

TOWN OF AMHERST - FY 2014 BUDGET DEVELOPMENT CALENDAR

Updated: January 31, 2013

This calendar describes the steps leading to the adoption of the budget for those accounts overseen by the Town Manager and requiring
NOTE: "FY" is "fiscal year" ending on June 30 of the designated year.

2012

- August 27 FY12 Municipal Budget/Actual Report (for fiscal year ending June 30, 2012) presented to Select Board.
- September 5 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 FY13 Budget and capital project plan.
- October 11 Preliminary Financial Projections and Key Issues for FY14 Budget Planning presented by Town Manager to a joint meeting of the Select Board, Finance Committee, School Committee, and Library Trustees.
- October 15 Select Board has initial discussion of draft FY14 Budget Guidelines for the Town Manager.
- October 16 Amherst School Committee Budget Guidelines Discussion.
- October 18 Budget Coordinating Group (BCG) begins FY14 fiscal planning.
- October 22 FY13 Quarterly Municipal Budget Report (for period ending September 30, 2012) to Select Board and Finance Committee. Select Board takes public comment on FY14 Budget Guidelines for the Town Manager.
- October 29 - November 19 Department Head budget hearings with Town Manager and Finance Director.
- November 1 Finance Committee develops Budget Guidelines and issues them to Select Board, Town Manager, School Superintendent, School Committees, Library Director, and Library Trustees.
- November 3 Four Town Meeting on Elementary School Regionalization (School Committees, Finance Committees, and Select Boards)
- November 5 or 19 Select Board finalizes FY14 Budget Policy Guidelines for Town Manager or postpones final adoption to 11/19.
- November 13 Regional School Committee: Budget Guidelines Discussion.
- November 19 Fall Special Town Meeting begins. Consideration of FY13 budget amendments, if any.
- November 20 Amherst School Committee: Budget Guidelines Vote.
- November 27 Regional School Committee: Budget Guidelines Vote.
- December 3 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 FY13. Town Manager presents preliminary cut list/program changes as known to date for Select Board feedback.
- December 4 Library Trustees: Vote capital projects plan and FY14 Budget Proposal.
- December 11 Regional School Committee: Review Preliminary Financial Projections.
- December 18 Amherst School Committee: Review Preliminary Financial Projections.

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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 8	Regional School Committee: Superintendent presents budget document; School Choice vote.
January 12	Region Budget: 4-Town Meeting, 9-Noon
January 15	Amherst School Committee: Superintendent presents budget document.
January 16	Town Manager delivers FY14 Proposed Municipal Budget to Select Board and Finance Committee per ATGA deadline.
January 17 and 19	Town Manager presents overview of FY14 Proposed Municipal Budget to Select Board and Finance Committee.
January 17 - March 30	Joint Capital Planning Committee (JCPC) meets weekly with Department Heads to develop recommendations to the Town Manager for an updated Five Year Capital Plan for FY14 - 18, including specific appropriation recommendations for FY14.
January 17 - 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 22 or 28	FY13 Quarterly Municipal Budget Report (for period ending December 31, 2012) to Select Board and Finance Committee.
January 23 (+/-)	Governor submits Local Aid recommendations to State Legislature.
January 24	Superintendent and Library Director present Executive Budgets for school, region, and library services to Finance Committee and BCG.
February 5	Amherst School Committee: Budget Hearing
February 12	Regional School Committee: Budget Hearing
February 26	Amherst School Committee: Budget Vote
February 27 (+/-)	Deadline for ATM warrant articles to be submitted to Select Board.
March 2	Region Budget: 4-Town Meeting, 2:00 - 5:00
March 12	Regional School Committee: Budget Vote
March 29	Select Board signs Annual Town Meeting Warrant.
April 4	Finance Committee completes its votes on recommendations for Town Meeting.
April 9	Annual Town Election.
April 19	Finance Committee Report mailed to Town Meeting members.
April 22	FY13 Quarterly Municipal Budget Report (for period ending March 31, 2013) to Select Board and Finance Committee.
May 6	Annual Town Meeting begins. Consideration of FY14 operating and capital budgets; enactment of appropriations; budget amendments to FY13 budget.
July 1	FY14 budget takes effect. First day of new fiscal year.