

FY23 Budget and Town Meeting Timeline

	Task Name	No later than date	Reference	Duration	Start	Finish	% Complete	Status
1	BoS Votes Dates to Open and Close FTM Warrant			1d	08/03/21	08/03/21	100%	Complete
2	BOS Open the Fall Town Meeting Warrant	10/21/21		35d	08/09/21	09/24/21		In Progress
3	Free Cash Certification and Approval			21d	08/23/21	09/20/21		In Progress
4	TA and Finance Director Develop Budget Instructions			10d	09/20/21	10/01/21		Not Started
5	TA and Finance Director Issue Budget Instructions, Forms, etc			1d	10/08/21	10/08/21		Not Started
6	Departments Develop Budgets and submit to the TA/Finance Director	12/08/20	Bylaw Sec 1.2.7	16d	10/11/21	11/01/21		Not Started
7	Present Draft Warrant Articles to the BoS			1d	10/05/21	10/05/21		Not Started
8	Special Town Meeting Warrant Finalized with Motions			1d	10/08/21	10/08/21		Not Started
9	BoS vote final warrant and vote to post the Warrant			1d	10/19/21	10/19/21		Not Started
10	Warrant Posted by the Constable	11/01/21		1d	10/22/21	10/22/21		Not Started
11	UCT/Bourne PS Enrollment Date-meet with Supers			21d	10/01/21	10/29/21		Not Started
12	Finance Dept inputs Department Data into Softwrite			4d	11/01/21	11/04/21		Not Started
13	NLT date to publish Voter Handbook			1d	11/05/21	11/05/21		Not Started
14	TA and Finance Director hold Departmental Reviews			13d	11/08/21	11/24/21		Not Started
15	Fall Special Town Meeting			1d	11/15/21	11/15/21		Not Started
16	Prior year financial review presented to the BoS/Fincom-Finance Director and TA			1d	10/11/21	10/11/21		Not Started
17	Tax Classification Hearing Held			1d	11/30/21	11/30/21		Not Started
18	Finance Dept updates Departmental Budgets			5d	11/29/21	12/03/21		Not Started
19	TA Prepares Budget for Presentation to BoS			19d	12/06/21	12/30/21		Not Started
20	BoS votes to Open ATM and STM warrants and votes the dates they will close			1d	01/04/22	01/04/22		Not Started
21	TA Presents Operating and Capital Budgets to BoS	01/15/20	Bylaw Sec 1.2.7/Charter 7-1	1d	01/04/22	01/04/22		Not Started
22	Board of Selectmen Budget and Capital Plan Review			1d	01/11/22	01/11/22		Not Started
23	Board of Selectmen Budget and Capital Plan Review			1d	01/18/22	01/18/22		Not Started
24	Board of Selectmen Budget and Capital Plan Review			1d	01/25/22	01/25/22		
25	BoS forward Budget and Capital Plan/Budget to Fincom	02/01/20	Bylaw Sec. 1.2.7	1d	02/01/22	02/01/22		Not Started
26	Warrant Closes - Annual Town Meeting	03/11/22	Charter 2-5;No <50 days	1d	02/25/22	02/25/22		Not Started
27	Warrant Closes - Special Town Meeting	04/07/22	Charter 2-5;No <25 days	1d	02/25/22	02/25/22		Not Started
28	Vote to Post Warrant for Special Town Meeting	04/18/22	NLT 14 days prior	1d	03/29/22	03/29/22		Not Started
29	Vote to Post Warrant for Annual Town Meeting	04/25/22	NLT 7 days prior	1d	03/29/22	03/29/22		Not Started
30	School Budget voted at School Committee Meeting			1d	04/07/22	04/07/22		Not Started
31	Fincom report available at TH and Library	>21 days before ATM	Charter 7-4	1d	04/11/22	04/11/22		Not Started
32	ATM Voter Handbook available at TH and Library	>15 days before ATM	Charter 2-5	1d	04/15/22	04/15/22		Not Started

	Task Name	No later than date	Reference	Duration	Start	Finish	% Complete	Status
33	Annual and Special Town Meeting	First Monday in May	Bylaw Sec 1.1.1	1d	05/02/22	05/02/22		
34								
35								
36								