

Chaplin Board of Finance
FY 2021-22 Budget Development Policies for Town Agencies

The Board of Finance (BOF) has adopted the following policies that should govern the preparation of Town Agency budget requests for FY 2021-22:

Policies for Town Agencies:

1. *The Board's foremost goal FOR FY 2021-22 is to present a budget to the Annual Town Budget Meeting that adequately supports Town services at current year levels. A second and closely related goal is to craft a budget that keeps taxes stable. Agency budget increases will be considered if they are legally or statutorily mandated, are mandated by collective bargaining agreements, or are the result of emergency or safety conditions. Such increases should be appropriately documented. New program initiatives will be considered only if they recoup their costs during the FY 2021-22 fiscal year through associated revenue offsets.*
2. *The State of Connecticut has now imposed a new budget restriction on cities and towns. This restriction limits combined Board of Education and Town budgets to an annual increase of 2.5%. Exceeding this limit would likely have a negative impact on the state financial assistance to Chaplin. Therefore, the Board of Finance must insist that your budget increases not exceed this 2.5% limit.*
3. *Salaries on your FY 2021-22 budget request sheet have been carried forward at current year amounts pending a decision on salary increases by the Board of Selectmen. Agency requests for salary increases that exceed Board of Selectmen standard guidelines will be considered separately, and jointly, by the Boards of Finance and Selectmen for a recommendation to accept or deny such request.*
4. *The BOF expects that reductions to agency budgets will be made in any area where the opportunity exists to reduce the costs of providing services during the next year. We do, however, recognize that projections in certain areas must be "best estimates" at this time, and this practice is acceptable as it has been in the past.*
5. *The BOF realizes that utility costs, particularly electricity, are expected to vary from year to year. To ensure uniform utility budgeting practices across all agencies, the following procedures should be followed:*
 - a. *Agencies MAY NOT change energy suppliers (electricity, propane, heating oil) without approval from the Town Finance office. It is essential that energy suppliers be selected centrally for the entire Town to ensure best pricing and to avoid costly long-term contracts.*
 - b. *All agencies must coordinate their FY 2021-22 utility budget calculations with the Town Finance Office to ensure uniformity.*
6. *All computer expenses (hardware and software) must be listed separately and require written explanation, which should include complete vendor quotes for purchase, licensing, and annual maintenance costs.*
7. ***For all single purchases or contracts in excess of \$5,000,** the Board requires that all Agencies obtain written quotes from vendors prior to purchase. Written justification for these purchases must be submitted with your budget request.*
8. *The Town ordinance requiring formal bids for purchases in excess of \$7,500 must be strictly observed. In such cases, all contracts for services and CIP purchases must be accompanied by a preliminary RFQ or a pricing example from a trade publication or similar printed advertisement for goods or services. This requirement will not be waived.*