

Town of Amherst
FY18 Budget Schedule

RSA	Action		COMMENTS
	Department Head Budget Kickoff Meeting	3-Aug-16	
	Department Heads Work Budget Initiatives while updating Strategic Plans	August 4 - Sep 28, 2016	
	Department Head Meeting Year-end Review Actuals/Worksheets	Wed. Sept 7: 9:00 am - 10:00 am	
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting	12-Sep-16 Police, Tax and Assessing
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting	26-Sep-16 Library, Recreation
	Board/Administration Discussion --Global Assumptions	Board Meeting	26-Sep-16
	Revenue Estimates		
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting (TUES.)	11-Oct-16 DPW
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting (WED.)	19-Oct-16 AFR, Administration
	Finance Office Budget Development (Global Assumptions /HistoricTrends)	Sept - Oct	
	Department Heads Submit Proposed Budgets to Finance Office	14-Oct-16	
	BOS Prioritize Strategic Initiatives along with Global Assumptions	Board Meeting	24-Oct-16
	Department Head Administrative budget review	Wed. Oct 28: 9:00 am - 10:00 am	Preparation for BOS meeting
	Budget Presentation (Revenue Estimates) - Draft # 1	Board Meeting	14-Nov-16
	(Date BOS Hands Off Budget to Department Heads & Ways and Means)		
	BOS/Ways and Means/Dept Heads/Town Administrator Subcommittee Meetings to Review Draft Budget Proposals	Nov 8 - 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	28-Nov-16
	Preparation of Revisions		(Thanksgiving Break)
	Revenue Estimates/Tax Impacts Adjustments		
	Budget Finalized	Board Meeting	12-Dec-16
40:13 II-a(a)	Post notice of Board Of Selectmen Budget Hearing		On or before Jan 10, 2017
40:13 II-a(a) 33:8-a	Publish notice of Public Hearing in newspaper. (Only Bond/Note must be published per RSA)		Jan 3 (T) & 4 (W)/2017 Citizen Deadline Dec 28/2015
	Preparation of Default Budget	12-Dec-16	
	Prepare for Public Hearings	Board Meeting	27-Dec-16
40:13 II-a(b) 197:6	Deadline for petitioned articles/cost items		Jan 10, 2017 (Jan 6, if BOND) Jan 9, 2017
40:13 II-a(c)	Public Hearing for Budget	Board Meeting	(Snow Date Jan 10/2017)
40:13 II(d) 39:5, 197:7	Post Warrant MS-6 for Deliberative Session		23-Jan-17
40:13 III, IV	Deliberative Session	Board Meeting	8-Feb-17 Wednesday
	Ballot Preparation		Feb 9 - 15, 2017
	Voters Guide Preparation		Feb 9- 15
40:13 VIII	District Voting - SB2 and Election of Officials		14-Mar-17
			Revised 10/12/2016