

## **Fiscal Year 2021 Budget Planning Calendar**

<b><u>Date</u></b>	<b><u>Required Action Item</u></b>
<b>September 9, 2019</b>	<b>Budget Planning Calendar Finalized</b>
<b>October 15, 2019</b>	<b>Departments/Boards submit all capital items for inclusion in Five Year Capital Plan</b>
<b>November 4, 2019</b>	<b>Select Board/Finance Committee establish FY20 Budget Goals</b>
<b>November 18, 2019</b>	<b>Town Administrator estimates FY20 revenue</b>
<b>November 27, 2019</b>	<b>Budget requests sent to Departments/Committees</b>
<b>December 16, 2019</b>	<b>Presentation of 5-Year Financial Forecast to Selectmen</b>
<b>December 23, 2018</b>	<b>Dept. Heads/Committees to submit their FY20 budgets to Town Administrator</b>
<b>January 6, 2020</b>	<b>Presentation of 5-Year Capital Plan presented to Selectmen</b>
<b>March 02, 2020</b>	<b>Town Administrator Presents Draft Budget to Selectmen (FinCom, QRSD invited)</b>
<b>March 02, 2020</b>	<b>Selectmen Vote to Open the Warrant/ Set Article Deadline</b>
<b>March 02, 2020</b>	<b>Budget forwarded to the Finance Committee</b>
<b>-----Finance Committee Departments Meetings-----</b>	
<b>April 27, 2020</b>	<b>Warrant Closed (Article Deadline)</b>
<b>May 4, 2020</b>	<b>Public Budget Hearing (Joint with Finance Committee)</b>
<b>May 11, 2020</b>	<b>Selectmen Vote on Budget/Warrant (BALLOT QUESTION DEADLINE)</b>
<b>May 12, 2020</b>	<b>Warrant to Printer</b>
<b>May 18, 2020</b>	<b>ATM Warrant Posting Deadline</b>
<b>May 19, 2020</b>	<b>Warrant Mailed (minimum of two weeks prior to ATM)</b>
<b>June 2, 2020</b>	<b>Town Meeting</b>
<b>June 9, 2020</b>	<b>Town Election</b>