

Town of Heath Budget Preparation Calendar

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

TARGET DATES (+/- 5 days)	TASK
September 8	LA3 (Sales Report) submitted by the Assessors to the DOR and approved
September 8	All certification documentation submitted to BLA advisor for review and approval
September 29	Preliminary Certification Granted by DOR
October 20	Final Certification Granted by DOR
October 24	LA13 Signed – Tax Base Levy Growth form signed and submitted for the first time by Assessors
October 24	LA13 Final Submittal to DOR by Assessors
October 29	Approve Budget Preparation Calendar and post to website.
October 29 up to ATM	BOS/ FinCom continue weekly joint budget meetings, if needed.
October 31	LA13 Approved by DOR
November 10	Tax Classification Hearing held by Board of Selectmen
November 10	LA5 Signed – Options & Certification form signed and submitted, for first time
November 10	LA5 Final Submit
November 10	Assessors submit tax Recap Form to DOR signed by Town Clerk, Assessors and Auditor (if applicable)
November 12	DOR Calculates Levy Limit and Certifies Tax Rate; Electronic Sign off
December 2	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 1	BOS/FinCom <u>joint guidance memo issued</u>
December 3	Assessors prepare commitment and sign warrant for tax collector; tax bills sent
December 15	<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.
December 15	<u>Target date for Free Cash to be certified</u>
January 5	<u>Next FY budget requests due</u> (note; budget hearings are scheduled only if needed).

January 12 through February 23	FinCom and BOS begin conducting joint budget hearings with Department Heads weekly.
January 5 through April 12	Town Coordinator sends BOS and FinCom weekly updates to ATM warrant and Article 3
February 26	<u>DEADLINE: Annual Reports Due</u> (for calendar year not FY) for Annual Town Report.
March 1	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 1	<u>DEADLINE: Last day to submit Articles for ATM and STM Warrants</u>
March 8	BOS and FinCom meet separately to review draft STM & ATM warrants and Article 3
March 15	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 22	Discuss warrant(s).
March 30	Send ATM and STM Warrants to Town Counsel for review with anticipated return date of April 5.
April 5	Review comments from Town Counsel on Warrants.
April 12	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 19	<u>STM Warrant Finalized.</u>
April 23 (latest)	<u>STM Warrant posted</u> (14 days prior to ATM).
April 26	<u>ATM Warrant Finalized.</u>
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.
April 30 (latest)	ATM Warrant posted (7 days prior to ATM)
May 7	Annual Town Meeting
May 24?	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)