

## Town of Sandisfield FY25 Budget Calendar

<b>When</b>	<b>Activity</b>	<b>Who</b>
October 27, 2023	FY25 budget policy letter and request forms distributed	Departments and Committees
December 1, 2023	Deadline for submission of FY25 budget requests in accordance with budget policy letter	Departments and Committees
December 1 - January 16, 2024	Review FY25 budget requests	Town Manager and Departments and Committees
January 16	Deadline for Citizen Petitions requesting appropriations	Select Board
January 16 - February 20	Select Board review of FY25 budget requests	Town Manager and Select Board
February 20	Select Board final review and approval of FY25 draft budget	Select Board, Town Manager
February 20	FY25 draft budget to Finance Committee for review	Finance Committee, Town Manager
March 4 - March 11	Joint Select Board/Finance Committee reconciliation FY25 Budget meetings	Select Board, Finance Committee, Town Manager
March 15	Finance Committee FY25 Budget Public Hearing	Finance Committee, Town Manager, Select Board
March 18 - April 1	Review Public Hearing input	Town Manager, Select Board, Finance Committee
April 1	Warrant closed	Select Board
April 1 - 15	Prepare Annual Town Meeting Warrant	Select Board, Finance Committee, Town Manager
April 15	Annual Town Meeting Warrant to counsel for review	KP Law
April 22	Review counsel feedback, follow up as needed	KP Law, Select Board, Finance Committee, Town Manager
May 6	Finalize, vote, and sign Annual Town Meeting Warrant	Select Board, Finance Committee, Town Manager
May 8	Warrant posted and mailed	Town Clerk
May 18	Town Meeting	