

**Town of Amherst  
FY19 Budget Schedule**

RSA	Action		COMMENTS
	Department Head Budget Kickoff Meeting		2-Aug-17
	Department Heads Work Budget Initiatives while updating Strategic Plans		Aug. 2 - Sept. 25, 2017
	Department Head Meeting Year-end Review Actuals/Worksheets		Wed. Sept 6:
	Board/Administration Discussion --Global Assumptions	Board Meeting	18-Sep-17
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting	18-Sep-17 Police, Tax and Assessing, Recreation
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting	25-Sep-17 Library
	Board/Administration Discussion --Revenue Estimates	Board Meeting	25-Sep-17
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting (TUES.)	10-Oct-17 Department of Public Works, Fire Rescue
	Board/Administration Discussion --Strategic Plan/Initiative Updates	Board Meeting	23-Oct-17 Community Development, Administration
	Finance Office Budget Development (Global Assumptions /HistoricTrends)		Sept - Oct
	Department Heads Submit Proposed Budgets to Finance Office		13-Oct-17
	BOS Prioritize Strategic Initiatives along with Global Assumptions	Board Meeting	23-Oct-17
	Department Head Administrative budget review		Wed. Oct 25: Preparation for BOS meeting
	Budget Presentation (Revenue Estimates) - Draft # 1 (Date BOS Hands Off Budget to Department Heads & Ways and Means)	Board Meeting	6-Nov-17
	BOS/Ways and Means/Dept Heads/Town Administrator Subcommittee Meetings to Review Draft Budget Proposals		Nov 6 - Nov 22 (10 Mtgs by group/dept.: Comm. Dev., Police, Rec., Tax & Assess, DPW, Library, Admin, Fire Rescue, Finance & Debt, CRF & Initiatives Dept. Heads at BOS meeting to answer budget questions
	Discussion BOS & Ways and Means - Draft # 2	Board Meeting	27-Nov-17
	Preparation of Revisions		(Thanksgiving Break)
	Revenue Estimates/Tax Impacts Adjustments		
	Budget Finalized	Board Meeting	11-Dec-17
40:13 II-a(a)	Post notice of Board Of Selectmen Budget Hearing		On or before Jan 10, 2018
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)/2018 Citizen Deadline Dec 28/2017
	Preparation of Default Budget		12-Dec-17
	Prepare for Public Hearings	Board Meeting	18-Dec-17
40:13 II-a(b) 197:6	Deadline for petitioned articles/cost items		Jan 9, 2018 (Jan 5, if BOND)
40:13 II-a(c) 40:13 II(d) 39:5, 197:7	Public Hearing for Budget	Board Meeting	Jan 8, 2018 (Snow Date Jan 9/2018)
	Post Warrant MS-6 for Deliberative Session		23-Jan-18
40:13 III, IV	Deliberative Session	Board Meeting	7-Feb-18 Wednesday
	Ballot Preparation		Feb 8 - 14, 2018
	Voters Guide Preparation		Feb 8- 14
40:13 VIII	District Voting - SB2 and Election of Officials		13-Mar-18

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