

TOWN OF AMHERST - FY 2013 BUDGET DEVELOPMENT CALENDAR

Updated: January 26, 2012

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.

2011

- August 29 FY11 Municipal Budget/Actual Report (for fiscal year ending June 30, 2011) presented to Select Board.
- October SC Com Develops Budget Guidelines
- October Town Manager and Finance Director issue operating and capital budget instructions to Department Heads.
- October 13 Preliminary Financial Projections and Key Issues for FY13 Budget Planning presented by Town Manager to a joint meeting of the Select Board, Finance Committee, School Committee, and Library Trustees.
- October 17 Select Board takes public comments on draft FY13 Budget Guidelines for the Town Manager.
- October 20 Budget Coordinating Group (BCG) reviews FY 11 budget results, FY 12 budget issues, and begins FY 13 fiscal planning.
- October 24 FY12 Quarterly Municipal Budget Report (for period ending September 30, 2011) to Select Board and Finance Committee. Select Board finalizes FY13 Budget Guidelines for the Town Manager.
- October 31 - November 21 Department Head budget hearings with Town Manager and Finance Director.
- November 3 Finance Committee develops Budget Guidelines and issues to Select Board, Town Manager, School Superintendent, School Committees, Library Director, and Library Trustees.
- November 7 Fall Special Town Meeting begins. Consideration of FY12 budget amendments, if any.
- November 8 Regional School Committee: Issues Budget Guidelines
- November 15 Amherst School Committee: Issues Budget Guidelines
- December 5 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 FY12. Town Manager presents preliminary cut list/program changes as known to date for Select Board feedback.
- December 13 Amherst School Committee: Review "Level Services" Budget; School Choice discussion.
- December 20 Regional School Committee: Review "Level Services" Budget; School Choice discussion.
- December 20 Regional School Committee School Choice discussion.

2012

- 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 4th Quarter Library Endowment Report; Vote spending rate.
- January 7 Region Budget: 4-Town Meeting, 9-Noon
- January 10 Regional School Committee: Superintendent presents budget document with preliminary adjustments; School Choice vote.
- January 11 Library Trustees: Review updated FY 13 Budget and capital project plan

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January 13	Town Manager delivers FY 13 Proposed Municipal Budget to Select Board and Finance Committee.
January 17	Amherst School Committee: Superintendent presents budget document with preliminary adjustments; School Choice vote.
January 17 and 19	Town Manager presents overview of FY 13 Proposed Municipal Budget to Select Board and Finance Committee per ATGA deadline.
January 19 - 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 FY13 - 17, including specific appropriation recommendations for FY13.
January 19 - 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 24	* Budget Public Hearing *Regional School Committee submits questions to Superintendent in preparation for Saturday session.
January 23	FY12 Quarterly Municipal Budget Report (for period ending December 31, 2011) to Select Board and Finance Committee.
January 26	Superintendent and Library Director present Executive Budgets for school, region, and library services to Finance Committee and BCG.
January 26 (+/-)	Governor submits Local Aid recommendations to State Legislature.
February 8	Library Trustees: Vote capital projects plan and review endowment distribution
February 11	Region Budget: 4-Town Meeting. Regional School Committee: Superintendent's Budget Presentation. Amherst School Committee: Superintendent's Budget Presentation.
February 28	Regional School Committee: Budget Vote
March 1 (+/-)	Deadline for ATM warrant articles to be submitted to Select Board.
March 6	Amherst School Committee: Budget Vote
March 7	Library Trustees: Vote FY13 Budget Proposal
March 30	Select Board signs Annual Town Meeting Warrant.
April 3	Annual Town Election.
April 5	Finance Committee completes its votes on recommendations for Town Meeting.
April 20	Finance Committee Report mailed to Town Meeting members.
April 23	FY12 Quarterly Municipal Budget Report (for period ending March 31, 2012) to Select Board and Finance Committee.
April 30	Annual Town Meeting begins. Consideration of FY13 operating and capital budgets; enactment of appropriations; budget amendments to FY12 budget.
July 1	FY13 budget takes effect. First day of new fiscal year.