

**BUDGET CALENDAR
FISCAL YEAR 2009**

<i>DATE</i>	<i>EVENT</i>	<i>DEPARTMENTS INVOLVED</i>
September -October	Certify Free Cash	Town Accountant, Department of Revenue
October	Begin budget process, establish next fiscal year budget guidelines Develop and distribute budget guidelines and forms	Selectmen, Department Heads, Advisory Committee, School Dept.
November	Submit budget requests	Department Heads, School Dept.
November - January	Review departmental budgets, Meet with department heads.	Advisory Committee
November	Set tax rate. New growth in tax levy calculated.	Assessors, Selectmen
December	Prepare initial revenue/expenditures Projections for coming year	Selectmen, Accountant, Advisory Committee
January	House 1 released by State (State Aid for coming fiscal year)	Governor
January	Request articles for annual town meeting	Selectmen
February	Articles submitted to Selectmen and Advisory Committee	Department Heads and School Department
March	Cherry Sheets Issued	Department of Revenue
March	Prepare final revenue/expenditure for coming fiscal year in preparation for town meeting.	Selectmen, Advisory Committee
March	Review articles with department heads and school department	Advisory Committee
March	Prepare town meeting warrant recommendations, hold department head meeting to discuss budgets and articles	Advisory Committee

May	Town meeting takes place	
June	Make any necessary reserve fund Transfers (Municipal Relie)	Advisory Committee and Selectmen