



## FY18 Budget Development Process (v.01)

	Event	Date
1	Initial Selectboard Discussion on Budget Goals, Presentation of Draft Capital Improvement Program and Budget	October 3rd
2	Town Administrator Distributes Budget Worksheets to Department Heads for Development	October 4th
3	Annual/Budget Meetings with Boards, Committees, and Commissions	October 17th, November 7th and 21st
4	Review of and Discussion on Capital Improvement Program and Budget	November 21st
5	Budget Meetings with Department Heads	November 30th through December 7th
6	FY2018 Budget and FY18-FY22 Capital Budget Presentation to the Selectboard	December 12th
7	Department Presentations - Police, Fire, Clerk/Treasurer/Elections, Recreation, Assessor	December 12th
8	Department Presentations - Highway, Planning and Zoning, Town Administrator (including insurances, debt service, and all other budget categories not covered elsewhere)	December 19th
9	Selectboard Budget Work Sessions	January 2nd, 9th, and 16th (if needed)
10	Selectboard Sets Budget, Approves (final) Capital Improvement Program and Budget	January 23rd
15	Selectboard Warns Town Meeting	January 30th