

## Town of Barre Budget Review Policy

**Policy/Goal:**

The Barre Town Selectboard's goal in adopting this policy is to affect a smoother budget review process which, through incorporation of preliminary reviews of new ideas, will allow adequate time for thorough consideration of all budget issues.

**Calendar:**

Date	Action
October	Town Manager presents 5-Year Paved and Gravel Road Plans for Selectboard approval.
November	Town Manager and Engineer present Building Fund Plan for Selectboard approval.
November + December	Town staff presents to Selectboard information about new budget items.  Selectboard seeks names of town voters interested in serving on Budget Committee.  Selectboard gives Town Manager approval of non-union employees' salary increases for budgeting purposes.  Town Manager issues budget call (request) to department/division heads.
1 <sup>st</sup> Tues. of January	Selectboard appoints two members to Budget Committee. Town Clerk appoints one member.
Mid-January	Department/division heads' deadline to submit budget requests to Town Manager.
3 <sup>rd</sup> Tues. of January	Budget Committee appointments completed by three citizen members.
1 <sup>st</sup> Tues. of February	Town Manager presents budget book.
February	Budget Tour with Budget Committee, Selectboard, town staff, public.
April 5-12	Budget review completed; Selectboard sets General and Highway Fund budget amounts for adoption.

**Preliminary Reviews:**

Decisions will not be made at the preliminary reviews in November and December. Rather, the purpose of these reviews is to inform the Selectboard of new proposals, technology, products, or ideas before the Selectboard is immersed in the task of reviewing the entire budget book. Town staff making presentations should be very well prepared to give the Selectboard all information possible including needs (public and internal), benefits (service to public, increased efficiency, or protection of town assets), and costs (direct or indirect).

**Budget Book - Manager's Budget Message:**

The Town Manager offers a cover memorandum with the budget book. A list of major changes, including what items were presented for preliminary review, in the General and Highway Fund budgets will be a standard component of the budget book or message.

**Miscellaneous:**

This policy does not change or negate the Selectboard's policy regarding non-profit organizations' funding requests.

**Adopted by Selectboard: October 27, 1998**