

The Jones Library, Inc.

www.JonesLibrary.org



The Jones Library, Inc.
43 Amity Street
Amherst, MA 01002
t: 413.259.3090
f: 413.256.4096

Budget Calendar *Approved September 5, 2012*

July

- Approve and sign contract with Certified Public Accounting firm for previous fiscal year Audit – Trustees

August

- Adopt Endowment Spending Rate (based on ending balances of previous twelve quarters) - Trustees

September

- Draft Budget Request – Director/Staff

October

- Approve Budget Request Recommendation - Budget Committee
- Four Boards Meeting –Trustees/Director
- Budget Coordinating Group (BCG) Meetings Begin – Trustees/Director

November

- Approve Budget Request – Trustees

December

- Submit Budget Request to Town – Director

January - March

- Present Budget Request to Town – Director
- Compose Document for Inclusion in Finance Committee Town Meeting Packet
- Prepare Town Meeting Advocacy Documents – Trustees/Director

April - June

- Town Meeting – Trustee President/Director Presents Budget Request
- Attend Town Meeting – Trustees/Director
- End-of-Fiscal Year Budget Assessment – Trustees/Director
- Town Audit Committee meeting - Treasurer



North Amherst Library
8 Montague Road
Amherst, MA 01002
t: 413.259.3099
f: 413.253.2573



Munson Memorial Library
1046 South East Street
Amherst, MA 01002
t: 413.259.3095
f: 413.253.2574