

**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 1st of June. The Finance Committee shall by the 30th 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]