

TOWN OF AMHERST - FY2017 BUDGET DEVELOPMENT CALENDAR

Updated: January 7, 2016. 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.

2015

- August 31 FY15 Municipal Budget/Actual Report (for fiscal year ending June 30, 2015) presented to Select Board.
- October Town Manager and Finance Director issue operating and capital budget instructions to Department Heads.
- October and November Library Trustees review updated FY17 Budget proposal and FY17 Capital Project plan.
- October 15 Preliminary Financial Projections and Key Issues for FY17 Budget Planning presented by Town Manager to a joint meeting of the Select Board, Finance Committee, School Committee, and Library Trustees.
- October 19 Select Board has initial discussion of draft FY17 Budget Guidelines for the Town Manager.
- October 20 **Amherst School Committee: Budget Guidelines Discussion.**
- October 22 Library Trustees review 4th Quarter Library Endowment Report; vote FY17 draw rate.
- October 29 Finance Committee develops Budget Guidelines and issues them to Select Board, Town Manager, School Superintendent, School Committees, Library Director, and Library Trustees.
- October Budget Coordinating Group (BCG) begins FY17 fiscal planning.
- November 2 Fall Special Town Meeting begins. Consideration of FY16 budget amendments, if any.
- November 4 FY16 Quarterly Municipal Budget Report (for period ending September 30, 2015) to Select Board and Finance Committee. Select Board takes public comment on FY17 Budget Guidelines for the Town Manager.
- November 4 - 19 Department Head budget hearings with Town Manager and Finance Director.
- November 5 Select Board finalizes FY17 Budget Policy Guidelines for Town Manager or postpones final adoption to 11/17.
- November 10 **Regional School Committee: Budget Guidelines Discussion.**
- November 17 **Amherst School Committee: Budget Guidelines Vote.**
- December 7 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 FY16. Town Manager presents preliminary cut list/program changes as known to date for Select Board feedback.
- December Library Trustees vote FY17 Capital Projects plan and FY17 Budget proposal.
- December 5 **Region Budget: 4-Town Meeting, 9:00 - 11:00**
- December 15 **Regional School Committee: Review Budget Guidelines Vote**

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2016

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 7	Budget Coordinating Group (BCG) continues FY17 fiscal planning.
January 12	Regional School Committee: Superintendent presents budget document; School Choice discussion.
January 14	Town Manager delivers FY17 Proposed Municipal Budget to Select Board and Finance Committee per Amherst Town Government Act deadline.
January 21 - March 24	Joint Capital Planning Committee (JCPC) meets weekly with Department Heads to develop recommendations to the Town Manager for the Five Year Capital Plan for FY17 - 21, including specific appropriations for FY17.
January 14 - 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 19	Amherst School Committee: Superintendent presents budget document.
January 25	FY16 Quarterly Municipal Budget Report (for period ending December 31, 2015) to Select Board and Finance Committee.
January 27	4th Wednesday in January, Governor submits Budget/Local Aid recommendations to Legislature.
February 9	Amherst School Committee: Budget Hearing. School Choice vote
February 23	Regional School Committee: Budget Hearing. School Choice vote.
February 27	Region Budget: 4-Town Meeting, 9:00 - 11:00
February 29	BCG Meeting to Review FY17 budget status
March 8	Regional School Committee: Budget Vote
March 15	Amherst School Committee: Budget Vote
March 29	Annual Town Election.
April 1	Finance Committee completes its votes on recommendations for Town Meeting.
April 4	Select Board signs Annual Town Meeting Warrant.
April 11	FY16 Quarterly Municipal Budget Report (for period ending March 31, 2015) to Select Board and Finance Committee.
April 13	House Ways and Means Committee Budget Released. (<i>Estimated date</i>)
April 15	Finance Committee Report mailed to Town Meeting members.
May 2	Annual Town Meeting begins. Consideration of FY17 operating and capital budgets; enactment of appropriations; budget amendments to FY16 budget.
May 7	Leverett, Pelham, and Shutesbury Annual Town Meetings
July 1	FY17 budget takes effect. First day of new fiscal year.