

TOWN OF DEERING

BUDGET PROCESS

STEP 1 – Goal Setting

The Board of Selectmen, together with the Town Administrator, shall outline the Town's budget goal and any concerns or plans for the upcoming year that would effect spend.

STEP 2 – Department Head/Chair/Trustee Budgets

Each Department Head, Chairman, and Trustee, and in consideration of said goals, shall then prepare and submit their estimated expenditures, revenue projections, and warrant article requests to the Town Administrator.

STEP 3 – TA's Preliminary Budget

The Town Administrator shall meet with each department and prepare a preliminary budget including any proposed warrant articles.

STEP 4 – Joint Meeting of Board of Selectmen & Budget Advisory Committee

The Town Administrator shall present the preliminary budget and warrant articles to the Board of Selectmen and the Budget Advisory Committee at a joint meeting where each Department Head, Chairman and Trustee shall present, discuss, and answer questions regarding their budgetary recommendations and needs.

STEP 5 – BAC Budget & Recommendations

The BAC shall then meet, review, and make recommendations on the preliminary budget and proposed monetary warrant articles and vote on each line item.

The Board of Selectmen expects that Department Heads, Chairmen & Trustees shall provide the BAC with available information needed for their consideration, and, if requested, is expected to attend the BAC meeting when their respective budget is being reviewed.

Within two weeks of the completion of their review meetings, the BAC shall submit to the Town Administrator the BAC's recommended budget and warrant articles along with a written report providing appropriate rationale and including the recorded vote on each item.

STEP 6 – Board of Selectmen review of BAC Budget & Recommendations

The Board of Selectmen, working with the Town Administrator, shall publicly review the recommendations of the Budget Advisory Committee.

STEP 7 – Draft Budget Finalization

The Board of Selectmen and the Town Administrator shall review the preliminary budget and the BAC's recommendations and finalize the draft budget to be presented to the public at the annual Budget Hearing.

STEP 8 – Budget Hearing

A public hearing on the proposed Budget shall be held in accordance with the provisions of NH RSA 32:5.

STEP 9 – Proposed Budget Finalization

After the conclusion of the Budget Hearing, the Board of Selectmen shall review, potentially revise, and then finalize the budget to be submitted to the legislative body (Town Meeting).

It is the expectation of the Board of Selectmen that all documents created during each stage of the Budget Process shall be made available for public view at the Town Hall and on the Town of Deering's website.