

Town of Carver FY18

Town-Wide Budget Process *for All Operating Budgets*

Step 1	Step 2	Step 3	Step 4
Guidance to Town Administrator / Fiscal Forecast	Preparation of Preliminary Department Budget	Preliminary Budget Review of Stakeholders	Proposed Budget Finalized
Lead: Selectmen Support: Town Admin	Lead: Town Admin. Support: Dept. Heads	Lead: Fin Com Support: Dept. Heads	Lead: Selectmen Support: Town Admin
Start: Sept 20th Finish: Nov 1st	Start: Oct 4th Finish: Dec 20th	Start: Dec 20th Finish: Feb 28th	Start: Feb 28th Finish: Mar 7th
Draft Budget Policy Report <ul style="list-style-type: none">❑ Incorporate BOS Fiscal Guidelines, Goals & Objectives❑ Forecast projected Funds Available❑ Establish town/school budget allocations based on projected revenues	Set Town / School Department Budgets <ul style="list-style-type: none">❑ School Completes District Budget❑ Review department requests and TA recommends draft balance budget based on forecast then disseminate per by-law requirements.	Review & Advise <ul style="list-style-type: none">❑ Recommended budget presented to Finance Committee.❑ School District Presents their final budget to Finance Committee.❑ Draft/Review Warrant Articles	Prepare Finalized Budget <ul style="list-style-type: none">❑ Review Recommendations❑ Finalize Proposed Budget❑ Finalize Warrant Articles for Annual Town Meeting, Tuesday April 11, 2017.

Town of Carver FY18

Capital Outlay Process for items valued at over \$10,000

Step 1	Step 2	Step 3	Step 4
Development of 10+ Year Department Capital Needs	Create Proposed Balance Town-Wide Capital Budget Plan	Review by Stakeholders of Proposed Plan	Finalized Capital Outlay Warrant Articles and Budget
Lead: Dept. Heads Support: Dept. Staff	Lead: Town Admin. Support: Dept. Heads	Lead: Capital Outlay Support: Dept. Heads	Lead: Selectmen Support: Cap. Outlay
Start: Sept 20th Finish: Nov 1st	Start: Oct 4th Finish: Dec 6th	Start: Dec 6th Finish: Feb 7th	Start: Feb 7th Finish: Mar 7th
Dept. Preparation of 10+ YR Capital Needs <ul style="list-style-type: none">□ Inventory and operational status of all Capital Equipment in Dept.□ Develop prioritized needs, justification for, and purpose□ Complete Forms	Develop Proposed Town-Wide Cap. Plan <ul style="list-style-type: none">□ Create Town-Wide priority based 10+Yr Capital Plan that is balanced based on forecast in consultation with department heads / superintendent.	Detailed Review of Proposed Cap. Plan <ul style="list-style-type: none">□ Interview and conduct site investigation for department request□ Modify Proposed Cap. Plan as determined by Committee.	Finalized Budget <ul style="list-style-type: none">□ Presentation by Capital Outlay Committee to BoS & Finance Committee□ Finalize Proposed Capital Budget and Warrant Articles in conjunction w/Cap. Outlay & FinCom