



2020-2021 BUDGET DEVELOPMENT CALENDAR



DATES IN FEBRUARY, MARCH & APRIL 2020 MAY CHANGE WHEN THE BOARD OF FINANCE DEVELOPS ITS CALENDAR

OCTOBER 2019

October 21-24

- Rollout FY21 Budget (Chief Financial Officer, Business Manager)
 - School based meetings
 - Instruction/detail using New World budgeting process

NOVEMBER 2019

November 14

- Presentation to BOE
 - Enrollment projections
 - Budget goals, constraints, and assumptions

November 26

Budget documents submitted to Business Office

DECEMBER 2019

December 2-12

- Superintendent and Leadership Team review budget requests
 - Individual Meetings by School/Department

December 10

Program Overview and Points of Pride submitted to Superintendent's office

JANUARY 2020

January 2

Business Office will have first run of FY21 budget

January 16

Superintendent's budget presentation to Board of Education.

January 21-23

BOE Budget workshops

January 23

Superintendent's public presentation on budget (7:00pm Middlebrook).

January 30

- Board of Education budget deliberations
 - Review Operating and Capital budget proposals.

FEBRUARY 2020

February 6

- Joint Board of Finance & Board of Education meeting
 - Review proposed budget.

February 7

Capital Budget discussion with Board of Selectmen

February 20

Board of Education approve Capital and Operating Budget

February 27

Snow Date: Board of Education approve Capital and Operating Budget

MARCH/APRIL 2020

March 5

Snow Date: Board of Education approve Capital and Operating Budget

March TBD

Board of Finance Public Hearing on Board of Education Recommended Budget (Middlebrook School auditorium 7:30 p.m.). (Tentative)

March TBD

Board of Finance Public Hearing on Board of Selectmen's Recommended

Budget including Board of Education Capital Plan (Middlebrook School auditorium 7:30 p.m.). (Tentative)

March TBD

Board of Finance Mill Rate Meetings.

March 31

Cabinet & Leadership Team meet to discuss budget cuts (if needed).

MAY 2020

May TBD

Annual Town Meeting.

The Town meeting can be scheduled any time during the first 7 days in May. The board of Selectmen must make a decision as to the actual date of the annual Town meeting by February 1st.

Public hearings on the Board of Education and Board of Selectmen budget requests shall be scheduled by the Board of Finance as per the Town Charter. On or prior to the 60th day preceding the date of the Annual Town Meeting, the Board of Education shall submit to the Board of Finance in written format as prescribed by the board of Finance, the amount the Board of Education has determined is needed during the ensuing fiscal year for the operation of the public schools and maintenance of the school buildings and other assets of the Town entrusted to the care of such Board, together with supporting documentation therefor. At the same time, the Board of Education shall also submit estimates of the cost of anticipated capital expenditures for the ensuing fiscal year, and for the four following fiscal years in such form as may be prescribed by the Board of Finance. The Board of Education shall provide copies of its submissions to the First Selectman at the same time it submits the same to the Board of Finance.