## BOF Budget Calendar FY 2021-22 \*\*\* WORKING COPY \*\*\*

Schedule:	Task/Activity:	Status:	Resp:	Comments:
October 2020:				
< 10/05:	1) BOF Regular Meeting.			
	2) Review Town Agency budget request schedule for FY 2021-22 (distribute by Thanksgiving (Nov. 26) - return by February 4, 2021).		BOF	*** Include DELIVERABLES where appropriate ***
	3) Review draft Budget Policies & Guidelines.		BOF	
	4) BOF approve CIP request procedures listed below:		BOF	
	• BOF requires that agencies provide 3-year CIP projections. <b>No new projects for FY 2021-22</b> ; new requests ONLY for FY 2022-23, 2023-24, and 2024-25.		BOF	
	BOF recommends Agency CIP submission deadline be established as approx. 12/07/2020 with CIP Committee review & report deadline by end of February.		BOF/CIP	
< 10/19:	CIP budget request packets distributed.		STAFF	
November 2020:				
< 11/09:	1) BOF Regular Meeting.			
	2) BOF Budget policies and Guidelines to be approved.		BOF	
	3) BOF Budget Correspondence to Town Agencies to be approved.		BOF	
	4) Town agency budget request packets to be approved.		BOF	
	5) <u>NOTE:</u> the BOS & BOF must be jointly involved with the determination of any extraordinary salary increases.		BOF/BOS	
< 11/23-12/01:	Town staff to distribute budget request packets to all no later than December 1st		STAFF	
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