

FY2025 Budget Process

July

- New Fiscal Year begins
- Finance Department closes out FY24

September

- Select Board & Finance Committee establish FY 2025 Budget Goals.
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 • Departments, Boards, and residents submit all capital requests for consideration in the Five-Year Capital Plan.

November

- Departments and Committees submit budget requests to the Town Administrator.
- Town Administrator estimates FY 2025 revenues.

January

- Presentation Five-Year Capital Plan to Select Board and Finance Committee

March

- Draft Budget submitted to Select Board.
- Select Board opens the Annual Town Meeting warrant.
- Budget sent to the Finance Committee.

May

- Warrant completed and signed
- ATM Youtube / Cable Access Video
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 • ATM Public Hearing

TERMS

CIP - Capital Improvement Plan
 ATM - Annual Town Meeting
 FY - Fiscal Year
 DLS - MA Division of Local Services

August

- CIP Process Begins
- Annual Financial Summary Released
- Budget Calendar Finalized

October

- Budget request forms are sent to all departments and committees.
- Annual Comprehensive Financial Audit Initiated.
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 • CIP Public Info Meeting
- DLS Certifies Free Cash

December

- Presentation of Five-Year Financial Analysis to Select Board and Finance Committee.
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 • Tax Rate Public Hearing
- Tax Rate Set

February

April

- Deadline for all articles. Warrant closed.
- Warrant draft review (Finance Committee invited)
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 • Public Budget Hearing (Joint meeting with Finance Committee).

June

- Annual Town Meeting
- Annual Town Election
- Fiscal Year 24 Ends