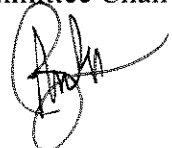




TOWN OF HOPKINTON
TOWN MANAGER'S OFFICE
Norman Khumalo, Town Manager

MEMO

TO: Department Heads, Board and Committee Chairs

FROM: Norman Khumalo, Town Manager 

DATE: September 27, 2018

RE: Fiscal Year 2020 Budget Policy

On behalf of the Board of Selectmen, I request that your budget submission conform to the Budget Message adopted by the Board of Selectmen at its Sept. 25, 2018 meeting, as summarized below. Municipal services and education budgets are due to the Town Manager by November 16 and January 17, 2019 respectively.

1. Departments should build their budgets from the bottom up.
2. Overall tax impact net of new growth should not exceed 3%.
3. Resolution of budget issues need to continue to be strategic, collaborative and transparent.
4. A budget advisory group consisting of the Chairs of the School Committee, Board of Selectmen and Appropriations Committee and professional staff will meet regularly, and the Chairs will routinely report back to their respective boards.
5. The Board of Selectmen directed the Town Manager to work directly with the School Superintendent to work out the budget in accordance with the budget message prior to the Town Manager submitting the budget to the Board of Selectmen; any difficulties encountered should go back to the respective boards for discussion.

Our Finance Team will be sending you the FY20 budget packets soon.

As we work collaboratively to develop the FY20 budget for the Town, the Finance team members and I will be available to meet with each department head individually to provide technical assistance as needed.

Best Regards.

Town of Hopkinton
Budget Timeline
FY20 Budget

BUDGET PROCESS AND CALENDAR

<u>Due Date</u>	<u>Action</u>
September 25	1) Town Manager gains consensus on Budget Timeline with Board of Selectmen, Appropriations Committee and School Committee 2) Board of Selectmen issue Budget Message establishing general budget guidelines
September 26	CFO distributes budget materials
November 16	Municipal Services budgets due to Town Manager
January 17	Education/School budget due to Town Manager
January 29	1) Town Manager submits draft budget and capital plan to Board of Selectmen. 2) Board of Selectmen conduct budget and capital hearings
February 5	Board of Selectmen conduct budget and capital hearings
February 19	Board of Selectmen conduct budget and capital hearings
March 5	Board of Selectmen vote to submit budget and capital to Appropriations Committee
April 5	Appropriations Committee completes budget and capital hearings
May 6	Annual Town Meeting

CAPITAL PROCESS

<u>Due Date</u>	<u>Action</u>
September 12	CFO distributes capital requests materials
October 5	Capital requests due to CPC
November 2	Capital budgets due to Town Manager
November 19	All Town Departments submit 10-year capital plan to CIC
December 17	CIC and CPC completes capital hearings and submits to Town Manager
January 29	Town Manager submits capital plan to Board of Selectmen Schedule continues above

References: Town Charter §7-2; General Bylaw §5-22