



Hamilton-Wenham Regional School District

LT Budget Development Process

We believe that the budget development process must be inclusive (PK-12), collaborative, and transparent. Therefore, the process outlined below has been designed to chunk our work in a way that allows all school and district leaders to be actively involved in developing the proposal, assessing our PK-12 priorities, and communicating our FY21 Leadership Team budget proposal.

Date(s)	Milestone
October 1, 2019	District submits FY19 E&D to MA DOR for Certification
October 10, 2019	Leadership Team FY21 Budget Process Roll Out
October 22, 2019 1:00 PM - 4:00 PM	FY21 Enrollment and Personnel Needs <i>Principals and Hiring Leaders</i>
October 24, 2019 - November 1, 2019	FY21 LT Drafts New Investment Proposals
October 29, 2019 7:00 PM Buker	Joint FY21 Budget Meeting #1
October 30, 2019	Distribution of October 2019 Resident Enrollment Data to Towns
November 1, 2019	Distribution of the FY21 Budget Calendar
November 6, 2019 7:00 PM Central Office	Capital/Financial Planning Subcommittee Meeting

Distributed 11/01/19 JRK

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Updated 12/11/19 JRK to include Capital/Financial Subcommittee Meetings

Updated 12/14/19 JRK to include presentation of FY21 Preliminary Budget on 12/18/19

Updated 12/30/19 JRK to adjust FY21 Budget Public Hearing #2 and SC Adopts FINAL FY21 Budget and Publish FY21 Budget Book on Website

Updated 01/11/2020 JRK added additional SC Capital/Financial Planning Subcommittee Meetings and corrected new year to 2020



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Date(s)	Milestone
November 21, 2019	PK-12 LT New Investment Proposal(s) Presentation and Prioritization
December 11, 2019 7:00 PM Central Office	Capital/Financial Planning Subcommittee Meeting
November 12-22, 2019	One-on-One Level Services Assessment and FY21 Proposal Development by Responsibility Center
December 18, 2019	10 Year Capital Improvement Plan, FY21 Capital Budget Recommendation, and FY21 Preliminary Budget
November-January	FY21 Budget Book Development
January 8, 2020	SC Approves LT TENTATIVE FY21 Budget
January 9, 2020	District Administration Delivers Adopted Tentative FY21 Budget to Towns
January 14-15, 2020 5:00 PM - 8:00 PM	LT/SC Proposed Budget Workshop
January 21, 2020 7:00 PM	SC Capital/Finance Subcommittee Meeting
January 22, 2020 6:30 PM Buker	SC Holds FY21 Budget Public Hearing #1

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Date(s)	Milestone
January 29, 2020 7:00 PM - 8:00 PM	Joint FY21 Budget Meeting #2
February 4, 2020 7:00 PM	SC Capital/Finance Subcommittee Meeting
February 12, 2020	SC Holds FY21 Budget Public Hearing #2 and SC Adopts FINAL FY21 Budget
February 14, 20	Publish FY21 Budget Book on Website
TBD	Joint FY21 Budget Meeting #3
March 13, 2019	District Treasurer Certifies FY21 Apportioned Amounts with Towns
April 4, 2019	Annual Town Meetings

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