

BUDGET PREPARATION SCHEDULE 2014

1/22/2013 TUESDAY	CAPITAL BUDGET may be submitted to Town Clerk for packets.
1/24/2013 THURSDAY	CAPITAL BUDGET may be submitted to Town Council. (at least 90 days, but not more than 120 prior to FTM) (Jan 7 th to Feb. 5 th)
2/07/2013 THURSDAY	ALL BUDGETS submitted to Treasurer by 5:30 p.m.
2/12 & 2/13/2013 TUES/WEDS.	BUDGET REVIEW WITH TREASURER (see second page)
2/17/2013 MONDAY	DEPARTMENT HEADS SECOND REVIEW (if needed) WITH TREASURER
2/25/2013 MONDAY	TREASURER SUBMIT BUDGETS TO TOWN CLERK FOR COUNCIL SPECIAL PACKETS
2/28/2013 THURSDAY	ALL BUDGETS SUBMITTED TO COUNCIL FOR REVIEW (By charter – March 1 st .)
3/2 or 3/7/2013 SAT/THURS	BUDGET COMMITTEE WORK SESSION (see attached schedule)
TBD	BUDGET PREPARATION WORKSHOPS
3/28/2013 THURSDAY	PUBLIC HEARING on Preliminary Budget, Capital Budget and Capital Improvement Program. (Section 10.04 of Town Charter-Hearing must be at least 30 days before FTM-April 7, third Thursday March 21)
4/11/2013 THURSDAY	COUNCIL ADOPTION (IF POSSIBLE) (Section 10.05 of Town Charter-Adoption not later than 15 days before FTMTG)
4/18/2013 THURSDAY	COUNCIL ADOPTION (IF NEEDED) Last possible date for adoption. (Must advertise approved budget at least 10 calendar days prior to hearing for adoption of budget. Ad must be approved by state) place ad on Monday 15 th for Thursday 18 th or Monday 22 nd for Thursday 25 th .
5/7/2013 TUESDAY	FINANCIAL TOWN MEETING

OPTION 1

Dept. times subject to change based on scheduling of administrators

**SATURDAY, MARCH 2, 2013
BUDGET COMMITTEE WORK SESSION SCHEDULE
BENJAMIN EDDY BUILDING**

MEETINGS START AT 8:00A.M.

- 8:00** Building & Zoning, Zoning Board, Planning, Planning Board
- 8:30** Foster Libraries, Foster Land Trust, Conservation Commission, Human Services Department/Community Service Organizations
- 9:00** Fire Departments, Ambulance Corps, Engineering Board, Emergency Management
- 9:30** Recreation Department, Tax Assessor, Tax Board of Review, Department of Public Works
- 10:00** Police Department
- 10:30** School Department
- 11:00** Finance Department, Town Clerk

If there are any questions, please call the Town Clerk at 392-9200 or the Town Treasurer at 392-9207.