



## MEMORANDUM

**TO:** All Department Heads, Boards and Committees

**FROM:** Louise Miller, Town Administrator  
Brian Keveny, Finance Director  
The Finance Committee

**DATE:** October 4, 2018

**SUBJECT:** FY 2020 Operating Budget Guideline

The purpose of this memorandum is to provide a guideline on preparing your Departmental, Board or Committee Operating Budget in compliance with the Fiscal 2020 Board of Selectmen Budget Policy.

It is anticipated that the FY20 Departmental, Board or Committee operating budgets for the Town and Schools will not increase more than \$2.6M. In addition to the \$2.6M, the General Fund budget will include \$300,000 for an anticipated one-time committed cost. Consistent with prior year recommendations, the FY20 budget is expected to be supported with the use of recurrent revenue sources and will not rely on funding from Free Cash and Overlay Surplus.

Please submit a budget that includes all committed costs as well as any adjustments required for the delivery of the same level of services in FY20 as are being provided in FY19. FY20 personnel costs should include all COLA, step increases, and other increases pursuant to personnel contracts. In addition, please review your FY18 budget to actual reports and identify any large turnbacks to determine the appropriate request for FY20.

Any Department, Board or Committee wishing to request an increase in personnel or services should identify that request separately, and not as part of the level services budget.

Please provide sufficient detail so that your budget can be efficiently and effectively reviewed. This would include:

- Highlights of budget changes.
- Key issues facing your department.
- Review of your FY 18 final expenditure reports and identification of the cause of large turnbacks.
- Identification of any new services as a new service that you are requesting to begin in FY20.

Departmental, Board and Committee budget requests, other than the School Department, must be submitted in MUNIS by October 19, 2018. The Town Administrator and Finance Director will review the budget requests with Department heads between October 19 and October 29. Finance Committee and Board of Selectmen liaisons will be invited to the budget review. The Town Administrator and Finance Director will make recommendations to the Finance Committee and Board of Selectmen on all operating budgets, other than the School Department, by November 5, 2018. The Superintendent of Schools will submit a budget request by December 15, 2018. By December 31, 2018, the Town Administrator and Finance Director will prepare and submit a Draft FY2020 Operating Budget, including schools.

The Town Administrator and the Finance Director will be available to assist you with your budget preparation and to answer any questions.

**Attachments:**

1. Finance Committee Liaison Assignments
2. Board of Selectmen Liaison Assignments