



ADVISORY & FINANCE COMMITTEE

The following meeting of the Advisory & Finance Committee has been posted and will be held

At: Plymouth Town Hall
Mayflower II Meeting Room
11 Lincoln Street
Plymouth, MA 02360

On : Wednesday, December 16, 2015 at 7:00PM

Items on the agenda will include but are not limited to the following.

Other discussion may include items that were not reasonably anticipated by the Chairman 48-hours in advance of the meeting posting.

Public Comment

Agenda Items

- Meeting Schedule Change - Joint Budget Meeting, Tuesday, January 5
- Budget Updates
- Annual Report - Advisory & Finance Committee Report

Old/New/Other Business

- Sub-Committee & Committee Liaison Updates

Meeting Minutes

- November 18, 2015

Public Comment

Next Meeting: Joint Budget Meeting: Tuesday, January 5 at 7:00PM, Mayflower II Meeting Room

FY2017 BUDGET SCHEDULE

(Dates and items subject to change)

2015	Sept	9	Establish Budget Guideline Meeting – Town Manager, Asst. Town Manager, Special Assistant to Town Manager, Finance Director, BOS Chair & Vice Chair, A&F Chair & Vice Chairs, School Committee Chair, Superintendent of Schools, School Business Manager & Budget Analyst
		28	FY2017 Budget Memo with Guidelines & Update at Department Head Meeting <ul style="list-style-type: none"> • Budget Entry Procedures • Article 8 Equipment Request Forms • CPS Request Forms • Capital Request Forms <i>All forms can be found on the "T" Drive in a folder titled "Munis Budget Entry"</i>
	Oct	27	Annual Town Meeting Warrant Opens
		28-Nov 6	Departments Enter Budgets into MUNIS (deadline 11/6/15 at 4PM)
		30	Deadline for Article 8-Equipment, CPS and Capital Requests - Email to Pam Hagler
	Nov	12-20	Town Manager, Finance Director and Finance Staff will meet with individual departments to review budgets, capital requests, Art. 8 and CPS requests – Kere Gillette will set up schedule
		23-25	Finance Director & Town Manager will review budget and make recommendations
	Dec	1-2	Budget Appeals - If necessary, please contact Kere Gillette to schedule a hearing
		3	School Budget books ready
		3-4	Finance Office will prepare budget books based on Town Manager's recommendations
4		BOS Budget Summaries available	
8		Town Manager & Finance Director present Town Manager's Recommended Budget to BOS	
15		BOS will review Town Manager's Recommended Budget and make recommendations	
16		Annual Town Meeting Warrant Closes	
21		School Committee Budget Hearing – voting on budget at conclusion of hearing	
29-31	Finalize budget message, budget books & Power Point presentation		
2016	Jan	5	Town Manager will present BOS Recommended Budget to BOS/A&F/SchoolComm @ joint meeting, BOS will vote on budget
		8	Capital Improvements Committee meets and ranks all capital requests
		11	Special Town Meeting Warrant Opens
		13	Advisory & Finance Committee meeting to review articles and budgets
		19-2/5	Advisory & Finance - Budget Sub-Committees will meet with departments on budgets, capital requests & articles
		20	Advisory & Finance Committee meeting to review articles and budgets
		27	Advisory & Finance Committee meeting to review articles and budgets
		29	Special Town Meeting Warrant Closes
	Feb	3	Advisory & Finance Committee meeting to review articles and budgets
		10	Advisory & Finance Committee meeting to review articles and budgets
		12	Advisory & Finance Budget Sub-Committee Reports Due
		24	Advisory & Finance Committee – Budget Hearing – Sub-Committee Presentations
	Mar	2	Advisory & Finance Committee – Final Meeting for Report & Recommendations
		3	Advisory & Finance Committee Chair finalizes Report & Recommendations for printer
		4	Books go to Print
		11	Town Meeting books mailed to Town Meeting Members
23		Motions Meeting	
24		Town Meeting Preview	
Apr	2	Annual & Special Town Meeting	