

BOF Budget Calendar FY 2021-22

*** WORKING COPY ***

<u>Schedule:</u>	<u>Task/Activity:</u>	<u>Status:</u>	<u>Resp:</u>	<u>Comments:</u>
October 2020:				
< 10/05:	1) BOF Regular Meeting.	C		
	2) Review Town Agency budget request schedule for FY 2021-22 (distribute by Thanksgiving (Nov. 26) - return by February 4, 2021).	C	BOF	*** Include DELIVERABLES where appropriate ***
	3) Review draft Budget Policies & Guidelines.	C	BOF	
	4) BOF approve CIP request procedures listed below:	C	BOF	
	◆ BOF requires that agencies provide 4-year CIP projections. No new projects for FY 2021-22 ; New requests ONLY for FY 2022-23, 2023-24, 2024-25 & 2026-27.	C	BOF	
	◆ BOF recommends Agency CIP submission deadline be established as approx. 12/07/2020 with CIP Committee review & report deadline by end of February.	INFO	BOF/CIP	
< 10/19:	1) CIP budget request packets distributed.	C	STAFF	
November 2020:				
< 11/09:	1) BOF Regular Meeting; Review budget calendar.			
	2) BOF Budget policies and Guidelines to be approved.		BOF	
	3) BOF Budget Correspondence to Town Agencies to be approved.		BOF	
	4) Town agency budget request packets to be approved.		BOF	
	5) <u>NOTE</u> : the BOS & BOF must be jointly involved with the determination of any extraordinary salary increases.	INFO	BOF/BOS	
< 11/23-12/01:	1) Town staff to distribute budget request packets to all no later than December 1st..		STAFF	

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December 2020:				
< 12/14:	1) BOF Regular Meeting; Review budget calendar.			
	2) BOF FY 2017-18 Budget correspondence to Board of Education to be approved.		BOF	
< 12/10:	1) Initial CIP Committee meeting to be held.		CIP COMM.	
January 2021:				
< 01/11:	1) BOF Regular Meeting; Review budget calendar.			
	2) Review & approve BOF budget for FY 2019-20.		BOF	
< 01/13:	1) BOF Chair/members to attend Chaplin BOE meeting and present FY 2018-19 budget correspondence to Board of Education.		BOF/CB	
< 01/19	1) RSD11 BOE public input to FY 19-20 budget at regular January meeting. ♦ BOF chair/members should attend meeting to address RSD11 budget impact on Town.		BOF/RGW	
< 01/??:	1) Due date for submission of all final CIP requests to Admin. Assistant.		AGENCIES	
	*** GOOD TO HERE - 11/09/20 ***			