

## Town of Wales Finance Committee

**To:** All Town of Wales Departments, Boards and Committees  
**From:** Wales Finance Committee  
**Subject:** FY19 Budget (*July 1, 2018 – June 30, 2019*)  
**Date:** November 22, 2017

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It's time to think about your FY19 budget. Please review the below budget guidelines together with the attached FY19 Budget Schedule.

### Quick Notes:

- Please keep in mind that most Finance Committee meetings are now on Wednesday instead of Thursday. Please reference the FY19 Budget Schedule.
- Budget Requests are due Monday Jan. 8, 2018. If you believe you will have trouble meeting this date, please keep in close contact with the Finance Committee.
- Signed and dated budget requests should be placed in the Town Hall Finance Committee box or emailed to [finance@townofwales.net](mailto:finance@townofwales.net).
- Any new or substantial increases MUST be supported by an explanation or necessary backup to help us review and understand the increase.
- If you foresee any one-time expenses between \$5,000 and \$25,000 in the upcoming budget year or in any upcoming years, please notify the Finance Committee so we can assist in preparing for this expense. This will help to cover any unforeseen costs that are too small for Capital Improvements, but big enough to be a challenge mid-year.

As you think about your budget this year, please remember to think about your long-term needs as well. For long-term or other capital expenditures greater than \$25,000, the Finance Committee and the Capital Improvements Planning Committee need to be made aware of your expected future expenditures so we can plan accordingly.

If you would like to discuss your budget with the Finance Committee on one of the below dates, please send an email to [finance@townofwales.net](mailto:finance@townofwales.net) or leave a timely message in our box at the Town Hall so we can include you in our next Agenda.

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| • Wed, Jan.10, 2018  | • Wed , March 14, 2018 |
| • Wed , Feb. 7, 2018 | • Wed , March 28, 2018 |

We look forward to working with you and your department. As always, if you have feedback on how we can improve the budget process, please let us know. We hope we can help make this year's budget process as quick and seamless as possible.

Sincerely,  
Wales Finance Committee