

FY27 Budget Timeline[[1]](#footnote-1)

Town/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Vermont

|  |  |
| --- | --- |
| 2025/2026 SCHEDULE | TASKS |
| Early September REGULAR SELECTBOARD MEETING | * Brief review of FY27 Budget timeline. * Early view of potential major drivers. * Preliminary analysis of FY25 year-end budget results. |
| Mid-September – Mid- October | * Department Heads develop FY27 Budget requests. |
| Mid-October | * FY27 Budget requests submitted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| Mid-October – November 1 | * Budget requests compiled and entered into a master spreadsheet. * Work with Department Heads to answer/resolve any outstanding questions about requests submitted. |
| November 1 | * First draft of budget spreadsheet distributed and posted on the website. |
| Early November Selectboard Meeting | * Initial review of budget proposal. * Updated potential major drivers. * FY26 Year-to-Date Budget Results as of October 31, 2025. * Presentation/Review of FY25 Audit Report (if available). |
| Mid November – Mid December Selectboard Meetings | * Review of budget proposals. Some municipalities review all requests in one meeting others divide the task over the course of several meetings. |
| Mid-December – Early January Selectboard Meetings | * Continued review of budget requests. * Develop/refine Selectboard’s proposed budget. * Consider holding a public information meeting on the proposed budget in early January to allow time to incorporate public input into the budget before finalizing the budget for the Town Meeting Warning. Many towns, particularly those voting on the budget by Australian ballot, have found that public involvement in the budget process helps garner voter support. |
| Early – Mid January Selectboard Meetings | * Selectboard holds public information meeting on budget proposal. * Selectboard finalizes budget proposal. |
| Late January  Selectboard Meeting | * Selectboard finalizes FY27 budget proposal & signs warrant for Town Meeting. |
| Sunday, February 1, 2026[[2]](#footnote-2) | * Statutory Deadline for posting the Warning for Town Meeting is 30 days before Town Meeting Day. Sunday, February 1, 2026 is the last day for the legislative body to warn the town meeting by posting the warning and notice in two public places and in or near the town clerk’s office. The warning shall also be posted on the municipality’s website if it is regularly updated. [17 V.S.A. § 2641(a), (b)](https://legislature.vermont.gov/statutes/section/17/055/02641). * Within the 30 days preceding Town Meeting Day, Legislative body must hold a public informational hearing on any public question or budget to be voted by Australian ballot at town meeting. [17 V.S.A. § 2680(h)](https://legislature.vermont.gov/statutes/section/17/055/02680). |
| Saturday, February 21, 2026 | * At least 10 days before Town Meeting Day, the annual town (auditors’) report, or the findings of the public accountant employed in accordance with 17 V.S.A. §2641(b), must be distributed. [24 V.S.A. § 1682](https://legislature.vermont.gov/statutes/section/24/051/01682). |
| Thursday, February 26, 2026[[3]](#footnote-3) | * At least five days before Town Meeting Day, Thursday, February 26, 2026, the Town Meeting Warning must be published in a newspaper of general circulation in the municipality if the Warning has not been distributed in the annual town (auditors’) report or otherwise. [17 V.S.A. § 2641(b)](https://legislature.vermont.gov/statutes/section/17/055/02641). |
| Saturday, February 28, Sunday, March 1,  Monday, March 2, 2026 | * On any of the three days immediately preceding the first Tuesday in March, Towns that have voted to do so may start town meeting and transact non-Australian ballot-related business. [17 V.S.A. § 2640(b)](https://legislature.vermont.gov/statutes/section/17/055/02640). |
| Tuesday, March 3, 2026 | * Town Meeting Day (unless the town charter changes the date or the voters have voted to begin on one of the three days preceding this day). [1 V.S.A. § 371(a)](https://legislature.vermont.gov/statutes/section/01/007/00371). * Polls must open no earlier than 5:00 AM and no later than 10:00 AM. Polls remain open until 7:00 PM. [17 V.S.A. § 2561(a)](https://legislature.vermont.gov/statutes/section/17/051/02561). |

1VLCT’s [Municipal Calendar](https://www.vlct.org/resource-library/municipal-calendar) provides additional information about the timeline and tasks necessary to prepare for Town Meeting and should be consulted as you customize this template for your use. Also, review your Town’s Charter and/or Town Meeting votes which may impact the general schedule provided here.

2If the Warning includes a bond vote, the warning must be posted in five public places, as required by statute for bond votes. [24 V.S.A.§ 1756(2).](https://legislature.vermont.gov/statutes/section/24/053/01756)

3If the Town Meeting Warning includes a bond vote, there are additional requirements for publication of the Warning, [24 V.S.A.§ 1756](https://legislature.vermont.gov/statutes/section/24/053/01756) Notice of meeting; authorization:

(a)(1) The clerk of the municipal corporation shall cause notice of such meeting to be published in a newspaper of known circulation in such municipality once a week for three consecutive weeks on the same day of the week, the last publication to be not less than five nor more than ten days before such meeting.

1. VLCT’s [Municipal Calendar](https://www.vlct.org/resource-library/municipal-calendar) provides additional information about the timeline and tasks necessary to prepare for Town Meeting and should be consulted as you customize this template for your use. Also, review your Town’s Charter and/or Town Meeting votes which may impact the general schedule provided here. [↑](#footnote-ref-1)
2. **If the Warning includes a bond vote**, the warning must be posted in five public places, as required by statute for bond votes. [24 V.S.A.§ 1756(2).](https://legislature.vermont.gov/statutes/section/24/053/01756) [↑](#footnote-ref-2)
3. **If the Town Meeting Warning includes a bond vote**, there are additional requirements for publication of the Warning, [24 V.S.A.§ 1756](https://legislature.vermont.gov/statutes/section/24/053/01756) Notice of meeting; authorization:

   (a)(1) The clerk of the municipal corporation shall cause notice of such meeting to be published in a newspaper of known circulation in such municipality once a week for three consecutive weeks on the same day of the week, the last publication to be not less than five nor more than ten days before such meeting. [↑](#footnote-ref-3)