

TOWN OF SOUTHBOROUGH

To: All Departments
From: Brian Ballantine, Finance Director
Date: July 17, 2018
Re: FY 2020 Budgets
cc: Board of Selectmen, Advisory Committee, Town Clerk, Moderator

Due to the bylaw that passed at Special Town Meeting in May 2018, budget dates have been reset this year. The bylaw had the unintentional effect of pushing the budget preparation period ahead.

Please find attached the budget calendar for preparing FY20 budgets and budget forms.

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

WEDNESDAY, OCTOBER 17, 2018 - NOON

- Warrant closes:

TUESDAY, DECEMBER 11, 2018

[Submission by email to bballantine@southboroughma.com is preferred, please submit ONE TIME].

Budget files will be e-mailed to all departments on Friday, September 21, 2018.

Please update your department budget request column – including salary computations if that is applicable. **New budget line items should be indicated in bold and red font color** [please advise the Town Accountant if you need to add a new line item].

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 FY19 approved rate of 2.25%. As soon as Personnel Board votes on the FY20 rate we will distribute that for your use. 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 FY20 BUDGET

Event	Date
Warrant opened	Tuesday, September 25, 2018
Initial Meeting – Board of Selectmen/Advisory	Tuesday, September 18, 2018
Budgets / Capital & money warrant articles submitted to Selectmen’s office	Wednesday, October 17, 2018 at NOON
Town Administrator and Finance Director review budgets with departments	Beginning October 18, 2018
Annual Town Reports and non-money articles submitted to the Selectmen’s Office	Friday, November 30, 2018 at NOON
Warrant closed	Tuesday, December 11, 2018
Proposed budgets reviewed by Advisory and Selectmen	Beginning Wednesday, December 12, 2018
Selectmen take position on warrant articles	Tuesday, January 8, 2019
Selectmen vote on FY20 budgets	Tuesday, January 29, 2019
Warrant to be signed by Selectmen	Tuesday, February 19, 2019
Warrant to printer	Monday, February 25, 2019
Town Reports and Warrant posted and available to public; legal notice in newspaper.	Monday, March 11, 2019
Pre Town Meeting with Town Counsel	Tuesday, March 12, 2019
Annual Town Meeting	Saturday, March 23, 2019
Annual Town Election	Tuesday, May 14, 2019

Additional Notes:

1. Advisory will cancel any meeting at which the Committee does not have the most current budget submitted – in other words, if your budget changes at the last minute or within a timeframe in which they do not have an opportunity to review it, your meeting with them will be re-scheduled to a later date.
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 FY19. These pages need to be updated by the Department Head for the FY20 budget period. Kristen can assist anyone with items such as anniversary dates, longevity, or other payroll data items.

We sincerely appreciate the hard work of submitting all the information – this year especially will be a challenge with our new schedule. Do not hesitate to contact me if you have any questions about this memorandum or the process in general.