

**BVR Election****Fiscal Year 2020-2021 Updated 11/21/2019**

<b>Date/Time</b>	<b>Responsible/ Authority</b>	<b>Task</b>
<b>OCT 28, 2019 MONDAY 5:30 p.m. Large Conf Room</b>	<b>Finance Comm - Town</b>	<b>1) Select Committee Chair 2) prelim FY19 Results 3) prelim FY21 budget schedule</b>
<b>November 20, 2019 WEDNESDAY (5:30 p.m. in the Large Conference Room).</b>	<b>Finance Comm - Town</b>	<b>1) Foreclosure and lien report 2) TIF Update 3) Investment review 4) Finance Committee Schedule and Agendas 5) Budget Preview Spreadsheet 6) Discussion of prior year Budget Book and FY21 presentation with Finance Committee.</b>
<b>November 6</b>	<b>Department Directors</b>	<b>Return completed department CIP, TIF and Special Revenue spreadsheets to Finance Director.</b>
<b>Nov 12 - Jan 6</b>	<b>Finance Director</b>	<b>Consolidate the capital plan and calculate the predicted mil rate for the capital portion of the Budget. Town Manager and Finance Director reviews budget with Directors. Finalize Capital Improvement Program, special revenue fund plan and TIF Development Plan, prepare summarized presentation for the Finance Committee and Council</b>
<b>December 12, 2019 THURSDAY (5:30 p.m. to 7:30 p.m. in the Council Chambers).</b>	<b>Finance Committee - Town and School.</b>	<b>1) Joint School and Town Finance Committee budget meeting. 2) Fiscal Year 2019 CAFR/Audit results presented. 3) Discuss Finance Committee Schedule and Agendas 4) Discussion about anticipated challenges and opportunities in the development of the FY21 Budget</b>
<b>Jan 8, 2020 WEDNESDAY (5:30 p.m. in the Large Conference Room).</b>	<b>Finance Comm - Town</b>	<b>1) Presentation of Capital Improvement and Special Revenue Fund Budgets, Present TIF Development Plan to Finance Committee. 2) Discuss Finance Committee Schedule and Agendas</b>  <b>Send Reminder to Library about Feb 12 Budget Review</b>
<b>Jan 3</b>	<b>Dept. Heads</b>	<b>Department Heads to submit proposed amounts for all operating accounts for 2019-2020 year-end and 2020-2021 budget to Fin Dir</b>

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Jan 7-31	Town Mgr Finance Director	Finance Director consolidates and presents operating budget to Town Manager. Finance Director and Town Manager reviews budget with Directors.
Jan 13 MONDAY (6:00 p.m. Falmouth Elementary School)	School Board	School Board Budget Meeting. Topics include student/staff demographics (class sizes), enrollment review and predictions, State revenue insight, mid-year status review and early forecast of needs.
Feb 7	Finance Director	Preliminary version of operating budget prepared and distributed
Feb 12 WEDNESDAY (5:30 p.m. in the Large Conference Room).	Town Mgr Finance Dir Finance Committee - Town	-Present TOWN operating budget spreadsheet, Special Revenue Fund budget, TIF Development Plan and Capital Plan to Finance Committee. -Wastewater budget presentation -Library Budget Presentation
Feb 28	Designated Admin Assistant	Send Budget Book to Council for Finance Committee meeting.
Mar 4 WEDNESDAY (5:30 p.m. to 8:00 p.m. Council Chambers).	Town Finance Committee	Budget Book presentation to Finance Committee. Final Library Budget Presentation (if needed).
Mar 9 MONDAY (7 p.m. special Council meeting)	Town Council	Order to schedule the Budget public hearing on April 1 (date to be approved by Council & School Committee) in accordance with the Charter.
Mar 13 FRIDAY (Noon in Council Chambers)	School Board	School Board Budget Presentation and Workshop. Overview to be presented at noon. TENTATIVE DATE
Mar 16 MONDAY (5:30 p.m. in the Large Conference Room)	School Board	Follow-up to March 13 budget rollout responding to data requests, questions etc. (Town Councilors welcome to attend) TENTATIVE DATE
Mar 10	Town Staff	Arrange for April 1 Budget Public Hearing advertisement
Mar 25 WEDNESDAY (5:30PM in Council Chambers) w/ Light Dinner	Town Council /School Board	School Budget Presentation Town Budget Presentation
April 1 WEDNESDAY (7 p.m. in Council Chambers)	Town Council Charter 502, 502.4	Comprehensive budget presentations (School and Town) at Council meeting and public hearing.

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<b>Apr 13 MONDAY (7 p.m. in Council Chambers - special Council meeting)</b>	<b>Town Council Charter 502, 502.4</b>	<b>The Town Council approves an order to adopt the budget in accordance with the Charter.</b>
On or before May 5	Town Council BVR	In accordance with the Budget Validation Referendum Statute, the School Department makes available detailed budget document (Cost Center Summary) to Town Clerk and the public. This document will be voted on by the Council on May 11
<b>May 4 MONDAY</b>	<b>Clerk</b>	<b>Post notice for Council meeting to adopt budget at least 7 days prior to May 11</b>
<b>May 11 MONDAY (7:00 p.m. in Council Chambers – special Council meeting)</b>	<b>Town Council Charter 502, 502.4</b>	<b>The Town Council shall approve an order to adopt the BVR in accordance with 21-A 1486. The Town Council may also approve the BVR , Municipal Election and Referendum at this time. Order to adopt the budget in accordance with the Charter.</b>
June 2	Staff responsibility BVR	Referendum warrants must be posted. {BVR}
June 9	Election BVR	Election/School Budget Referendum vote. {BVR}