

Reference Guide for GPS B&F Budget Calendar

Dates:

- 4th Wed in Jan: Governor's budget released¹
- Superintendent publishes proposed budget at least 21 days before school committee is scheduled to vote on the budget
- Public Hearing: not less than seven nor more than 14 days following publication of superintendent's proposed budget
- 3/1²: Mayor sends capital improvement program (CIP) to city council 120 days before start of fiscal year
- 3/11: Deadline! SC sends budget to mayor 21 days before mayor sends to city council
- 4/1: Mayor sends budget to city council 90 days before start of fiscal year
- May City Council Meeting: Budget hearing³
- 7/1: Start of Greenfield fiscal year

References:

Greenfield City Charter: SECTION 5-2 School Committee budget.

(a) Public hearing. At least 21 days before the meeting at which the School Committee is scheduled to vote on its final budget request, the School Committee shall cause to be published in a local newspaper a general summary of its proposed budget. The summary shall specifically indicate any major variations from the current budget and the reasons for such changes. The notice shall further indicate the times and places at which complete copies of the proposed budget are available for examination by the public, and it shall indicate the date, time and place (not less than seven nor more than 14 days following such publication), when a public hearing will be held by the School Committee on the proposed budget. The School Committee shall not take its final vote on its proposed budget until all persons who desire to be heard concerning the budget proposal have had a reasonable opportunity to be heard.

(b) Submission to Mayor. The proposed budget adopted by the School Committee shall be submitted to the Mayor at least 21 days before the date the Mayor is required to submit a proposed City budget to the City Council, to allow the Mayor sufficient time within which to consider the effect the School Department's requested appropriation will have upon the total City operating budget the Mayor is required to submit to the City Council under this article.

The action of the School Committee in adopting the proposed budget, following the public hearing, shall be summarized and the results of a roll call vote taken on each amendment to the proposed budget as may be offered shall be recorded.

Greenfield Charter Finance Procedures: <https://ecode360.com/38857717>

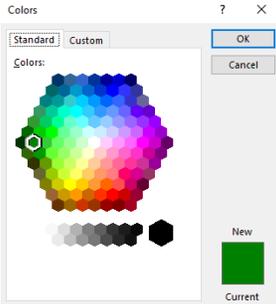
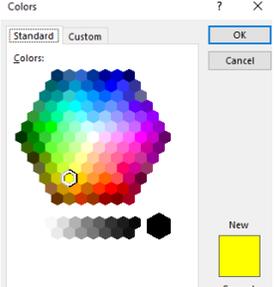
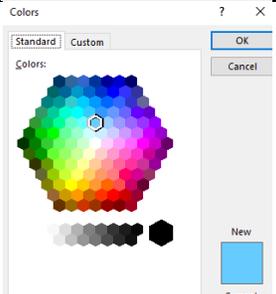
¹According to the Constitution of the Commonwealth of Massachusetts, the Governor must propose a budget for the next fiscal year within 3 weeks after the Legislature convenes, which translates into the 4th Wednesday of January.
<https://www.mass.gov/info-details/budget-process-timeline>

²It was listed as 03/01 instead for FY25, and that is because that is that date on a memo from the Mayor last year. Revisit this after checking with the mayor at 9/10/26 meeting.

³Budget hearing must be within 60 days of receiving proposed budget. In '25, it was the regularly scheduled May meeting, so assuming that is the usual time

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Colors

Color Description	Placement on Word Standard Color Chart
<p>Text: dark green</p> <p>Custom color</p> <p>RGB values: Red 0 - Green 128 - Blue 0</p>	
<p>Calendar Box Highlight and Description - School Committee</p> <p>Default Word Orange</p> <p>RGB values: Red 255 - Green 192 - Blue 0</p>	<p>n/a; despite it being Word's standard orange, it doesn't actually show up in the standard color graphic chart</p>
<p>Calendar Box Highlight and Description - City</p> <p>Default Word Yellow</p> <p>RGB values: Red 255 - Green 255 - Blue 0</p>	
<p>Calendar Box Highlight and Description - School Administration</p> <p>Custom color blue</p> <p>RGB Values: Red 102 - Green 204 - Blue 255</p>	
<p>Calendar Box Highlight and Description - State</p> <p>Custom color purple</p> <p>RGB Values: Red 204 - Green 153 - Blue 255</p>	