



TOWN OF BLACKSTONE

Town Accountant's Office

TO: Board of Selectmen

FROM: Lauren Taylor, Assistant Town Administrator/Town Accountant

SUBJECT: Fiscal Year 2027 Budget Preparation & Capital Requests

DATE: 8/27/2025

I am pleased to present the proposed Fiscal Year 2027 Budget Schedule for your review and acceptance. This schedule outlines the key milestones, deadlines, and coordination efforts necessary to ensure a timely and transparent budget process for the upcoming fiscal year.

Early September	Department Heads, Board Chairs, & Committee Chairs attend training with ClearGov on Operational Budgeting and Capital Budgeting Software
September 26	Department Heads, Board Chairs, & Committee Chairs submit their budget and capital requests via ClearGov Software
October 1-October 15	Department Meeting with Town Administrator & Assistant Town Administrator/Town Accountant to Review Budget and Capital requests
October 31	Final Budget Request and Capital Requests due to Assistant Town Administrator/Town Accountant including any revisions
Nov 1-Dec 15	Town Administrator & Assistant Town Administrator/Town Accountant review and prep documents for submission to the Board of Selectmen
December 15	Budgets provided to the Board of Selectmen for review
January 10	Budget Workshop with Board of Selectmen and Department Heads
February 10	Board of Selectmen Review Budget Updates at Regular Meeting
March 10	Board of Selectmen Review Budget Updates at Regular Meeting
March 24	Board of Selectmen make FY2027 Budget Recommendations