

# RSU 18 FY21 Budget, DBM & BVR Planning Checklist

Date	Activity	Notes
<b>Pre-January Bgts by 11/15 &amp; 11/20 Due by 12/13 &amp; 12/20</b>	Admin & Directors/Depts provide their FY21 budget requests	<ul style="list-style-type: none"> <li>• Receive budget templates</li> <li>• Budget meetings with Superintendent for staffing and bigger items</li> <li>• Budget requests in prior to Christmas Holiday</li> </ul>
<b>January</b>	Getting started	<ul style="list-style-type: none"> <li>• Determine CO budget process coordinator for QC purposes</li> <li>• Budget calendar/schedule developed/reviewed</li> <li>• Secure moderator for DBM</li> <li>• Website set up for FY budget materials</li> <li>• RRF award notification late Jan/early Feb</li> </ul>
<b>3/18</b>	Board Version 1 presented at regular board meeting	<ul style="list-style-type: none"> <li>• Consolidated &amp; detail versions of budget prepared/available</li> <li>• Prepare board budget binders for materials and notes</li> <li>• Budget cover developed</li> <li>• 50 (validate # copies) copies of budget materials for meeting</li> </ul>
<b>3/19</b>	Post budget on web site	<ul style="list-style-type: none"> <li>• Budget (consolidated, detail, preso) posted on RSU18 web site</li> </ul>
<b>3/24</b>	Budget workshop	<ul style="list-style-type: none"> <li>• Bring 25 copies of budget documents</li> <li>• Workshop question follow-ups</li> <li>• Direction on Approved RRF Appls.</li> </ul>
<b>4/1</b>	Board meeting to discuss FY21 budget	<ul style="list-style-type: none"> <li>• Any new budget materials needed for this?</li> <li>• Direction received from board</li> </ul>
<b>4/15</b>	Regular Board Meeting	<ul style="list-style-type: none"> <li>• Review what budget documents are needed for this meeting?</li> <li>• Prepare summary of budget changes (from previous budget version)</li> <li>• Board approval of FY21 Budget</li> <li>• Determine open vs closed budget article format</li> </ul> <p>Determine if additional articles required for DBM - BVR Continuance Vote, RRF Bonding, Other?</p>

Date	Activity	Notes
4/16-17	Board V2 budget changes completed	<ul style="list-style-type: none"> <li>• Board approved budget completed (consolidated &amp; detail budgets created)</li> <li>• Superintendent budget letter developed</li> <li>• Post budget materials on web site (detail, consolidated budgets, District budget book?)</li> </ul>
4/17 +/-	Preparing DBM & BVR Documents	<ul style="list-style-type: none"> <li>• DBM, BVR, RRF Bond Coordination work with towns - number of ballots/timing/poll hours, etc.</li> <li>• DBM, BVR, &amp; RRF materials prepared <ul style="list-style-type: none"> <li>○ ED279, Revenue Budget</li> <li>○ DBM warrant materials</li> <li>○ Open vs closed articles</li> <li>○ BVR documents</li> </ul> </li> <li>• <b>RSU18 Team checkpoint of DBM, BVR. RRF materials - Prior to Sending to DW</b> <ul style="list-style-type: none"> <li>○ Validate motion to call DBM, BVR &amp; notice of amounts adopted.</li> <li>○ Validate DBM warrant – (article amounts, dates, locations, article format, additional articles, etc.)</li> <li>○ Validate BVR materials – (town clerks, polling locations &amp; times, ballots, number of copies)</li> </ul> </li> <li>• <b>Send DBM, BVR, RRF mats to DW (cc RSU18 team) on all correspondence</b></li> <li>• Schedule Board meeting for opportunity to review DBM budget documents</li> </ul>
4/27	District Budget Book preparation	<ul style="list-style-type: none"> <li>• Supt coordinates this document</li> <li>• Review district budget book <ul style="list-style-type: none"> <li>○ Proofing of document</li> <li>○ Team review of financials</li> </ul> </li> <li>• Post District Budget Book on web site</li> </ul>
4/29	FY21 Budget Informational Meetings	<ul style="list-style-type: none"> <li>• Hold 1 mtg in Oakland.</li> <li>• <b>Public hearing needed - RRF Bond Information Session</b></li> <li>• Board Approved Budget available (25 copies)</li> </ul>
April/May	DBM Materials back from DW	<ul style="list-style-type: none"> <li>• <b>RSU18 Team checkpoint of DBM &amp; BVR materials from DW</b></li> <li>• Print &amp; fold ballot materials (Number of ballots depends upon June primary activity)</li> </ul>

Date	Activity	Notes
5/6	Regular Board Meeting	<ul style="list-style-type: none"> <li>• <b>RSU18 Team checkpoint - Prior to Calling DBM, BVR, &amp; RRF</b></li> <li>• <b>Review number of copies of documents required for DBM, BVR, RRF Notice of Amounts Adopted at DBM</b></li> <li>• <b>Re-Confirm Moderator availability</b></li> <li>• <b>Process moderator payment through AP for payment at DBM</b></li> <li>• Board action (1 vote) to: <ul style="list-style-type: none"> <li>○ Call DBM Warrant &amp; I BVR Vote</li> <li>○ RRF Approval</li> <li>○ Authorize preparing Notice of Adopted Budget at DBM</li> </ul> </li> <li>• Board &amp; Supt Sign: <ul style="list-style-type: none"> <li>○ Warrant calling the DBM (17 copies – 3/town, 2 for records)</li> <li>○ Warrant calling the BVR is town specific)- 10 copies - 1 for RSU, with 9 served to municipal officers, 1 copy for municipal records, 8 remaining (up to 5 for posting, 1 for the return to municipal officers, &amp; 2 copies back to RSU).</li> <li>○ RRF Bond materials/approvals</li> </ul> </li> <li>• <b>Board signatures should be on the same line for each warrant</b></li> <li>• <b>Confirm via both phone call and email with each town for DBM material delivery and timing</b></li> <li>• Board acts on pre-authorization for budget cost center audit adjustments</li> </ul>
5/7	Distribute DBM Materials	<ul style="list-style-type: none"> <li>○ <b>Deliver DBM materials to RSU towns (delivered at least 7 days prior to the DBM)</b></li> <li>• <b><u>RSU18 resident (Kristi) executes the return of the warrant/notice of election at time of service to town clerks.</u></b></li> </ul>

Date	Activity	Notes
5/15	Deliver Notice of Adopted Budget	<ul style="list-style-type: none"> <li>• Deliver Notice of Adopted Budget to RSU towns. Must be delivered to towns prior to the referendum date.</li> <li>• Deliver ballots/voting materials to towns</li> <li>• Absentee Voting can begin</li> <li>• Prepare &amp; proof town assessments</li> <li>• Send draft town assessments to DW along with time schedule for Payment Warrant to allow Board action on FY Payment warrant to towns after BVR.</li> </ul>
6/9	Budget Validation Referendum Voting	<ul style="list-style-type: none"> <li>• <b>RSU18 Team checkpoint - Prior to BVR vote &amp; Payment Warrant certification</b></li> <li>• BVR &amp; RRF related documents: <ul style="list-style-type: none"> <li>○ Official &amp; Sample ballots</li> <li>○ Absentee ballot -Applications, Ballots, notices of processing times, return envelopes &amp; outside envelopes</li> <li>○ Test ballots (elect voting), instruction materials, tally sheets</li> <li>○ Municipal clerk certification of voting results</li> <li>○ Municipal clerk election certificate</li> <li>○ Votes for Board: <ul style="list-style-type: none"> <li>▪ computation &amp; declaration of votes</li> <li>▪ Certificate of secretary</li> </ul> </li> <li>○ Failure to approve a budget – assessment warrants, and installment schedules.</li> </ul> </li> <li>• BVR vote continuance if needed?</li> <li>• Calls received from towns on budget vote (unofficial?) received (PM)</li> <li>• Notice to Board and Admin on budget elections result(s).</li> <li>• <b>Confirm via both phone call and email with each town for BVR &amp; RRF Vote certification pick-up</b></li> </ul>
6/10	Regular Board Meeting	<ul style="list-style-type: none"> <li>• Town Clerks certify BVR Vote</li> <li>• Board certifies BVR Vote</li> <li>• Board adopts and signs budget payment warrant</li> </ul>
6/11	Town receives certified vote & FY21 payment warrant.	<ul style="list-style-type: none"> <li>• Supt prepares cover letter for BVR vote results &amp; payment warrant</li> <li>• Certified vote results sent to towns</li> <li>• Payment warrant sent/delivered to towns</li> </ul>

**June**

After budget  
voter approved

- Upload to NEO FY actual revenue, expenditure, and balance sheet prior to August
- Prepare/Submit EFM46
- Send DOE Budge meeting minutes, warrant articles, and vote BVR certification.