

**BUDGET DEADLINES AND SCHEDULES**  
(need to revise based on charter and SC procedure)

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the annual town meeting, held on the **First** Monday in **May**. Dependent on the date thus set, the following will be scheduled:

Two weeks or more before the annual town meeting –

Publication of the budget for the meeting, by the Selectmen

Not less than 30 days before the annual town meeting –

Finance committee holds a public hearing on its proposed recommendations for the articles in the budget to be published as above.

Whatever dates assigned the above, the final date for the submission of the budget to the Selectmen will be arranged cooperatively with the School Committee and finance committee. The Selectmen have authority to impose a date as early as December 31.

In reaching its decision on the budget amount that it will submit to the Selectmen, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Established by law and charter

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:38N  
Town Charter (See local reference)

See Chapter 17, Section 35 and 38 of the Town Charter

**NOTE: A policy in this category might contain key dates established by law or charter. Otherwise an exhibit document listing critical dates might follow under code DBC-E.**