

TOWN OF AMHERST - FY2016 BUDGET DEVELOPMENT CALENDAR

Updated: February 5, 2015. 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.

2014

- August 26 FY14 Municipal Budget/Actual Report (for fiscal year ending June 30, 2014) presented to Select Board.
- October 1 Library Trustees review 4th Quarter Library Endowment Report; vote FY16 draw rate.
- October Town Manager and Finance Director issue operating and capital budget instructions to Department Heads.
- October and November Library Trustees review updated FY16 Budget proposal and FY16 Capital Project plan.
- October 16 Preliminary Financial Projections and Key Issues for FY16 Budget Planning presented by Town Manager to a joint meeting of the Select Board, Finance Committee, School Committee, and Library Trustees.
- October 20 Select Board has initial discussion of draft FY16 Budget Guidelines for the Town Manager.
- October 21 Amherst School Committee: Budget Guidelines Discussion.
- October 23 Budget Coordinating Group (BCG) begins FY16 fiscal planning.
- November 5 FY15 Quarterly Municipal Budget Report (for period ending September 30, 2013) to Select Board and Finance Committee. Select Board takes public comment on FY16 Budget Guidelines for the Town Manager.
- October 27 - November 21 Department Head budget hearings with Town Manager and Finance Director.
- October 30 Finance Committee develops Budget Guidelines and issues them to Select Board, Town Manager, School Superintendent, School Committees, Library Director, and Library Trustees.
- November Four Town Meeting (School Committees, Finance Committees, and Select Boards)
- November 5 Select Board finalizes FY16 Budget Policy Guidelines for Town Manager or postpones final adoption to 11/17.
- November 5 Fall Special Town Meeting begins. Consideration of FY15 budget amendments, if any.
- November 18 Regional School Committee: Budget Guidelines Discussion.
- November 22 Region Budget: 4-Town Meeting, 9:00 - 11:00
- November 25 Amherst School Committee: Budget Guidelines Vote.
- December 1 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 FY15. Town Manager presents preliminary cut list/program changes as known to date for Select Board feedback.
- December 8 Library Trustees vote FY16 Capital Projects plan and FY16 Budget proposal.
- December 9 Regional School Committee: Review Budget Guidelines Vote
- December 17 Amherst School Committee: Review Preliminary Financial Projections.

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2015

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 13	Regional School Committee: Superintendent presents budget document; School Choice discussion.
January 15	Town Manager delivers FY16 Proposed Municipal Budget to Select Board and Finance Committee per Amherst Town Government Act deadline.
January 22 - March 26	Joint Capital Planning Committee (JCPC) meets weekly with Department Heads to develop recommendations to the Town Manager for the Five Year Capital Plan for FY16 - 19, including specific appropriations for FY16.
January 15 - 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 20	Amherst School Committee: Superintendent presents budget document.
January 23	Superintendent presents Executive Budgets for school and region to Finance Committee and BCG.
January 27	FY15 Quarterly Municipal Budget Report (for period ending December 31, 2014) to Select Board and Finance Committee.
February 5	Amherst School Committee: Budget Hearing. School Choice vote
February 24	Regional School Committee: Budget Hearing. School Choice vote.
February 28	Region Budget: 4-Town Meeting, 9:00 - 11:00
March 2	Deadline for ATM petition warrant articles to be submitted to Select Board.
March 4	Governor submits Budget/Local Aid recommendations to State Legislature.
March 10	Regional School Committee: Budget Vote
March 17	Amherst School Committee: Budget Vote
March 30	Select Board signs Annual Town Meeting Warrant.
March 31	Annual Town Election.
April 2	Finance Committee completes its votes on recommendations for Town Meeting.
April 13	FY15 Quarterly Municipal Budget Report (for period ending March 31, 2014) to Select Board and Finance Committee.
April 15	House Ways and Means Committee Budget Released. (<i>Estimated date</i>)
April 16	Finance Committee Report mailed to Town Meeting members.
April 27	Annual Town Meeting begins. Consideration of FY16 operating and capital budgets; enactment of appropriations; budget amendments to FY15 budget.
July 1	FY16 budget takes effect. First day of new fiscal year.