

**TOWN OF HOPKINTON
FINANCE DEPARTMENT**
18 Main Street
Hopkinton MA 01748



Chris Howell
Director of Finance
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MEMORANDUM

TO: Department Heads
FROM: Chris Howell
DATE: September 24, 2014
RE: FY2016 Budget Calendar

Thank you all for your feedback on the budget process timeline that was circulated last week in draft form. Using your input, Norman and I have updated the calendar for the FY2016 budget process, which follows:

- Thursday, October 2: Town Manager and Finance Director distribute operating and capital budget forms to department heads at monthly meeting. Schedule preliminary budget meetings with Finance Director and department heads for the weeks of 10/6 and 10/13
- Tuesday, October 7: Town Manager and Finance Director present financial projections to Board of Selectmen; Board discussion of desired goals for FY16 budget
- Tuesday, October 21: Board of Selectmen vote on policy statement to establish general guidelines for budget process
- Friday, November 14: Town department operating and capital budget requests submitted to Finance Director for review of consistency with budget message
- Friday, November 21:
 - Town department operating and capital budget requests submitted to Town Manager
 - School Department's preliminary capital budget requests submitted to Town Manager and Finance Director
- Friday, November 28
 - Finance Director compile and distribute capital requests to Capital Improvements Committee

- Department project funding requests submitted to Community Preservation Committee
- December: Community Preservation and Capital Improvements Committees deliberations and hearings
- Wednesday, December 31:
 - School Committee's capital request submitted to Town Manager
 - School Department's preliminary operating budget request submitted to Town Manager and Finance Director
 - Community Preservation and Capital Improvement Committees' funding recommendations submitted to Town Manager
 - Finance Director review of department operating budget requests, recommendations to Town Manager
- Tuesday, January 13: Town Manager's proposed Capital Improvements Plan presented to Board of Selectmen and Appropriations Committee
- Friday, January 30: School Committee's operating budget request submitted to Town Manager
- Tuesday, February 17: Town Manager's draft budget and draft budget message presented to Board of Selectmen
- Tuesday, March 3: Board of Selectmen's budget proposal adopted and submitted to Appropriations Committee
- March and April: Appropriations Committee deliberations
- Wednesday, April 15: Appropriations Committee budget hearing, voted budget recommendations published
- Monday, May 4: Annual Town Meeting

Please let me know if you have any questions as we get underway. I am looking forward to working with each of you in this process.

Thank you,
Chris

COPY:

Norman Khumalo, Town Manager

Cathy MacLeod, Superintendent, Hopkinton Public Schools

Michael Manning, Chair, Appropriations Committee

Christian Franklin, Chair, Capital Improvements Committee

Henry Kunicki, Chair, Community Preservation Committee

Nidia LaRoche, Administrative Assistant, Community Preservation Committee