



## Town of Middlefield Finance Committee

### Financial Timetable & Responsibilities

Date	Task	Responsibility
May 1-July 15	Move money to clear up accounts.	FC & Accountant
June 30	Final bills deadline to close accounts.	Departments
Sept 1	Approve free cash.	Accountant & DOR
Oct 1	Update 3-year financial plan & revenue projections.	FC
Nov 1	Calculate the tax rate for current FY.	Assessors via Accountant, Tax Collector & Treasurer
Nov 15	Set the tax rate for current FY.	SB
Dec 1	Distribute Budget Request forms.	FC
Jan 15	Get back budget requests and start review process.	FC & Asst. Administrator
Feb 1	Wage recommendations by Personnel Committee.	Personnel Committee
March 1	Gateway school children count due.	Gateway
March 1	Final changes to budget & SB recommendations.	FC & SB
March 15	Initial tax rate projection for next FY.	FC
1 <sup>st</sup> Sat in May	Present budget at annual town meeting.	