

Rowe FY20 Budget

When	Event/Task	Who
August-October	Certify Free Cash (used in coming FY20 revenue projections)	Town Accountant
September	Financial Roundtable	BAG- BoS, FinCom, Assessors, Treasurer, Accountant, School Committee
October 15-30	Free Cash Certified	Accountant
November 05	All-Boards Meeting	All Departments
October/November	Set Tax Rate	Assessors, BoS
November	Send out notices & meet with FinCom liaisons	All Departments
November	Begin Capital Planning Process- including 5 year projections	Finance Committee, Possibly BoS
December 05	Budget submissions due	All Departments
December 15	Prepare initial revenue/expenditures projections including capital expenditures	BoS, FinCom, Accountant
January 01	Release "House 1"- first indication of state aid	Governor
January/February	Meet with Department Heads to review budget recommendations	FinCom, BoS
March	Cherry Sheets Should be Issued	Legislature/DoR
March	Prepare final revenue/expenditure projections for FY20 in preparation for Annual Town Meeting	BoS, FinCom
March	Prepare Town Meeting Warrant recommendations	FinCom
April	Warrant is closed & signed	BoS
May	Annual Town Meeting	Town
May/June	Make any line-item & reserve fund transfers necessary	FinCom, BoS