



FY2026 BUDGET

PREPARATION CALENDAR

Updated: September 17, 2024

**JULY/
AUGUST 2024**

- Close FY24; New FY25 opens
- Capital needs survey of senior leadership team with site reviews
- Present initial Capital budget proposal and 5-year plan to Budget Subcommittee
- Incorporate feedback and revise proposal for final BSC review and vote.
- Forms A & B prepared for review with Town Finance Department
- Meet with Town Finance Office to review Capital request and 5-year plan.

SEPTEMBER 2024

- Capital budget proposal and 5-year Plan submitted to Town Finance Office
- Town Manager Capital review meeting
- End of Year Operating budget submission to DESE
- Q4 Budget report to School Committee on close of FY24 budget.

OCTOBER 2024

- Joint Capital Expenditures Committee and Finance and Warrant Committee meetings on Capital budget.
- School Committee vote to approve District FY26 Capital budget proposal
- Level service review and reconciliation of Operating budget
- Budget Subcommittee review, discussion and approval of FY26 fee structure

NOVEMBER 2024

- Operating budget level service, future needs and new initiatives review with Principals, Directors and Department heads
- Building-based budget forums held at each school to gather faculty/staff input
- Community budget forum for families and community members to review budget process and gather input for FY26 budget development
- Review and analysis of all revenue, revolving and grant accounts to establish projected offsets for FY26

DECEMBER 2024

- Consolidate, analyze and consider feedback from stakeholders to establish new initiatives for possible inclusion in FY26 Operating budget proposal
- Budget Subcommittee review and discussion of draft level service and Operating budget proposal (2 meetings)

**JANUARY/
FEBRUARY 2025**

- Capital Expenditures Committee Capital budget recommendation to Town Manager
- Faculty and Community budget forums held to provide update on process and projections for personnel and programming in FY26
- School Committee review of level service and Operating budget, including public hearings and deliberation, with possible vote to approve

MARCH 2025

- Annual District Budget Book finalized
- Presentation of Operating and Capital budget to Finance and Warrant Committee (ongoing, possibly multiple meetings)

APRIL 2025

- Budget forum for Town Meeting precinct chairs and general members to review Operating budget proposal and address questions

MAY 2025

- Annual Town Meeting for approval of Operating Budget and Capital Budget

KEY : Capital Budget - Operating Budget - Both Budgets