

TOWN OF AMHERST - FY2019 BUDGET DEVELOPMENT CALENDAR

Updated: September 5, 2017. 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.

2017

August 31	FY17 Municipal Budget/Actual Report (for fiscal year ending June 30, 2017) 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 FY19 Budget proposal and FY19 Capital Project plan.
October 12	Preliminary Financial Projections and Key Issues for FY19 Budget Planning presented by Town Manager to a joint meeting of the Select Board, Finance Committee, School Committee, and Library Trustees.
October	Select Board has initial discussion of draft FY19 Budget Guidelines for the Town Manager.
November 21	Amherst School Committee: Budget Guidelines Discussion.
October	Library Trustees review 4th Quarter Library Endowment Report; vote FY19 draw rate.
October	Finance Committee develops Budget Guidelines and issues them to Select Board, Town Manager, School Superintendent, School Committees, Library Director, and Library Trustees.
October - December	Budget Coordinating Group (BCG) begins FY19 fiscal planning.
November 6	Fall Special Town Meeting begins. Consideration of FY18 budget amendments, if any.
November	FY18 Quarterly Municipal Budget Report (for period ending September 30, 2017) to Select Board and Finance Committee. Select Board takes public comment on FY18 Budget Guidelines for the Town Manager.
November	Department Head budget hearings with Town Manager and Finance Director.
November	Select Board finalizes FY19 Budget Policy Guidelines for Town Manager.
October 24	Regional School Committee: Budget Guidelines Discussion.
November 14	Regional School Committee: Review Budget Guidelines Vote
December 19	Amherst School Committee: Budget Guidelines Vote.
December	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 FY18. Town Manager presents preliminary cut list/program changes as known to date for Select Board feedback.
December	Library Trustees vote FY19 Capital Projects plan and FY19 Budget proposal.

2018

December 2	Region Budget: 4-Town Meeting,
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	Budget Coordinating Group (BCG) continues FY19 fiscal planning.
January 16	Town Manager delivers FY19 Proposed Municipal Budget to Select Board and Finance Committee per Amherst Town Government Act deadline.
January March	Joint Capital Planning Committee (JCPC) meets weekly with Department Heads to develop recommendations to the Town Manager for the Ten Year Capital Plan for FY19 - 28, including specific appropriations for FY19.
January - 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 16	Regional School Committee: Superintendent presents budget document; School Choice discussion.
January 23	Amherst School Committee: Superintendent presents budget document.
January	4th Wednesday in January, Governor submits Budget/Local Aid recommendations to Legislature.
January	FY18 Quarterly Municipal Budget Report (for period ending December 31, 2017) to Select Board and Finance Committee.
February 13	Regional School Committee: Budget Hearing. School Choice vote.
February 27	Amherst School Committee: Budget Hearing. School Choice vote
February	Region Budget: 4-Town Meeting, 9:00 - 11:00
February	BCG Meeting to Review FY19 budget status
March 13	Regional School Committee: Budget Vote
March 20	Amherst School Committee: Budget Vote
March	Select Board signs Annual Town Meeting Warrant.
March	Annual Town Election.
March	Finance Committee completes its votes on recommendations for Town Meeting.
April	FY18 Quarterly Municipal Budget Report (for period ending March 31, 2018) to Select Board and Finance Committee.
April	House Ways and Means Committee Budget Released. (Estimated date)
April	Finance Committee Report mailed to Town Meeting members.
April	Annual Town Meeting begins. Consideration of FY19 operating and capital budgets; enactment of appropriations; budget amendments to FY18 budget.
May	Leverett, Pelham, and Shutesbury Annual Town Meetings
July 1	FY19 budget takes effect. First day of new fiscal year.