**FY26 Budget Calendar**

**November – December 2024**

* Provide budget calendar to Finance and School Committees
* Incorporate salary increases per contracts
* Non-Salary operating budget requests templates to Principal, Director of SPED and Maintenance
* Meet with Adminsitrators
* Meet with MIIA to obtain insurance increase estimares
* Discuss additional programs
* Finalize preliminary expenditure budget

**First Monday in January 2025 – Scheduled School Committee Meeting**

* Present first draft of the budget, expenditures only, to School Committee
* Send copies of the draft budget, expenditures only, to towns for review

**Mid to Late January**

* Receive projected insurance rates for the following fiscal year

**Last week In January**

* Receive Chapter 70 and Required Local Contribution data from State

**First Monday in February (holidays excluded) – Scheduled School Committee Meeting**

* Present completed draft of budget, expenditures & revenue to School Committee
* Send copies of the draft budget to towns for review
* Set a date for the Public Hearing to review the budget ( mid to late Feb )
  + Invite town administration and Select Boards to attend Public Hearing
  + Publish Notice of Public Hearing in paper

**First Week in March**

* Hold Public Hearing

**Mid March - Scheduled School Committee Meeting**

* Discuss potential changes to budget from public hearing
  + If no changes made, pass the budget
  + If changes are made, schedule an additional school committee meeting to approve the final budget before March 31st, so the budget is passed six weeks in advance of town meetings.
* Send copies of the approved budget to towns