



# Town of West Newbury

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West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

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## FY24 Budget Schedule

December 5	Select Board review/adopt FY24 Budget Policy Direction
December 22	Budget Package sent to Dept. Heads, Town Officers, Boards, Commissions and Committees (B/C/Cs)
January 11 <sup>1</sup>	Requested FY24 Expense Budgets, and proposed FY24 Capital items, for all Dept. Heads or Town Officers due to Town Manager and Town Accountant
January 24 <sup>2</sup>	Requested FY24 Expense Budgets, and proposed FY24 Capital items, for all B/C/Cs due to Town Manager and Town Accountant
January (various)	Review by Town Manager and Town Accountant, including budget working sessions. (Depts. and B/C/Cs will be contacted individually to schedule your reviews, if/as needed)
January 24	Joint meeting of all 3 Pentucket towns' Select Boards and Finance Committees to preview anticipated PRSD school budget
February 6	Town Manager proposed FY24 Capital Improvements Program presented to Select Board
February 6	Town Manager proposed FY24 budget, with Town Manager budget message and proposed FY24 departmental and organizational structure, presented to Select Board.
February 6	<b>Town Meeting Warrant closes. <u>Article requests due to Select Board.</u></b>
February 6	Select Board referral of proposed FY23 budget to Finance Committee <sup>3</sup>
Feb. 9 <sup>th</sup>	Capital Improvements Committee meeting to review proposed Capital Program and FY24 projects. Capital Improvements Committee likely to schedule 1 or more add'l meetings in Feb. or March as needed.
Feb-March (Feb. 22; March 1, March 8, 15, 22)	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.
March 7 (anticipated)	Pentucket School Committee to vote Regional School District Assessments
March 8 (anticipated)	Joint meeting of all 3 Pentucket towns' Select Boards and Finance Committees to review proposed PRSD school budget
March 13	Capital Improvements Committee report due to Select Board
On/around March 22	Finance Committee Referral of Proposed FY24 Budget to Town Meeting
BY April 10	Posting of Warrants (14 days prior)
BY April 10	Publication of Finance Committee booklet
April 24, 7pm	<b>Annual and Special Town Meetings</b>
May-June	Select Board approval of FY24 Wage/Salary Schedule

<sup>1</sup> If this date presents a problem for any department, please let Angus and Jenny know and we can work with you.

<sup>2</sup> This date is 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 Jenny no later than January 11. (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, so could be received as late as Jan. 31<sup>st</sup>.)

<sup>3</sup> 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 may be directed by the Board.