**FY21 Budget Instructions**

**November 4, 2019**

**To: Department Heads**

**From: Finance Committee**

Budget requests have exceeded revenues substantially for the past two fiscal years. The Finance Committee asks that all departments examine their budgets carefully, looking for opportunities to reallocate funds before asking for any increase in budgets. Increases not required by contracts or law will be scrutinized, and will need detailed justification in order to be approved.

**FY 2021 Budget Kickoff:** Department Heads, Committee Chairs, and Town Officials are invited to a Budget Kickoff meeting to be held on Tuesday, November 12 at 10:00 am in Room 218 at the Town Offices, or on Thursday, November 14 at 7:00 pm in Room 227 at the Town Offices. A short presentation on the calendar guide, scheduling issues, budget forms, and payroll issues will be made. The Town Accountant, Town Administrator, and Finance Committee members will be available for questions.

**Budget Request Deadline:** Please have your FY21 budget requests approved by your appointing authority and sent to the Town Administrator by **December 10th**. It is important to get them all in on time. As a reminder, per Town By-Laws/MGL 20S, late submissions might not be accepted and the department can be level funded or cut if need be.

**Budget Presentations:** The Finance Committee will begin hearing budget presentations from departments at our December 18th meeting. You will be contacted to schedule your 15-30 minute time slot. We plan to complete our budget hearings, budget and warrant article reviews, and to make decisions by March 4th. Budget decisions will be emailed to you at that point. There will be a final Finance Committee meeting to hear any appeals on March 18th.

Questions or comments? Feel free to contact Buzz Harris, Finance Committee Chair, at harrisbuzz@gmail.com.