

Fiscal Year 2022 Budget Planning Calendar

<u>Date</u>	<u>Required Action Item</u>
September 28, 2020	Budget Planning Calendar Finalized
October 21, 2020	Departments/Boards submit all capital items for inclusion in Five Year Capital Plan
November 2, 2020	Select Board/Finance Committee establish FY20 Budget Goals
November 16, 2020	Town Administrator estimates FY22 revenue
November 23, 2020	Budget requests sent to Departments/Committees
December 14, 2020	Presentation of 5-Year Financial Forecast to Selectmen
December 23, 2020	Dept. Heads/Committees to submit their FY22 budgets to Town Administrator
January 11, 2021	Presentation of 5-Year Capital Plan presented to Selectmen
March 1, 2021	Town Administrator Presents Draft Budget to Selectmen (FinCom, QRSD invited)
March 1, 2021	Selectmen Vote to Open the Warrant/ Set Article Deadline
March 1, 2021	Budget forwarded to the Finance Committee
-----Finance Committee Departments Meetings-----	
April 12, 2021	Warrant Closed (Article Deadline)
April 12, 2021	Warrant Draft Review (FinCom, Article Submitters Invited)
April 26, 2021	Public Budget Hearing (Joint Meeting with Finance Committee)
May 10, 2021	Selectmen Vote on Budget/Warrant (BALLOT QUESTION DEADLINE)
May 11, 2021	Warrant Finalized / Selectmen Sign Warrant
May 12, 2021	Warrant to Printer
May 17, 2021	ATM Warrant Posting Deadline
May 17, 2021	Warrant Mailed (minimum of two weeks prior to ATM)
June 1, 2021	Town Meeting
June 8, 2021	Town Election