

FY 2016 Annual Budget and Annual Town Meeting Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 16, 2014	BOS MEETING: Review draft Budget Policy Statement and draft Annual Town Meeting calendar	BOS
September 17, 2014	FINCOM MEETING: Review draft Annual Town Meeting calendar	FinCom
September 30, 2014	BOS Meeting: Issue FY2016 Budget Policy Statement (Charter Sec. 7-2-1 'On or before the 31st of October of each year, the BOS shall prepare and <u>issue a policy statement</u> relating to the budget for the ensuing Fiscal Year.')	TA/ATA
September 30, 2014	BOS MEETING: Charter Sec. 7-2-2 - 'Not later than the 31st of October the BOS + FinCom shall set a date for the TA to submit to the above bodies a comprehensive budget for all Town functions for the ensuing Fiscal Year and an accompanying budget message.')	TA/BOS/FinCom
September 30, 2014	Certify Free Cash	Accountant
September 30, 2014	Estimate revenues for FY2016 based on financial analysis of previous fiscal years	Accountant
OCTOBER		
DATE	ACTION	WHO
October 1, 2014	Distribute Operating Budget, FY2016 CIP for review, Budget Policy Statement + instructions/guidelines to Dept Heads	TA/EA
October 14, 2014	BOS MEETING: If not approved by BOS Sept 30, set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	TA
October 22, 2014	FINCOM MEETING	FinCom
October 28, 2014	BOS MEETING	BOS
October 31, 2014	FINAL deadline date for Budget Policy Statement to BOS/FinCom + set date for budget submission (see above Charter Sec 7-2-2)	FinCom

NOVEMBER		
DATE	ACTION	WHO
November 1, 2014	DEADLINE for submission of Operating Budget and review of FY2016 CIP to TA	Dept Heads
November 3-7, 2014	Individual Dept Head Meetings w TA. Alert FinCom liaison to Depts of specific meeting date	TA/Dept Heads/FinCom
November 13, 2014	BOS MEETING: Schedule joint FinCom BIG 5 Budget Review on December 16, 2014 (Date Tentative)	BOS
November 19, 2014	FINCOM MEETING	FinCom
November 25, 2014	BOS MEETING	BOS
DECEMBER		
DATE	ACTION	WHO
December 5, 2014	Submission of budget documents and budget message to BOS + FinCom. Include FY16 budget documents + message in BOS Packets	TA/ATA
December 5, 2014	Develop 5 Year Budget Outlook for Wellfleet	Town Accountant
December 5, 2014	Budget materials made available to public	EA
December 9, 2014	BOS MEETING: Distribute budget packets for the Big 5 Budgets	TA/EA
December 12, 2014	Send memo requesting proposed ATM Articles + Transfer Requests to Dept + Committee Heads. Deadline for submission Jan 31, 2015	EA
December 15, 2014	2014 ANNUAL REPORT SUBMISSIONS DUE	All Boards/Committees
December 16, 2014	SPECIAL JOINT BOS/FINCOM MEETING: Joint BOS/FinCom Budget Review meeting of five largest Department Budgets	BOS/Dept Heads/FinCom
December 19, 2014	Develop draft ATM Article Index	ATA/EA

JANUARY		
DATE	ACTION	WHO
January 5, 2015	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 13, 2015	BOS MEETING: Submit FY15 Regional School Budget Development Schedule to BOS with January 9, 2015 packets	TA
January 13, 2015	BOS MEETING: Submit draft ATM Article Index to BOS	ATA/EA
January 21, 2015	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
January 27, 2015	BOS MEETING: Submit 5 Year Budget Outlook for Wellfleet to BOS with BOS Packets on January 23, 2014	TA/Accountant
January 27, 2015	BOS MEETING: Review and place ATM Articles	BOS
January 30, 2015	Distribute placed Articles to Boards/Committees	EA
FEBRUARY		
DATE	ACTION	WHO
February 3, 2015 <i>[tentative date - confirm with School Committee]</i>	School Committee Meeting - Final budget review + vote to approve FY2016 regional school budget	School Committee
February 6, 2015	Deadline to receive proposed ATM Articles + Transfer Requests from Dept + Committee Heads	Dept + Committee Heads
February 10, 2015	BOS MEETING: Review and place ATM Articles + review Elementary School, Tech School + NRSB Budget w FinCom at joint meeting	BOS/FinCom/School Reps
February 11, 2015	Distribute placed Articles to Boards/Committees	EA
February 12, 2015	TENTATIVE - Receive approved regional school budget	NRST Business Manager
February 24, 2015	BOS MEETING: Review and place ATM Articles	BOS
February 25, 2015	FINCOM MEETING: Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 26, 2015	Distribute placed Articles to Boards/Committees for recommendations	EA
February 27, 2015	FINCOM to submit final budget recommendations to TA	FinCom
February 27, 2015	Deadline for petitioned articles (" Prior to Mar 1 " - Charter 2-4-2)	Registered Voters

MARCH		
DATE	ACTION	WHO
March 2, 2015	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 10, 2015	BOS MEETING: Place and vote final ATM Articles	BOS
March 11, 2015	Distribute placed Articles to Boards/Committees	EA
March 13, 2015	FINAL Board/Committee recommendations due to TA's office in order to be printed in the ATM Warrant	Board/Com Chairs + Com Secretaries
March 19, 2015	Final Review of Warrant	TA/ATA/EA
March 24, 2015	BOS MEETING: Final Article recommendations and vote on Warrant. BOS Sign Warrant (5 copies).	BOS
March 25, 2015	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 25, 2015	FINCOM MEETING	FinCom
March 26, 2015	Submit Warrant to printer	EA
APRIL		
DATE	ACTION	WHO
April 1, 2015	Distribute CIP request forms. Due May 1, 2015	EA
April 7, 2015	Last day to register to vote at ATM and Annual Town Election (MGL c. 51, ss 26, 28)	Town Clerk
April 14, 2015	BOS MEETING	BOS
April 13, 2015	Deadline for posting and mailing Warrants ("14 days prior to ATM" Charter 2-6-2)	Printer
April 15, 2015	Finalize Article Motions	TA/ATA/EA
April 17, 2015	[Tentative] Group conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/BOS Chair
April 20-23, 2015	Create Power Point Presentation with Articles and Motions for ATM	EA
April 22, 2015	FINCOM MEETING	FinCom
April 27, 2015	BOS MEETING: Special meeting immediately preceding ATM	BOS
April 27, 2015	ATM ("4th Monday in April" - Charter 2-6-1)	ALL
April 28, 2015	BOS MEETING	BOS

MAY		
DATE	ACTION	WHO
May 1, 2015	FY2016 CIP request forms due from Department Heads	EA
May 4, 2015	Annual Town Election ("First Monday after the fourth Monday in April" Charter 2-6-1)	Town Clerk
May 4-29, 2015	TA to prepare FY2016 CIP	TA
May 12, 2015	BOS MEETING	BOS
May 26, 2015	BOS MEETING: Submit FY2016 CIP to BOS + FinCom	EA
May 27, 2015	FINCOM MEETING	FinCom
JUNE		
DATE	ACTION	WHO
June 1, 2015	DEADLINE Charter Sec 7-5-2: 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA
June 9, 2015	BOS MEETING	BOS
June 23, 2015	BOS MEETING	BOS
June 24, 2015	FINCOM MEETING	FinCom
June 30, 2015	DEADLINE Charter Sec 7-5-2: 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.'	FinCom