2017 – 2018 BUDGET DEVELOPMENT CALENDAR

Date	Development Item	Responsible Person
10/4/16	Budget assumptions, guidelines and strategies Budget process defined for all Administrators	Willett McLaughlin
10/13/16	Superintendent presents Capital Improvements Plan to the BOE for approval	Willett
10/20/16	Submit Capital Improvements Plan to Town Manager	Willett
11/4/16	Final School Program Budget requests with narrative and	Principals
12/2/16	All Budget Requests **Now Final** for FY17-18 and due to the Business Office (Depts make changes as advised)	Willett McLaughlin
12/14/16	BOE Meeting – Budget Process Status update	Willett
1/11/17	Superintendent presents Proposed Budget Fiscal Year 2017-18 to Board of Education	Willett
1/25/17	Superintendent's Second Presentation of Proposed Budget	Willett
2/8/17	Superintendent presents **Final FY17-18 Budget** to the BOE	Willett
2/21/17	BOE Submits Final FY17-18 Budget to Town Manager	Willett, McLaughlin
2/28/17	Town Manager convenes @ Joint Mtg. between Council & Board of Education (by April 11 per Charter requirement) – Council Room – 7:00 p.m.	Town & BOE
5/2/17	Budget Referendum	Town