

Activity	Responsibility	Date	Meeting Type
Distribution of Budget Directives, Data & Forms	Business Manager	10/25/2023	Email
Submission of Budget Requests & Budget Narratives for Administrative Review	Bus Mgr / Princ / Dir Athletic Dir / CO Admin	11/10/2023	Admin. Staff
Superintendent's Preliminary Review	Central Office Admin	11/13/23	Cabinet
Supt. & Admin Team Reviews Budget	Bus Mgr / Princ / Dir Athletic Dir / CO Admin	11/13/22-12/15/22	Admin. Staff
Meeting with BOS and BOF	BoS/BoF/BoE	TBD	
Update of Preliminary Proposal (w/revisions)	Business Manager	12/15/2023	CO Review Team
Create Budget Book and BOE Presentation	Superintendent	11/30/2023	Admin
Superintendent's Budget Presentation to BOE	Superintendent	1/2/2024	Reg Bd Mtg
Capital Budget Discussion	Board of Education	1/2/2024	Reg Bd Mtg
BOE Budget Workshops	Board of Education	1/2024 – 3/2024	Spec Bd Mtg
Capital Budget Approval	Board of Education	1/2/2024	Reg Bd Mtg
BOE Capital Budget Delivered to ACCE	Business Manager	1/5/2024	Delivery
BOE Capital Budget Presentation to ACCE	Board of Education	1/25/2024	ACCE Meg
BOE Discussion & Possible Action on Proposed Budget	Board of Education	3/2024	Reg Bd Mtg
BOE Budget Submitted to Board of Finance (On or before the last Monday in March per Town Charter)	Business Manager	On or before the last Monday of March	Delivery
Board of Finance - BOE Budget Presentation	Board of Finance	TBD	Bd of Finance
Board of Finance review of BOE Budget	Board of Finance	TBD	Bd of Finance
Town Budget Public Hearing	Board of Selectmen	At least 2 wks. prior to Town Meeting	Public Hearing
Annual Town Budget Meeting	Board of Selectmen	On or before 2 nd Weds. Of May	Town Meeting
A Referendum date is set at the Town Meeting (if a vote is required)		TBD	Referendum Vote