

## FY 2024 Budget Action Calendar

DATE	ACTION
Monday, September 19, 2022	Town Manager issues instructions to Municipal Departments for FY24 Operating & Capital budgets
Tuesday, October 11, 2022	Municipal Departments submit preliminary listing of any proposed FY24 position changes with supporting justification to Human Resources (HR) with copy to Town Manager
Thursday, October 20, 2022	Town Council conducts joint meeting with School Committee in accordance with Town Charter to review financial condition and financial policies of the Town
Monday, October 31, 2022	Town Manager & School Superintendent develop annual policy agreement on allocation of projected FY24 General Fund revenue growth
Monday, October 31, 2022	Municipal Departments submit Calendar Year fee change requests to Town Manager
Monday, November 7, 2022	Departments (including School) submit Capital Improvements Project (CIP) data sheets <i>with supporting photos</i> and review of existing capital projects to Town Manager
Tuesday, November 15, 2022	Town Manager conducts public hearing on any proposed changes to <u>Calendar Year fees</u>
Wednesday, November 16, 2022	Human Resources submits position changes summary including comments to Town Manager
Wednesday November 16, 2022	School Committee Meeting – Strategic Plan and Priorities
Monday, November 28, 2022	CIP Task Force provided copy of CIP submissions
Friday, November 25, 2022	Superintendent issues Operating budget instructions for School Department
Thursday, December 8, 2022	Municipal Department Managers submit Operating Budget <i>Decision Packages</i>
Thursday, December 1, 2022	Annual Organization of Town Council (TM must submit budget to Town Council within 170 days per M.G.L. 44 § 32) (Friday, May 19, 2023)
Thursday, December 8, 2022	CIP Task Force conducts workshop on CIP submissions (Date Subject to Change)
Wednesday, December 23, 2022	School site/department submit Operating Budget requests
Wednesday, January 4, 2023	Municipal Department Managers submit Operating Budget <i>Narratives</i> including photos
Wednesday, January 11, 2023	School Committee Workshop (FY24 Budget Introduction/ Confirming Strategic Direction of Budget)
Wednesday, January 18, 2023	Municipal Departments submit Fiscal Year fee change requests to Town
Wednesday, February 1, 2023	School Committee Meeting – Initial Presentation of FY23 Budget
Wednesday, February 15, 2023	School Committee Workshop (Round Table Review of Budget)
Wednesday, March 1, 2023	School Committee Meeting – FY23 Budget Review
Monday, March 6, 2023	Town Manager submits recommended FY24 Capital Budget to Town Council per Part VI, Section 6-5 (d) of the Charter (TC must adopt plan BEFORE June 1, 2022)
Wednesday, March 15, 2023	FY24 School Operating Budget Public Hearing
Tuesday, March 21, 2023	Town Manager conducts public hearing on any proposed changes to <u>Fiscal Year fees</u>
Wednesday, April 5, 2023	School Committee meeting to adopt FY23 Operating budget
Thursday, April 6, 2023	School Department submits adopted FY23 School budget to Town Manager
Thursday, April 6, 2023	Town Council conducts first reading of FY24 Capital Budget Orders. Capital Budget presentation made to the Town Council
Monday, April 10, 2023	CFAC submits their review of recommended FY24 Capital Budget to Town Manager & Town Council
Thursday, April 27, 2023	Town Council conducts first public hearing on FY24 Capital Budget
Thursday, May 4, 2023	Town Council conducts second public hearing on FY24 Capital Budget
Tuesday, May 9, 2023	Town Manager submits recommended FY24 Operating Budget to the Town Council. Town Council must adopt budget within 45 days (by June 23, 2023) otherwise it becomes part of FY24 appropriations per Section 6-3 (b) of the Charter)
Monday May 15, 2023	CFAC submits their review of recommended FY24 Operating Budget to Town Manager & Town Council
Thursday, May 18, 2023	Last Town Council meeting to adopt FY24 proposed Capital Budget (Must be adopted by June 1, 2022)
Thursday, May 18, 2023	Town Council conducts first reading of the FY24 Operating Budget Orders. Operating Budget presentation made to Town Council.
Thursday, June 1 2023	Town Council conducts first public hearing on FY24 Operating Budget
Thursday, June 15, 2023	Town Council conducts second public hearing on FY24 Operating Budget
Thursday, June 22, 2023	Special Town Council meeting (if needed) to complete public hearings on FY24 proposed Operating Budget.

Town Council Action

School Committee Action

Town Manager Action

Municipal &amp; School Dept./CFAC Action