

Dear Fellow Charter Commissioners:

As I reviewed charter documents this weekend, I found it helpful to track all the dates for budget contained in different sections into one document for myself. I've started the tracking on July 1, since it the start of the fiscal year, and tried to include all relevant info here. Any mistakes are my own. I hope you find this useful.

- Adam Blumer

Budget Process in Proposed Charter

On **July 1**, the new fiscal year begins.

By approximately **September 1¹**, Mayor has to submit to Council and public a summary of the last year's "financial and administrative activities."

By **September 15th**, the Finance Subcommittee has to have created a contract providing for an outside audit of the books and accounts of the municipality.

In addition, at least once per quarter, the Mayor has to keep Council informed of the "financial and administrative condition of the municipality and shall specifically indicate in these reports any fiscal, financial or administrative problems of the municipality."

In **January**, the Mayor "shall present a report to a joint meeting of the council, school committee, all elected and appointed officials of the municipality, division heads and department directors on the state of affairs of the municipality."

By approximately **March 1²**, the Mayor has to submit a Capital Improvement Plan.

By **March 1**, the final version of the audit must be filed with the Council and published publicly.

By **early April³** the School committee has to give a final proposed budget so that the Mayor can incorporate it into the Mayor's budget for the year. Previous to submittal, they need to hold a public hearing on the budget proposal.

The Mayor has to give the Council a proposed budget by approximately **May 1***. It must be published to the community at the same time.

Note: These budgets can be submitted earlier if desired, but not later than these dates.

The Finance subcommittee of the Council needs to hold a public hearing on the budget proposal giving **no less than 10 days notice** to the public.

The Finance subcommittee needs to make a recommendation on the budget no later than 21 days after receiving it. Practically speaking that means that the latest that recommendation could be by charter would **approximately May 21st**. If the Mayor submitted the budget earlier, this recommendation would be required to be earlier.

The council must adopt the budget, with or without amendments, by 21 days after receiving the recommendations of the Finance subcommittee. This means the budget must be adopted by about **June 10th**.

¹ The report must happen "within 12 weeks of the start of the fiscal year" commencing

² This must be filed at least 120 days from the end of the fiscal year.

³ The School Committee has to give the Mayor their proposed budget 21 days before the Mayor is presenting his or her budget to the council. In turn, the Mayor has to present his or her budget to the council no later than 60 days before the end of the fiscal year. 81 days from the end of the year is 4/10.

