

Andover Public Schools
FY 16 Operating Budget Planning Calendar for the Fiscal Year Ending June 30, 2016
NB - Dates subject to change

2014	Actions
July - August	Begin work on FY 16-FY 20 CIP Requests. Asst. Super. Meets with principals
September 5	Assistant Superintendent-Finance submits FY 16 CIP Request to Town Manager
October 10	Review of CIP Requests with Town Manager-Superintendent and Assistant for Finance & Administration
October 14	SC Business Meeting-Review draft assumptions and calendar
October 22	Tri-Board Meeting: Agenda TBD
October 31	TM Releases Recommended FY 16 CIP
November 4	TM Issues FY 16 Operating Budget Request Form & Instructions
November 5: 9:30 am	Supt/Asst. Supt "Budget Kickoff" Meeting with Principals & District Office Staff-Allocation numbers available
November 6: 7 pm	SC Business Meeting
November 14	L S Budget Estimate Due to be Released by Assistant Superintendent—Narratives Due from Budget Managers
November 17 - 21	Superintendent & Assistant Superintendents meet w/individual LT members to review school budget requests
November 17	FY 16 CIP Presentation and Public Hearing-Town Mgr. & BOS
November 20: 8:30 am	SC Workshop
December 4: 7 pm	SC Business Meeting
December 8	Tri-Board Meeting to review CIP & Financial projections
December 11	SC Workshop
December 12	Town/School sponsored Warrant Articles submitted to Town Manager
December 15	BOS adopt FY 16 CIP
December 18: 8:30 am	SC Workshop
2015	Actions
January 2	TM requested budget submission date
January 8	SC Business Meeting
January 23	SC FY 16 Budget Submitted to TM
January TBD	SC Workshop Re: FY 2016 Budget
January TBD	SC Workshop Re: FY 2016 Budget
January TBD	SC Workshop (May need for budget discussions)
January 30	Town Meeting Warrant Closes
February-March	Joint Selectmen & Finance Committee Town Dept. Budget Review
February 5	SC Business Meeting
February 6	Town Manager's Recommended Budget Released
February 12	SC Business Meeting-FY 2016 Budget Presentation
February 26	Departmental Annual Reports Submitted to Town Manager
March and April	Budget and Warrant Article Votes
March 5	SC Business Meeting

March 19	Annual Report Released
March 19	Public Hearing: FY 16 Budget
March 24	SC Votes FY 2016 Budget
March 26	Final Budget Votes Due to Fin Com for Town Meeting Report
April 9	SC Business Meeting
May 7	SC Business Meeting
May 4 &5 (11 th & 12th if needed)	Andover Annual Town Meeting
July 1	FY 16 Budget implementation

Updated: 10.21.14