

## BUDGET REVIEW SCHEDULE 2012-13

Friday, November 18, 2011 – Budget package/forms sent to departments.

Thursday, December 15, 2011 – Departments submit budget requests to Town Administrator/Finance Director. (Charter requires submission by January 14 of each year).

Week of January 3-6, 2012 – Departments meet with Town Administrator, Finance Director, First Selectman to review budget requests.

Thursday, January 12, 2012 – Department revisions to original requests are due.

Wednesday, January 25, 2012 – First Selectman submits budget request to Board of Selectmen. (Charter requires by February 10th).

Tuesday January 31, 2012– Board of Education transmits budget request to the Board of Selectmen. (Charter requires by February 3rd).

Monday, February 13, 2012, 7:30 p.m. – Board of Selectmen review First Selectman's budget request.

Tuesday, February 14, 2012, 7:30p.m. – Board of Selectmen review Board of Education Budget request.

Wednesday-, February 15, 2012, 7:30 p.m. – Board of Selectman review Board of Education budget request (if necessary) and continue review of Board of Selectmen's request (if necessary)

Thursday, February 16, 2012, 7:30 p.m.- Board of Selectmen vote on and transmit First Selectman's and Board of Education budgets to Board of Finance. (Charter requires by February 25<sup>th</sup>). Board also nominates moderator for Annual Town Budget meeting.

Thursday, February 23, 2012- Deliver Budget Books to Board of Finance

Thursday, March 1, 2012- Publish notice of public hearing on budget. (Charter requires 10 days prior to public hearing)

Monday, March 5, 2012, 7:30 p.m. – Board of Finance reviews First Selectmen's budget request.

Tuesday, March 6, 2012, 7:30 p.m. – Board of Finance reviews First Selectmen's budget request (if necessary).

Wednesday, March 7, 2012, 7:30 p.m. – Board of Finance reviews Board of Education budget request.

Thursday, March 8, 2012, 7:30 p.m. – Board of Finance reviews Board of Education budget request (if necessary).

Tuesday, March 13, 2012, 8:00 p.m. – Board of Finance holds public hearing on budget request. Weston Middle School cafeteria (Charter requires at least two weeks prior to annual budget meeting).

Wednesday, March 14, 2012, 8:00 p.m. – Additional public hearing on budget request. Weston Middle School cafeteria (if necessary).

Thursday, March 22, 2012, 7:30p.m. – Board of Finance budget deliberation meeting.

Thursday, March 29, 2012 – Publish and post notice of Annual Town Budget meeting. (Charter requires at least five days prior to meeting).

Wednesday, April 4, 2012, 8:00 p.m. – Annual Town Budget meeting. (Charter requires by April 22) High School Auditorium.

Thursday April 12, 2012- Proposed Referendum

Monday April 23, 2012 – Board of Finance meets after Town meeting.