

**Town of Amherst
FY17 Budget Schedule**

RSA	Action			COMMENTS
	Department Head Budget Kickoff Meeting	July 22/2015		
	Department Heads Work Budget Initiatives while updating Strategic Plans	Jul 23 - Sep 28/2015		
	Vice Chairman D'Angelo and Selectmen Panasiti Strategic Plan to Budget Orientation -- Police Department	Tues. Sept. 8 /2:00 p.m.		
	Vice Chairman D'Angelo & Selectmen Jensen Strategic Plan to Budget Orientation -- Office of Community Development	Wed. Sept. 9 /2:00 p.m.		
	Department Head Meeting Year-end Review Actuals/Worksheets	Wed. Sept 9: 9:00 am - 10:00 am		
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting	Sept 14/2015	Community Development, Police, Tax and Assessing
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting	Sept 28/2015	DPW, Library, Administration, Fire Rescue, Recreation
	Finance Office Budget Development (Global Assumptions /HistoricTrends)	Sept - Oct		
	BOS Prioritize Strategic Initiatives along with Global Assumptions	Board Meeting	Oct 13/2015 (TUES.)	
	Department Heads Submit Proposed Budgets to Finance Office	Oct 16/2015		
	Board/Administration Discussion --Global Assumptions Revenue Estimates	Board Meeting	Oct 26/2015	
	Department Head Administrative budget review	Wed. Oct 28: 9:00 am - 10:00 am		Preparation for BOS meeting
	Budget Presentation (Revenue Estimates Tax Impact) - Draft # 1 (Date BOS Hands Off Budget to Department Heads & Ways and Means)	Board Meeting	Nov 9/2015	
	BOS/Ways and Means/Dept Heads/Town Administrator Subcommittee Meetings to Review Draft Budget Proposals	Nov 10 - Nov 22		(10) Mtgs by group/dept.: Comm. Dev., Police, Rec., Tax & Assess, DPW, Library, Admin, Fire Rescue, Finance & Debt, CRF & Initiatives
	Discussion BOS & Ways and Means - Draft # 2	Board Meeting	Nov 23/2015	
	Preparation of Revisions			(Thanksgiving Break)
	Revenue Estimates/Tax Impacts Adjustments			
	Budget Finalized	Board Meeting	Dec 14/2015	
40:13 II-a(a)	Post notice of Board Of Selectmen Budget Hearing		On or before Jan 7/2016	
40:13 II-a(a) 33:8-a	Publish notice of Public Hearing in newspaper. (Only Bond/Note must be published per RSA)		Jan 5 (T) & 7 (W)/2016 Citizen Deadline Dec 28/2015	
	Preparation of Default Budget	Dec 18/2015		
	Prepare for Public Hearings	Board Meeting	Dec 28/2015	
40:13 II-a(b) 197:6	Deadline for petitioned articles/cost items		Jan 12/2016	
40:13 II-a(c)	Public Hearing for Budget	Board Meeting	Jan 11/2016 (Snow Date Jan 12/2016)	
40:13 II(d) 39:5, 197:7	Post Warrant MS-6 for Deliberative Session		Jan 25/2016	
40:13 III, IV	Deliberative Session	Board Meeting	Feb 3/2016	Wednesday
	Ballot Preparation		Feb 4 - 10/2016	
	Voters Guide Preparation		Feb 8- 12	
40:13 VIII	District Voting - SB2 and Election of Officials		March 8/2016	
				Revised 9/8/15