

Town of Concord FY2017 Budget Calendar

This calendar describes the steps leading to adoption of the budget for those accounts overseen by the Town Manager under the jurisdiction of the Select Board and requiring appropriation by the Town Meeting. The School Superintendent and School Committees carry out similar steps.

2015

August 11	Capital Improvement Program Instructions issued (FY2017-21)
September 14	Budget Instructions issued to all departments, boards and committees
September 15	Capital Improvement Program (FY2017-21) requests due
September 17	FY2017 fiscal planning meeting with Selectmen Board, School Committee, Finance Committee
October 16	FY2017 General Fund Operating Budget Requests due
October 22	Board of Assessors meet to review draft Classification Report from the Town Assessor
November 2–13	Operating and Capital Budget Requests review: meetings with Town Department Heads and Budget Review Team
November 12	Classification Report submitted by Board of Assessors to Board of Selectmen (Re: setting the FY2016 property tax rate or rates)
November 16	Public Hearing ("Classification Hearing"), proposed property tax rates for FY2016 (based on FY2016 appropriations voted at April 2015 Town Meeting)
November 19	Finance Committee votes Budget Guidelines and issues by November 30 to Selectmen and School Committees
December 1	Preliminary FY2017 Operating and FY2017-21 Capital Budget recommendations compiled by Budget Review Team for Town Manager's review and adjustment
December 5 (Sat)	Selectmen/Committees Coordination Meeting; planning session for 2016 Annual Town Meeting
December 5	Warrant opened for 2016 Annual Town Meeting
December 28	Presentation of Preliminary FY2017 Operating and FY2017-21 Capital Budget recommendations by Town Manager to Select Board

2016

January 4	Warrant for Town Meeting closes at 4:00 PM
January 5	Completed PowerPoint Narratives for General Fund Departments due
January 5	90 days prior to the Annual Town Meeting, the Town Manager's Proposed Budget for FY2017 (General Fund operations and proposed appropriations) is set and submitted to Select Board. (Also, no later than this date, the Superintendent of Schools submits budgets for Concord Public Schools and Concord-Carlisle Regional High School to the respective School Committees.) Through February, these committees and Finance Committee conduct review
January 19	Town Manager's Proposed FY2017 General Fund Budget is published
January 20	Proposed FY2017 Enterprise Budget Requests due
January 21	Public Hearings advertised (for FY2017 General Fund operations)
January 22	Legal deadline for mailing of Town Meeting Warrant to residents (10 days prior to Public Hearing)
January 25-29	Enterprise Budget Requests review: meetings with Enterprise Directors and Budget Review Team
February 1	Finance Committee's Public Hearing on Town Manager's General Fund operating and capital budget proposals for FY2017 and other non-school and non-CPA financial articles on the Town Meeting Warrant
February 3	Finance Committee's Public Hearing on Education budget proposals for FY2017 (Concord Public Schools, Concord-Carlisle Regional High School, and Minuteman Career and Technical High School) and Community Preservation Act article
February 25	Town Manager's Proposed FY2017 Enterprise Budget published
February 29	Public Hearing on Enterprise Fund budgets and articles
February 29	Finance Committee completes its recommendations for Town Meeting
March 11	Finance Committee Report to printer
March 25	Finance Committee Report mailed (10 days prior to Town Meeting)
April 4	Town Meeting begins