

Town of Heath Budget Preparation Calendar

Note: Select Board and FinCom meet weekly as needed November through ATM.

| TARGET DATES | TASK |
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| September 1-October 30 | Approve updated Budget Preparation Calendar and post to website. |
| | LA3 (Sales Report) submitted by the Assessors to the DOR and approved |
| | All certification documentation submitted to BLA advisor for review and approval |
| | Preliminary Certification Granted by DOR |
| | <u>Free Cash certified</u> |
| | Final Certification Granted by DOR |
| | LA13 Signed – Tax Base Levy Growth form signed and submitted for the first time by Assessors |
| | LA13 Final Submittal to DOR by Assessors |
| | LA13 Approved by DOR |
| | Tax Classification Hearing held by Board of Selectmen; LA5 Signed and Submitted |
| | Assessors submit tax Recap and supporting forms to DOR |
| | DOR Certifies Tax Rate; Electronic Sign off |
| November 1 – 15 | Tax Collector prepares commitment |
| November 15 | Assessors sign warrant; collector prepares tax bills for mailing |
| December 12 | BOS/FinCom finalizes language of joint guidance memo to departments with due dates and guidance for next budget requests: to include any limitations on budget increases, required use of standard budget form; how to obtain available assistance as needed. NOTE: this memo is distinctly separate from Accountant's memo but should refer to Accountant's memo. |
| December 13 | BOS/FinCom <u>joint guidance/budget request memo issued</u> |
| December 19 | <u>Joint meeting</u> of BOS/FinCom/Assessors to agree on revenue projections with data available to include but not limited to valuation & taxes anticipated, certified free cash, balance in stabilization, projected budget surplus, capital improvements, etc. in preparation for budget planning. |
| January 16 | <u>Next FY budget requests due</u> (note; budget hearings are scheduled only if needed). |
| January 23 through February 27 | FinCom and BOS begin conducting joint budget hearings with Department Heads weekly as needed. |
| January 23 through April 10 | Town Coordinator sends BOS and FinCom weekly updates to ATM warrant and Article 3 |

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| March 2 | <u>DEADLINE: Annual Reports Due</u> (for calendar year not FY) for Annual Town Report. |
| March 6 | FinCom provides BOS any recommendations relative to spending guidelines for next FY to include known capital expenses and any applicable recommendations associated with vehicle/equipment replacement schedule. Obtain school assessment info (FinCom). |
| March 6 | <u>DEADLINE: Last day to submit Articles for ATM and STM Warrants; warrant closed for new articles</u> |
| March 13 | BOS and FinCom meet separately to review draft STM & ATM warrants and Article 3 |
| March 13 | BOS/FinCom joint meeting to review status of STM warrant and ATM Article 3 and any other warrant articles with financial implications, to include department budget requests, anticipated special projects, capital projects, etc. |
| March 20 and 27 | Discuss warrant(s) and FY18 budget |
| March 28 | Send ATM and STM Warrants to Town Counsel for review with anticipated return date of April 3 |
| April 10 | Accountant sends reminder memo out with advice on year end procedures and dates; Accountant identifies possible line item shortages and proposes transfers for STM |
| April 10 | Review comments from Town Counsel on Warrants; and review accountant's memo |
| April 17 | <u>STM Warrant Finalized</u> and voted upon |
| April 18 | <u>STM Warrant posted</u> (latest 14 days prior to ATM) |
| April 24 | <u>ATM Warrant Finalized</u> and voted upon |
| April 25 | ATM Warrant posted (latest 7 days prior to ATM) |
| May 1 through July 15 | BOS with concurrence of FinCom decide upon transfer of appropriations for the previous fiscal year. May not exceed 3% of the annual budget of the department from or within which transfer is made or \$5,000 whichever is greater. Accountant to initiate. |
| May 12 | Annual Town Meeting, 2018 |
| May 30 | FinCom provides budget reconciliation subsequent to changes made at ATM. BOS and FinCom come to agreement on reconciliation |
| June 30 | Last Day to Expend Money from prior FY Funds |
| July 15 | Last Day to Submit prior FY Invoices (dated 6/30 or before) |