Berlin-Boylston Public Schools

PROPOSED

Annual Budget Timeline

Month(s)	Activities (In Chronological Order)
July & August	1. Closing of prior year's books, paying final prior year's bills 2. Capital walks of all school buildings with staff, SC, town officials.
September	1. Capital planning document updated and provided to SC. 2. Salary sheets for next year's budget prepared and disseminated to administrators. 3. Salary sheets returned and incorporated into the full budget document.
October	1. School/Department budget sheets shared with administrators. 2. Capital needs prioritized with administrators and shard with SC. 3. Budget sheets returned and incorporated into the full budget document. 4. Capital requests submitted to Berlin. 5. E&D submitted by October 31. (FY26 may be slightly delayed)
November	1. Principals finalize priorities with School Councils (can happen earlier). 2. Administrators provide above-level budget requests to Superintendent and Director of Finance.
December	1. Superintendent & Director of Finance review budget & meet with administrators as needed. 2. Budget & Finance Subcommittee meets to review preliminary figures. 3. Initial budget provided to School Committee using prior year's metrics as baseline. 4. Preliminary budget estimates provided to Towns for purpose of receiving guidance.
January	1. Preliminary budget review by School Committee 2. Initial Governor's budget should post by end of month; incorporated into budget document.
February	1. Health insurance premium updates received from MIIA and incorporated into budget. 2. Secondary budget review by School Committee. 3. Additional meetings with Towns as requested or needed. 4. Joint meeting of Towns and School Committee if necessary to discuss significant issues or concerns. 5. Budget hearing scheduled and posted in accordance with MGL.
March	1. Budget Hearing convened followed by School Committee vote of proposed budget; 45 days prior to first member Town Meeting 2. Assessment Letters sent to towns in accordance with MGL and practice.
April	1. Additional meetings as needed to reach a consensus with Towns' Finance Committees and Select Boards. 2. April 1 deadline to address any changes that might occur due to move-ins or move-outs. 3. Town Meeting Warrants received and reviewed.
May	1. Town Meetings as scheduled by each member Town. 2. School Committee meetings scheduled as needed based on Town Meeting outcomes. 3. Special Town Meetings scheduled with Town Administrators as needed.
June & July	1. Special Town Meetings as necessary. 2. Notification of potential 1/12 budget to DESE if needed. 3. June 15 deadline for RIF notification AND non-renewal of non-PTS Unit A staff.