

# TOWN OF SOUTHBOROUGH

To: All Departments  
From: Brian Ballantine, Finance Director  
Date: September 11, 2019  
Re: FY 2021 Budgets  
cc: Board of Selectmen, Advisory Committee, Town Clerk, Moderator

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Please find attached the budget calendar for preparing FY21 budgets and budget forms.

- Deadline to submit budgets/ capital / money warrant articles:

**FRIDAY, OCTOBER 18, 2019 - NOON**

- Warrant closes:

**TUESDAY, DECEMBER 17, 2019**

**Submission by email to [bballantine@southboroughma.com](mailto:bballantine@southboroughma.com) is preferred.**

Budget files will be e-mailed to all departments on Monday, September 23, 2019.

Please update your department budget request column – including salary computations if that is applicable. **For any new budget line items please contact the Town Accountant for modification and an updated budget sheet.** All cells within the file will be protected and may not be modified, except for FY21.

Budgets will be reviewed and recommendations made by the Town Administrator and the Finance Director. You will be contacted to set up review sessions. The Board of Selectmen will make final recommendations for the warrant and to the Advisory Committee. Some departments will still be required to have additional meetings with the Advisory Committee.

Please use proper format for warrant articles. Any committee or board who wishes to submit an article must have the article voted by the board/committee to be accepted and placed on the warrant. If you are unclear on how to word an article, please seek assistance from the Selectmen's Office. Please include a short summary of what your article will accomplish. A summary of each article will be included in the warrant that will be distributed prior to Town Meeting, as well as the position [i.e. support or not support and the vote] of the Selectmen and Advisory Committee.

Please note: For SAP salaries please use the FY21 approved rate of 2.50%. As soon as the increase is officially established we will advise Departments. Should any rate proposed by a Department Head exceed the standard amount please notate that in the budget documents.

Upon submitting your budget – please include a short description of any changes to your budget from the previous year. If you have additional hours or service changes please discuss those. These will assist the BOS, Advisory, and the residents and reviewing and looking over all requests.

## BUDGET CALENDAR FOR FY21 BUDGET

Event	Date
<b>Warrant opened</b>	<b>Tuesday, September 17, 2019</b>
Initial Meeting – Board of Selectmen/Advisory	Tuesday, September 17, 2019
<b>Budgets / Capital &amp; money warrant articles submitted to Selectmen’s office</b>	<b>Friday, October 18, 2019 at NOON</b>
Town Administrator and Finance Director review budgets with departments	Beginning October 21, 2019
<b>Annual Town Reports and non-money articles submitted to the Selectmen’s Office</b>	<b>Friday, December 2, 2019 at NOON</b>
<b>Warrant closed</b>	<b>Tuesday, December 3, 2019</b>
Proposed budgets reviewed by Advisory and Selectmen	Starting Wednesday, December 4, 2019
Selectmen take position on warrant articles	Tuesday, January 7, 2020
Selectmen vote on FY21 budgets	Tuesday, January 28, 2020
Warrant to be signed by Selectmen	Tuesday, February 18, 2020
Warrant to printer	Tuesday, February 25, 2020
Town Reports and Warrant posted and available to public; legal notice in newspaper.	Monday, March 16, 2020
Pre Town Meeting with Town Counsel	Tuesday, March 17, 2020
Annual Town Meeting	Saturday, March 28, 2020
Annual Town Election	Tuesday, May 12, 2020

### **Additional Notes:**

1. Advisory will cancel any meeting at which the Committee does not have the most current budget submitted.
2. Any new service, personnel or hours added [or eliminated] to your budget from the previous year should be explained thoroughly in a separate memo along with your submittal.
3. **Please note:** All salary pages are brought over “as is” from FY20. These pages need to be updated by the Department Head for the FY21 budget period. Kristen can assist anyone with items such as anniversary dates, longevity, or other payroll data items.

We appreciate the hard work of submitting all the information. Do not hesitate to contact me if you have any questions about this memorandum or the process in general.