

## Revised FISCAL YEAR 2024 BUDGET PLANNING CALENDAR

*December 15, 2022*

<u>Date</u>	<u>Required Action Item</u>
October 17, 2022	Draft Budget Calendar Finalized.
November 14, 2022	Departments & Boards submit all capital items for inclusion in the Five-Year Capital Plan.
December 6, 2022	Select Board & Finance Committee establish FY 2024 Budget Goals.
December 8, 2022	Budget request forms are sent to all departments and committees.
December 20, 2022	Revised Budget Calendar Finalized
December 29, 2022	Departments and Committees submit budget requests to the Town Administrator.
January 10, 2023	Town Administrator estimates FY 2024 revenues.
February 6, 2022	Presentation of Five-Year Financial Analysis to Select Board and Finance Committee.
Feb 21, 2023	Five-Year Capital Plan submitted to Select Board.
March 20, 2023	Draft Budget submitted to Select Board (Finance Committee, QRSD invited). Select Board opens the Annual Town Meeting warrant. Budget sent to the Finance Committee.
***** Finance Committee Departments Meeting *****	
April 3, 2023	Deadline for all articles. Warrant closed.  Warrant draft review (Finance Committee invited)
April 18, 2023	Public Budget Hearing (Joint meeting with Finance Committee).
May 1, 2023	Warrant completed. Select Board signs warrant.
May 22, 2023	Warrant posting deadline. Notice of Annual Town Meeting and link to warrant mailed (minimum 2 weeks before ATM).
June 6, 2023	Annual Town Meeting
June 13, 2023	Town Election