

**Weston Public Schools**  
**Budget Calendar**  
**FY 2019**

10/04/17 (Wed.)	Administrative Council receives DRAFT copy of Budget Calendar
10/06/17 (Fri.)	Director of Finance and Operations opens MUNIS budget module to schools and departments.
10/6-10/20/17 (Fri.) – (Fri.)	Schools and Departments to schedule meetings with the Director of Finance and Operations, if necessary
10/13/17 (Fri.)	Board of Education Finance Committee Meeting Reviews Budget Assumptions and Calendar
10/23/17 (Mon.)	Board of Education receives and takes action on DRAFT copy of Budget Assumptions and Budget Calendar
10/31/17 (Tues.)	Budget request due to Director of Finance and Operations from administrative staff (to be submitted earlier, if available)
11/6/17 (Mon.)	Director of Finance and Operations disseminates a “Working Copy” for the district’s budget request by Program/Cost Center
11/7-11/14 (Tues-Tues.)	Superintendent and Director of Finance meet with Principals and Central Office Administrators individually to discuss Budget Request.
11/28/17 (Tues.)	Administrative team submission date for Budget Narrative(s) & Pictures
12/4-12/7 (Mon-Thurs.)	Superintendent and Director of Finance and Operations review status of budget development.
12/8/17 (Thurs.)	Board of Education Finance Committee Meeting
12/12/17 (Tues.)	Administrative team conducts dry run of budget presentation
12/20/17 (Wed.)	Director of Finance and Operations disseminates a DRAFT copy of FY 2019 budget document to Administrators and BOE for review.
1/02/18 (Tues.)	Administrators provide Director of Finance and Operations with final edits for their section of the budget document.
01/08/18 (Mon.)	Final FY 2019 Administrative Budget Request delivered to Board of Education.

01/08/18 (Mon.)	Board of Education questions to be submitted to Superintendent by of end-of-day.
01/12/18 (Fri.)	Written responses to Board of Education questions to be distributed.
01/16/18 (Tues.)	Budget Presentation – Weston Middle School Library (Televised) Budget Presentation of FY 2019 Requested Operating and Capital Budgets 7:00P.M.
01/18/18 (Thurs.)	Budget Question & Answer – Weston Middle School Library (Televised) Question and Answer regarding FY 2019 Requested Operating and Capital Budgets 7:00P.M.
01/18/18 (Thurs.)	Questions submitted after January 8, if any, will be given as verbal responses at the January 22 meeting.
01/22/18 (Mon.)	Hold for additional Budget Question & Answer session if needed. – Weston Middle School Library (Televised). 6:00P.M.
01/24/18 (Wed.)	Board of Education Meeting – Weston Middle School Library (Televised) 6:00-9:00 P.M. Approval and Adoption of the Budget
2/01/18 (Thurs.)	Board of Education transmits budget request to the Board of Selectmen (Charter requires by February 3 <sup>rd</sup> )
2/6/18 (Tues.)	Board of Selectmen review Board of Education budget request 7:30 P.M.
2/20/18 (Tues.)	Board of Selectman review Board of Education budget request (if necessary) and continue review of Board of Selectman’s request (if necessary). Board of Selectmen votes on and transmits First Selectman’s and Board of Education budgets to Board of Finance. Board also nominates moderator for Annual Town Budget Meeting. Regular Board of Selectman’s meeting. 7:30 P.M.
2/26/18 (Mon.)	Deliver Budget Books to Board of Finance
3/7/18 (Wed.)	Board of Finance reviews Board of Education budget request 7:30 P.M.
3/8/18 (Thurs.)	Board of Finance reviews Board of Education budget request (if necessary) 7:30 P.M.
3/15/18 (Thurs.)	Publish Notice of Public Hearing on budget (Charter requires 10 days prior to Public Hearing)
3/27/18 (Tues.)	Board of Finance holds Public Hearing on budget request. (Charter requires at least two weeks prior to Annual Budget Meeting) 8:00 P.M. - Weston Middle School Library

3/28/18  
(Wed.) Additional Public Hearing on budget request (if necessary)  
8:00 P.M. - Weston Middle School Library

4/3/18  
(Tues.) Board of Finance Budget Deliberation Meeting  
7:30 P.M.

4/12/18  
(Thurs.) Publish and Post Notice of Annual Town Budget Meeting  
(Charter requires at least five days prior to meeting)

4/18/18  
(Wed.) Annual Town Budget Meeting  
8:00 P.M. - Weston High School Auditorium

4/28/18  
(Sat.) Proposed Referendum

5/3/18  
(Thurs.) Board of Finance meets after Town Meeting