

TOWN OF AMHERST - FY2015 BUDGET DEVELOPMENT CALENDAR

Updated: February 27, 2014. Subject to change as new information becomes available

This calendar describes the steps leading to the adoption of the budget for those accounts overseen by the Town Manager and requiring appropriation by Town Meeting. The School Superintendent and School Committees and the Jones Library Director and Library Trustees carry out similar steps leading to their budget submissions and preparation for Town Meeting.

NOTE: "FY" is "fiscal year" ending on June 30 of the designated year.

2013

- August 26 FY13 Municipal Budget/Actual Report (for fiscal year ending June 30, 2013) presented to Select Board.
- September 12 4th Quarter Library Endowment Report; Vote spending rate.
- October Town Manager and Finance Director issue operating and capital budget instructions to Department Heads.
- October and November Library Trustees: Review updated FY14 Budget and capital project plan.
- October 17 Preliminary Financial Projections and Key Issues for FY15 Budget Planning presented by Town Manager to a joint meeting of the Select Board, Finance Committee, School Committee, and Library Trustees.
- October 21 Select Board has initial discussion of draft FY15 Budget Guidelines for the Town Manager.
- October 24 Budget Coordinating Group (BCG) begins FY15 fiscal planning.
- October 28 FY14 Quarterly Municipal Budget Report (for period ending September 30, 2013) to Select Board and Finance Committee. Select Board takes public comment on FY15 Budget Guidelines for the Town Manager.
- October 28 - November 20 Department Head budget hearings with Town Manager and Finance Director.
- October 31 Finance Committee develops Budget Guidelines and issues them to Select Board, Town Manager, School Superintendent, School Committees, Library Director, and Library Trustees.
- November 16 Four Town Meeting (School Committees, Finance Committees, and Select Boards)
- November 4 Select Board finalizes FY15 Budget Policy Guidelines for Town Manager or postpones final adoption to 11/19.
- November 4 Fall Special Town Meeting begins. Consideration of FY14 budget amendments, if any.
- November 12 Regional School Committee: Budget Guidelines Discussion.
- November 19 Amherst School Committee: Budget Guidelines Vote.
- November 26 Regional School Committee: Budget Guidelines Vote.
- November 26 Amherst School Committee: Budget Guidelines issued.
- December 2 Public Hearing ("Classification Hearing") conducted by Select Board, including a presentation of Property Tax Classification Report submitted by Board of Assessors re: property valuations and projected tax rates for FY14. Town Manager presents preliminary cut list/program changes as known to date for Select Board feedback.
- December 5 Library Trustees: Vote capital projects plan and FY15 Budget Proposal.
- December 10 Regional School Committee: Review Preliminary Financial Projections.
- December 17 Amherst School Committee: Review Preliminary Financial Projections.

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2014

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| January-April | BCG meets as necessary to coordinate the budget development calendar and process, provide a forum to share information about the budgets, and offer consensus recommendations to the Finance Committee. |
| January 14 | Regional School Committee: Superintendent presents budget document; School Choice discussion. |
| January 16 | Town Manager delivers FY15 Proposed Municipal Budget to Select Board and Finance Committee per ATGA deadline. |
| January 16 - March 27 | Joint Capital Planning Committee (JCPC) meets weekly with Department Heads to develop recommendations to the Town Manager for the Five Year Capital Plan for FY15 - 19, including specific appropriations for FY15. |
| January 16 - April | Finance Committee budget hearings to review municipal, schools, library, capital, and CPA budget proposals. The committee typically meets most Thursday evenings at 7:00 p..m. at Town Hall. |
| January 21 | Amherst School Committee: Superintendent presents budget document. |
| January 22 | Governor submits Local Aid recommendations to State Legislature. |
| January 23 | Superintendent and Library Director present Executive Budgets for school, region, and library services to Finance Committee and BCG. |
| January 27 | FY14 Quarterly Municipal Budget Report (for period ending December 31, 2013) to Select Board and Finance Committee. |
| February 4 | Amherst School Committee: Budget Hearing. School Choice vote |
| February 11 | Regional School Committee: Budget Hearing. School Choice vote. |
| February 27 | BCG meeting |
| March 3 | Deadline for ATM petition warrant articles to be submitted to Select Board. |
| March 1 | Region Budget: 4-Town Meeting, 9:00 - 11:00 |
| March 11 | Regional School Committee: Budget Vote |
| March 18 | Amherst School Committee: Budget Vote |
| March 25 | Annual Town Election. |
| March 31 | Select Board signs Annual Town Meeting Warrant. |
| April 3 | Finance Committee completes its votes on recommendations for Town Meeting. |
| April 14 | FY14 Quarterly Municipal Budget Report (for period ending March 31, 2014) to Select Board and Finance Committee. |
| April 16 | House Ways and Means Committee Budget Released. (<i>Estimated date</i>) |
| April 17 | BCG meeting |
| April 18 | Finance Committee Report mailed to Town Meeting members. |
| April 28 | Annual Town Meeting begins. Consideration of FY15 operating and capital budgets; enactment of appropriations; budget amendments to FY14 budget. |
| July 1 | FY15 budget takes effect. First day of new fiscal year. |