

(Town Letterhead Goes Here)

TO: Town of Chaplin Boards, Commissions, and Agencies Requesting Budget Funding for Fiscal Year 2021-22 from July 1, 2021 to June 30, 2022.

FROM: Chaplin Board of Finance
Richard G. Weingart, Chairperson
Tel: 860-465-7033 E-mail: bofinance@chaplinct.org

DATE: November 9, 2020

SUBJECT: Town Agency Budget Proposals for Fiscal Year 2021-22

The Board of Finance is now beginning the process of crafting a budget for the next fiscal year (FY 2021-22). Each new budget cycle seems to bring its own unique challenges, with next year's obstacles being the prospect of a persistent COVID-19 pandemic, and the near certainty of substantial State budget deficits for FY 2021-22 and FY 2022-23. In addition, the core operating costs of providing quality education and town services continue to rise. As with past budget cycles, we must remain aware of the uncertain financial conditions facing our state, our town, and our taxpayers. These factors certainly affect what we, as a Town, can afford. Furthermore, while our town equipment and infrastructure have been upgraded substantially in recent years, these budget areas continue to require significant investment. These are some of the many factors the Board of Finance will consider in compiling the FY 2021-22 budget.

Finally, the uncertainty surrounding the State budget for the next two fiscal years means that we, as a Board, must adopt a conservative approach to our town budget. **Therefore, the Board of Finance must insist that your FY 2021-22 budget remain the same as your current FY 2020-21 budget, exclusive of salaries (a 0% increase).**

Accordingly, the Board of Finance has adopted the Budget Development Policies for FY 2021-22 as shown in Attachment 1. These policies should govern the preparation of your FY 2021-22 budget requests.

Please return your FY 2021-22 budget request, together with all supporting documentation, to the Town Finance office by Thursday, February 4, 2021.

This year the Board of Finance WILL NOT HOLD its Town Agency budget presentations in a group setting as it has in past years. This change is intended to simplify, and shorten, the budget development process. Rather, the Board will first review all of the budget requests, and then contact individual agencies with questions or clarifications. You may be asked to attend a future Board of Finance meeting to respond

Reviewed by: Board of Finance Date: 11/09/2020
Approved by: Board of Finance Date: 11/09/2020

to any Board inquiries about your budget request. Finally, thank you in advance for your cooperation in supporting the Board of Finance in this critical budget development process. Please feel free to contact me, or any Board of Finance member, if you have questions about this, or any other, town financial matter.

Enclosed are policies and forms for you to create your FY 2021-22 budgets, together with the report and forms to monitor and request changes to your current FY 2020-21 budget, if necessary (see attachments 3. and 4. below).

Attachments:

1. BOARD of FINANCE FY 2021-22 BUDGET DEVELOPMENT POLICIES (next fiscal year):

The Board of Finance requires that these policies be followed when preparing your FY 2020-21 budget request.

2. BUDGET REQUEST FORM – FY 2021-22 (next fiscal year):

This form includes information on your actual spending for two previous fiscal years, your FY 2019-20 budget, and a column for your FY 2020-21 budget request. Please remember that this request must comply with the conditions in Attachment 1.

3. FY 2020-21 YEAR to DATE BUDGET REPORT (current fiscal year):

This document, which you can request monthly, shows your current fiscal year budget and year to date expenditure comparisons.

4. BUDGET ADJUSTMENT FORM for FY 2020-21 (current fiscal year):

This form should be used to notify the Board of Finance **in advance** if, or when, you expect your budget to be over expended.

In conclusion, the Board of Finance would like to thank all Town agencies and staff for their budget management efforts in the past year. This Board is confident that Chaplin remains in a sound financial position and we look forward to working with you on the FY 2021-22 budget.