

## TOWN OF AMHERST - FY2018 BUDGET DEVELOPMENT CALENDAR

*Updated: October 12, 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.

### 2016

<b>August</b>	FY16 Municipal Budget/Actual Report (for fiscal year ending June 30, 2016) presented to Select Board.
<b>September 14 (new in FY2017)</b>	5 Board Capital Review Presentation 7 - 9 PM, Town Room, Town Hall. Discuss the affordability of the 4 large capital projects before us. New school, Jones Library Renovations, Public Works Facility and New Fire Station.
<b>October</b>	Town Manager and Finance Director issue operating and capital budget instructions to Department Heads.
<b>October and November</b>	Library Trustees review updated FY18 Budget proposal and FY18 Capital Project plan.
<b>October 13</b>	Preliminary Financial Projections and Key Issues for FY18 Budget Planning presented by Town Manager to a joint meeting of the Select Board, Finance Committee, School Committee, and Library Trustees.
<b>October</b>	Select Board has initial discussion of draft FY18 Budget Guidelines for the Town Manager.
<b>October</b>	Amherst School Committee: Budget Guidelines Discussion.
<b>October</b>	Library Trustees review 4th Quarter Library Endowment Report; vote FY18 draw rate.
<b>October 20</b>	Finance Committee develops Budget Guidelines and issues them to Select Board, Town Manager, School Superintendent, School Committees, Library Director, and Library Trustees.
<b>October</b>	Budget Coordinating Group (BCG) begins FY18 fiscal planning.
<b>November 14</b>	Fall Special Town Meeting begins. Consideration of FY17 budget amendments, if any.
<b>November</b>	FY17 Quarterly Municipal Budget Report (for period ending September 30, 2016) to Select Board and Finance Committee. Select Board takes public comment on FY18 Budget Guidelines for the Town Manager.
<b>November 1 - 18</b>	Department Head budget hearings with Town Manager and Finance Director.
<b>November</b>	Select Board finalizes FY18 Budget Policy Guidelines for Town Manager or postpones final adoption to ??.
<b>November</b>	Regional School Committee: Budget Guidelines Discussion.
<b>November</b>	Amherst School Committee: Budget Guidelines Vote.
<b>November 7 or 14</b>	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 FY17. Town Manager presents preliminary cut list/program changes as known to date for Select Board feedback.
<b>December</b>	Library Trustees vote FY18 Capital Projects plan and FY18 Budget proposal.
<b>December</b>	Region Budget: 4-Town Meeting, 9:00 - 11:00
<b>December</b>	Regional School Committee: Review Budget Guidelines Vote

## 2017

<b>January-April</b>	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.
<b>January</b>	Budget Coordinating Group (BCG) continues FY18 fiscal planning.
<b>January</b>	Regional School Committee: Superintendent presents budget document; School Choice discussion.
<b>January 12</b>	Town Manager delivers FY18 Proposed Municipal Budget to Select Board and Finance Committee per Amherst Town Government Act deadline.
<b>January 19 - March 23</b>	Joint Capital Planning Committee (JCPC) meets weekly with Department Heads to develop recommendations to the Town Manager for the Five Year Capital Plan for FY18 - 22 or 27, including specific appropriations for FY18.
<b>January 12 - April</b>	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.
<b>January</b>	Amherst School Committee: Superintendent presents budget document.
<b>January</b>	FY17 Quarterly Municipal Budget Report (for period ending December 31, 2016) to Select Board and Finance Committee.
<b>January 25</b>	4th Wednesday in January, Governor submits Budget/Local Aid recommendations to Legislature.
<b>February</b>	Amherst School Committee: Budget Hearing. School Choice vote
<b>February</b>	Regional School Committee: Budget Hearing. School Choice vote.
<b>February</b>	Region Budget: 4-Town Meeting, 9:00 - 11:00
<b>February</b>	BCG Meeting to Review FY18 budget status
<b>March</b>	Regional School Committee: Budget Vote
<b>March</b>	Amherst School Committee: Budget Vote
<b>March 28</b>	Annual Town Election.
<b>March 31</b>	Finance Committee completes its votes on recommendations for Town Meeting.
<b>April</b>	Select Board signs Annual Town Meeting Warrant.
<b>April</b>	FY17 Quarterly Municipal Budget Report (for period ending March 31, 2016) to Select Board and Finance Committee.
<b>April 12</b>	House Ways and Means Committee Budget Released. (Estimated date)
<b>April 14</b>	Finance Committee Report mailed to Town Meeting members.
<b>May 1</b>	Annual Town Meeting begins. Consideration of FY18 operating and capital budgets; enactment of appropriations; budget amendments to FY17 budget.
<b>May</b>	Leverett, Pelham, and Shutesbury Annual Town Meetings
<b>July 1</b>	FY18 budget takes effect. First day of new fiscal year.