

**TOWN OF WELLFLEET  
BUDGET POLICY  
FISCAL YEAR 2015**

**It shall be the policy of the Town of Wellfleet that this Budget Policy articulates the Town's priorities and goals and provides an overview outlining the issues to be addressed during the Town of Wellfleet's budget process.**

**BUDGET COMPLIANCE:** The Budget will be estimated in accordance with all applicable laws. The budget is based on separate funds set forth from anticipated revenues and expenditures for the General Fund and the Enterprise Funds.

**BUDGET COMPONENTS:** The Budget shall be composed of a General Fund Operating Budget, the Marina Enterprise Fund, the Water System Enterprise Fund, a Capital Budget, a ten year Capital Improvement Plan and any budget Articles proposed for the Annual Town Meeting Warrant. The Budget should include financial results for the previous year and the current year. Object codes and summaries should be consistent across all organizational units. The Budget shall also include detailed revenue estimates and projections which will be created with the input of the Department Heads and the Town Accountant.

**ENTERPRISE FUNDS:** The Town of Wellfleet shall propose budgets for the Enterprise Funds that are self-supporting without a property tax transfer and which shall also reasonably and accurately allocate indirect costs.

**CAPITAL BUDGET:** The Town of Wellfleet shall propose a Capital Budget for the upcoming Fiscal Year that will encompass capital projects or items with an overall expenditure of at least \$5,000 and a life expectancy of at least one year.

**CAPITAL IMPROVEMENT PLAN:** The Town of Wellfleet shall propose a ten year Capital Improvement Plan that will encompass any capital project or item with an overall expenditure of at least \$5,000 and a life expectancy of at least one year. Inclusive within the Capital Improvement Plan shall be a breakdown of the possible additional operational costs associated with the capital project or item, including if additional personnel may be required.

The Town Administrator will review and revise the approved FY2015 Capital Improvement Plan with Department Heads during the fall budget planning process.

The FY2016 Capital Improvement Plan shall be submitted to the Finance Committee and the Board of Selectmen not later than the 1<sup>st</sup> of June. The Finance Committee shall by the 30<sup>th</sup> of June submit a report to the Board of Selectmen and the Town Clerk with their recommendations on the Capital Improvement Plan and shall hold a Public Hearing on the Capital Improvement Plan within 7 days of a public notice appears in one or more local newspapers. As part of the review of Capital Improvement Plan, it is expected that the Nauset Regional School District shall submit their Capital Improvement Plan to the Town of Wellfleet.

**BUDGET DEVELOPMENT:** Department Heads shall make appropriate and well-reasoned budget submittals to the Town Administrator by November 1, 2013. The Town Administrator shall submit his proposed budget to the Board of Selectmen and the Finance Committee on December 10, 2013.

**PUBLIC MEETINGS ON THE PROPOSED BUDGET AND BUDGET**

**APPROVALS:** The Town Board of Selectmen and the Finance Committee shall hold joint budget workshops at 7:00 p.m. on Tuesdays or Wednesdays in December and, if necessary, in January. Department Heads will only need to be present at budget workshops if requested by the Board of Selectmen, the Finance Committee or the Town Administrator. The Board of Selectmen shall approve its proposed budget by the end of January. The Board of Selectmen's proposed budget may be subject to modifications if subsequent additional or unexpected budget or revenue information becomes available prior to the Annual Town Meeting. Any modifications to the budget will be dated and consolidated where possible. The Finance Committee shall hold at least one Public Hearing on the proposed budget and shall make its recommendations on the proposed budget by March 3, 2014.

**ADDITIONAL REQUESTED BUDGET AMOUNTS:** Additional requested budget amounts above the previous year's budget request are not encouraged but will be considered if justification for such additional amounts is included with the budget materials. Justification and any supporting documents shall be submitted by department heads as a separate submission. Priority will be given for requests that place a minimum reliance upon the property tax to fund these endeavors.

**NON-PROPERTY TAX REVENUE SOURCES:** The Town of Wellfleet shall continue supporting the concept that user fees, reasonable sponsorships and other non-property tax revenues be utilized to help offset the property tax and, to the fullest extent practical, be devised to recoup the costs of supplying a particular service. The Town Administrator in preparation of the budget shall review current department fee structures and charges for services and propose modifications as deemed necessary and appropriate.

**FISCAL MANAGEMENT GOALS:**

- The Town of Wellfleet shall have as a goal to work towards presenting a balanced budget, within the constraints of Proposition 2 ½, without requesting an override.
- The Town of Wellfleet shall have as a goal to not authorize any new significant program without an identified financing source to pay for said program.
- The Town of Wellfleet shall have as a goal to not authorize any new full time personnel beyond current authorized levels. However, if any such new personnel are funded the positions shall be valued at a cost that includes both salary and benefits.
- The Town of Wellfleet shall have as a goal, whenever reasonable, to replace open full time positions with part time employees or equally qualified volunteers to realize savings in employee benefits.

- The Town shall have as a goal that there be no borrowing to fund operational programs.
- The Town of Wellfleet shall have as a goal the maximum utilization of funds from all revenue sources to fund programs.
- The Town of Wellfleet shall have as a goal, whenever possible and reasonable, to cultivate productivity improvements that could lead to realized savings.
- The Town of Wellfleet shall have as a goal, whenever possible and reasonable, to investigate regional opportunities that could lead to realized savings.
- The Town of Wellfleet shall have as a goal that the Town Administrator shall review regularly the methods of operation, program service delivery and expenditure of resources in the various Town departments to ensure maximum efficiency for the Town of Wellfleet.
- The Town of Wellfleet shall have as a goal to gradually increase its annual OPEB appropriation to achieve a level of \$400,000 by FY2018. The FY2014 contribution was \$150,000; the goal for FY2015 is \$200,000.

[Amended September 5, 2013, September 11, 2013]

# FY 2015 Annual Budget and Annual Town Meeting Schedule

SEPTEMBER		
DATE	ACTION	WHO
September 10, 2013	<b>BOS Meeting:</b> Issue FY2015 Budget Policy Statement (Charter Sec. 7-2-1 'On or before the 31st of October of each year, the BOS shall prepare and issue a <u>policy statement</u> relating to the budget for the ensuing Fiscal Year.')	TA/ATA
September 24, 2013	<b>BOS MEETING: Charter Sec. 7-2-2</b> - 'Not later than the 31st of October the BOS + FinCom shall set a date for the TA to submit to the above bodies a comprehensive budget for all Town functions for the ensuing Fiscal Year and an accompanying budget message.')	TA/BOS/FinCom
September 24, 2013	Certify Free Cash	Accountant
September 24, 2013	Estimate revenues for FY2015 based on financial analysis of previous fiscal years	Accountant
September 25, 2013	<b>FINCOM MEETING</b>	FinCom
OCTOBER		
DATE	ACTION	WHO
October 1, 2013	Distribute Operating Budget, FY2015 CIP for review, Budget Policy Statement + instructions/guidelines to Dept Heads	TA/EA
October 8, 2013	<b>BOS MEETING:</b> If not approved by BOS Sept 24, set date for budget submission and distribute Budget Message per Budget Policy Statement (see above Charter Sec 7-2-2)	TA
October 23, 2013	<b>FINCOM MEETING</b>	FinCom
October 31, 2013	FINAL deadline date for Budget Policy Statement to BOS/FinCom + set date for budget submission (see above Charter Sec 7-2-2)	FinCom

JANUARY		
DATE	ACTION	WHO
January 6, 2014	Update revenue estimates based on first 6 months of the current fiscal year	Accountant
January 14, 2014	<b>BOS MEETING:</b> Submit FY15 Regional School Budget Development Schedule to BOS	TA
January 14, 2014	<b>BOS MEETING:</b> Submit draft ATM Article Index to BOS	ATA
January 22, 2014	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads
January 28, 2014	<b>BOS MEETING:</b> Submit 5 Year Budget Outlook for Wellfleet to BOS	TA/Accountant
January 28, 2014	<b>BOS MEETING:</b> Review and place ATM Articles	BOS
January 29, 2014	Distribute placed Articles to Boards/Committees	EA
FEBRUARY		
DATE	ACTION	WHO
February 4, 2014 [tentative date - confirm w School Committee]	School Committee Meeting - Final budget review + vote to approve FY2015 regional school budget	School Committee
February 7, 2014	Deadline to receive proposed ATM Articles + Transfer Requests from Dept + Committee Heads	Dept + Committee Heads
February 11, 2014	<b>BOS MEETING:</b> Review and place ATM Articles + review Elementary School, Tech School + NRSB Budget w FinCom at joint meeting	BOS/FinCom/School Reps
February 12, 2014	Distribute placed Articles to Boards/Committees	EA
February 14, 2014	TENTATIVE - Receive approved regional school budget	NRST Business Manager
February 25, 2014	<b>BOS MEETING:</b> Review and place ATM Articles	BOS
February 26, 2014	<b>FINCOM MEETING:</b> Dept Heads may be invited to attend to answer budget questions	Dept Heads
February 26, 2014	Distribute placed Articles to Boards/Committees for recommendations	EA
February 27, 2014	FINCOM to submit final budget recommendations to TA	FinCom
February 28, 2014	Deadline for petitioned articles (" <b>Prior to Mar 1</b> " - Charter 2-4-2)	Registered Voters

MARCH		
DATE	ACTION	WHO
March 3, 2014	Finance Committee budget recommendations due to TA	FinCom
March 3, 2014	Submit Articles other than budget Articles to FinCom	BOS through TA/ATA
March 11, 2014	<b>BOS MEETING:</b> Place and vote final ATM Articles	BOS
March 12, 2014	Distribute placed Articles to Boards/Committees	EA
<b>March 14, 2014</b>	<b>FINAL Board/Committee recommendations due to TA's office</b>	Board/Com Chairs + Com Secretaries
March 20, 2014	Final Review of Warrant	TA/ATA/EA
March 25, 2014	<b>BOS MEETING:</b> Final Article recommendations and vote on Warrant. BOS Sign Warrant (5 copies).	BOS
March 26, 2014	Constable to Sign Warrant (5 copies). Constable to post.	EA
March 26, 2014	<b>FINCOM MEETING</b>	
March 27, 2014	Submit Warrant to printer	EA
APRIL		
DATE	ACTION	WHO
April 3, 2014	Distribute CIP request forms. Due May 2.	EA
April 8, 2014	<b>BOS MEETING</b>	BOS
April 14, 2014	Deadline for mailing Warrants ("14 days prior to ATM" Charter 2-3-2)	Printer
April 16, 2014	Finalize Article Motions	TA/ATA/EA
April 18, 2014	[Tentative] Group conference call with Town Counsel to review and finalize Motions	Town Counsel TA/ATA/BOS Chair
April 21-25, 2014	Create Power Point Presentation with Articles and Motions for ATM	EA
April 22, 2014	<b>BOS MEETING</b>	BOS
April 23, 2014	<b>FINCOM MEETING</b>	FinCom
April 28, 2014	<b>BOS MEETING:</b> Special meeting immediately preceding ATM	BOS
April 28, 2014	ATM ("4th Monday in April" - Charter 2-6-1)	ALL

		<b>May</b>	
DATE	ACTION	WHO	
May 2, 2014	FY2016 CIP request forms due from Department Heads	EA	
May 5-30, 2014	TA to prepare FY2016 CIP	TA	
May 13, 2014	<b>BOS MEETING</b>	BOS	
May 27, 2014	<b>BOS MEETING:</b> Submit FY2016 CIP to BOS + FinCom	EA	
May 28, 2014	<b>FINCOM MEETING</b>	FinCom	
		<b>June</b>	
DATE	ACTION	WHO	
June 1, 2014	<b>DEADLINE Charter Sec 7-5-2:</b> 'The CIP shall be submitted to the FINCOM + BOS not later than the 1st of June.'	TA	
June 10, 2014	<b>BOS MEETING</b>	BOS	
June 24, 2014	<b>BOS MEETING</b>	BOS	
June 25, 2014	<b>FINCOM MEETING</b>	FinCom	
June 30, 2014	<b>DEADLINE Charter Sec 7-5-2:</b> 'Within 30 days the FINCOM shall prepare and submit a report and its recommendations on the CIP to the TA and the BOS.'	FinCom	