 2024	Annual Town Meeting
June 11, 2024	Town Election