

GUIDELINE FOR BUDGET DEVELOPMENT For FY22

Draft Budget Preparation Timeline	OUSD
First Draft of Expense Budget to Board	Feb 10th
Second Draft of Expense Budget to Board with Revenue/Tax Estimates	Feb 24th
Final Draft recommended to Board	March 10th
Board adopts Budgets & Warning	March 10th
Annual Report Complete & Sent for Printing	March 15th
Annual Reports mailed	March 29th
Annual Report to be Received By	10 days ahead of vote
Post Warning Timeline	Mar 4th - Mar 14th
Publish/Advertise Warning	Mar 4th - Mar 14th
Publish/Advertise Where	JO/Valley News
Prepare Ballots	TBD
Post Informational Meeting Notice	30 -40 ahead of vote
Informational Meeting	10 days ahead if AB
Annual Meeting	4/13/2021
Public Budget vote	4/13/2021
Boards Elected	Yes

**finance committee will review at their Feb mtg

**Candidate consent forms

*Note that one week preparation time is needed between Board adoption date of budget and date annual report is due to printers to allow time to prepare budgets and other materials for printing.

Annual Meeting Warning (T.16 § 706p + T.17 § 2641)

***Union District :** must be posted and published 30/not more than 40 days prior to the meeting - not counting the day of meeting.

Town District: must be posted 30/not more than 40 days prior to the meeting + published 10 days prior to the day of the meeting.

Informational Meeting Warning: must be posted 10 days prior to the meeting

Ballot: must be prepared NOT LESS than 20 days prior to vote/election

Australian Ballot Informational Meeting: must be held within 10 days preceding the vote

Annual Report: must be received by voters NOT LESS than 10 days prior to the annual meeting

Petitioned Warning: must be filed with town clerk NOT LESS than 40 days prior to day of meeting (signed by 5% of voters)

BMU/TTSD 1st Tuesday of March

OUUSD 2nd Tuesday of April					
WRVS 1st Monday of May					