

DRAFT – Town of Moultonborough
Budget Preparation Timeline
Fiscal Year July 1, 2026 to June 30, 2027

Day	*Date	Action or Deadline
Phase 1	(September/October 2025)	Budget Development
Thursday	September 4, 2025	BOS Sets overall budget guidelines
Friday	September 12, 2025	TA sends memo to department heads with guidelines
	September 2025	CIPC/ Planning begins meeting with Departments
Friday	October 3, 2025	Department budgets due to TA/Finance
Week of	October 13, 2025	TA reviews budgets with departments
Week of	October 20	TA submits draft budget to BOS
Friday	October 24, 2025	BOS and ABC work session with Departments
Friday	October 31, 2025	BOS and ABC work session with Departments
Mid – Late	October 2025	Tax Rate Set
Friday	October 31, 2025	CIPC/Planning – Final report to BOS
Phase 2	November/December 2025	Capital & Ordinance Planning
November	November 2025	BOS meets with CIPC on capital recommendations
Monday	November 10, 2025	First day to accept ordinance/building code petitions
December	December 2025	BOS and ABC hold joint work session(s)
Phase 3	January/February 2026	Reports, Hearings & Finalization
Friday	January 2, 2026	All reports into Town Office for Annual Report
Friday	January 2, 2026	First Day to post bond hearing notice
Friday	January 9, 2026	First day to hold bond hearing
January	January 2026	ABC Final budget report and review with BOS
January	January 2026	BOS holds draft warrant article review
Tuesday	**February 3, 2026	Last Day to submit petitioned warrant articles
Tuesday	February 3, 2026	Last day to finalize CBA “cost items”
Friday	February 6, 2026	Last day to post public hearing notice
Friday	February 13, 2026	Last day to hold public hearing on budget
Monday	February 23, 2026	Last day to post budget and warrant articles
Phase 4	March 2026	Town Meeting and Elections
Tuesday	March 3, 2026	Annual report MUST be available
Tuesday	March 10, 2026	Town Election Day (second Tuesday in March)
Saturday	March 14, 2026	Town Meeting (Business session) – to confirm with Moderator
Saturday	March 21, 2026	Snow/Weather Date for Annual Town Meeting - to confirm with Moderator (if needed)

*Date is subject to change

** Deadline set by RSA