

						BOF2122.1		
PROPOSED BUDGET PREPARATION AND REVIEW PROCESS 2021/2022						1/19/2021 16:07		
					---- RESPONSIBILITY----		LAST YEAR	
TASK					DATE	BOF	SELECTMEN	ACTUAL
1.	Receive prior year audited financials.				20-Jan	X		20-Jan
2.	Prepare prior year forecast "report card."				24-Jan	X		24-Jan
3.	Prepare accrual basis actual expenses for first 8 months of current year.				5-Mar	X		5-Mar
4.	Receive first draft 2021/2022 budget from Selectmen.				4-Mar		X	27-Feb
5.	Prepare first draft forecast of actual expenses for current year.				12-Mar	X		7-Mar
6.	Compare of projected actual for current year to draft 21/22 budget.				12-Mar	X		8-Mar
7.	BOF/Selectmen prepare first draft of capital budget.				?	X	X	"---"
8.	Iterate reviews by BOF with Selectmen - agree expense budget				3-Mar-6-Apr	X	X	27-Feb-4-Apr
9.	Prepare 2021/22 revenue forecast and incorporate in 2021/22 budget.				26-Mar	X	X	6-May
10.	Town meeting to review budget.				22-Apr	X	X	30-Apr
11.	Town meeting to approve budget.				6-May	X	X	14-May
12.	BOF sets mill rate.				6-May	X	X	14-May