

Budget Timeline FY26

DATE	TASK	RESPONSIBILITY
September	Meet with Town Manager/CEO	Superintendent, Assistant Superintendent for Finance Town Manager, CFO
	Budget Instructions and School timeline to Administration to include reference to SIPs and district priorities	Assistant Superintendent for Finance
Before October 1	Town wide Budget timeline established	Select Board, SC, Appropriations
August - Mid-October	Develop Capital Plan	Director of Buildings and Grounds, Assistant Superintendent for Finance
October 1	Town wide budget message developed	Town Manager, Select Board
Mid-September - Mid-October	Develop individual budgets	All
September 26	SC to review Capital Plan	Assistant Superintendent for Finance
October 15th-31st	Individual operating budget meetings 10/18 - Abby, Ashoke, Tim 10/22 - Ricky 10/23 - Kim, Matt C. 10/25 - Lauren, David 10/29 - Jeff, Evan, Matt L.	Assistant Superintendent for Finance, Superintendent
October 10th	SC to Approve Capital Plan	Assistant Superintendent for Finance
October 10th	CPC Applications deadline	
October 24th	Preliminary Budget overview related to strategic initiatives and overall cost	Superintendent, Assistant Superintendent for Finance
November 18th	Capital Request due to CIC	Assistant Superintendent for Finance
November 21st	Individual Budget presentations to SC	Buildings & Grounds, Technology, Special Education, Curriculum, Central Office

December 5th	Individual Budget Presentations to SC	All Schools and Athletics
December 19th	Budget Discussion Joint Meeting -Select Board, Appropriations	SC, Superintendent, Assistant Superintendent for Finance
December 19th	CPC and CIC complete Capital Hearings Submit Capital to Town Manager	Assistant Superintendent for Finance
December 19th	Superintendent Budget Recommendation	Superintendent, Assistant Superintendent for Finance
January 9th	Superintendent Budget Recommendation (Repeated) Joint Meeting -Select Board, Appropriations	Superintendent Assistant Superintendent for Finance
January 16th	Public Hearing Joint Meeting -Select Board, Appropriations	SC
January 23rd	SC Vote Budget Submission of Proposed Warrant Articles	SC
January 24th	School budget Submitted to Town Manager	Assistant Superintendent for Finance
January 24th?	Town Manager submits consolidated budget to Select Board	Town Manager
February 3rd	Town Warrant Closes	
February 6, 25	Select Board - Budget and Capital hearing	SC
March	Public Forum	Select Board
March 4th	Select Board Budget and Capital hearings	Select Board
March 11th	Select Board adopts budget and capital and submits to Appropriations	Select Board
April 15th	Appropriation Public Hearing	SC
April 15th	Submission of Town Meeting Presentation materials	Superintendent, Assistant Superintendent for Finance
May 5th May 19th	Town Meeting Town Election	