



Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

townmanager@wnewbury.org

FY23 Budget Schedule

November 22	FY23 Budget kick off meeting with Department Heads
November 24	Budget Package sent to Dept. Heads, Town Officers, Boards, Commissions and Committees
December 20	Select Board review/adopt FY23 Budget Message / Policy Direction
December 22 ²	Requested FY23 Expense Budgets, and proposed FY23 Capital items, for all Dept. Heads or Town Officers due to Town Manager and Town Accountant
January 12 ³	Expense and revenue Budgets, and proposed FY23 Capital items, for all Boards/Commissions/Committees (B/C/Cs) due to Town Manager and Town Accountant
Dec- Jan (various)	Review by Town Manager including budget working sessions (Depts. and B/C/Cs will be contacted individually to schedule your Dept. or B/C/C)
January 31	Town Manager proposed FY23 Capital Improvements Program presented to Select Board
January 31	Town Manager proposed FY23 budget, with Town Manager budget message and proposed FY23 departmental and organizational structure, presented to Select Board.
February 14	Town Mtg. Warrant closes. <u>Article requests due to Select Board.</u>
February 28	Select Board referral of proposed FY23 budget to Finance Committee ⁵
March (1, 15, 22, 29)	Finance Committee meetings to review proposed budget. Departments and B/C/Cs will be notified regarding timing of meetings related to your section(s) of the budget.
Feb-March	Capital Improvements Committee meetings to review proposed Capital Program and FY23 projects. Departments and B/C/Cs will be notified regarding timing of meetings related to proposed capital articles.
Mid-March	Pentucket Regional School District Assessment to be Voted
April 1	Capital Improvements Committee report due to Select Board
-----TBD-----	Finance Committee Referral of Proposed FY23 Budget to Town Meeting
BY April 29	Posting of Warrants (14 days prior)
BY April 29	Publication of Finance Committee booklet
May 14, 9am	Annual and Special Town Meetings
May-June	Select Board approval of FY23 Wage/Salary Schedule

² This date is earlier than in the past couple of years, to allow more time for the Town Manager/Finance Dept to review departments' proposed budgets as the Town Manager prepares an overall proposed Town budget. If this date presents a problem for any department, please let Angus and Stephanie know and we can work with you.

³ This date is three weeks later than the due date for budgets prepared by Department Heads, to allow extra time for the B/C/Cs (i.e. Library Trustees, Board of Health, Planning Board, Conservation Commission) to prepare and review proposed budgets. If this timeline is not achievable for any specific B/C/C, please contact Angus and Stephanie no later than January 3. (Note: the Water Commission's proposed budget typically comes in later in the cycle. As an enterprise budget, it does not affect the bottom-line operating budget.)

⁵ Per the Town Manager Act Sec. 4(j): "The [select board] shall review the annual proposed budget prepared by the town manager and make changes as the [select board] deems advisable. The town manager shall present the budget which incorporates the changes of the [select board] to the finance committee and the town meeting." Therefore the budget as proposed to Finance Committee will reflect any changes as directed by the Board in its review.