

## Town of Wales Finance Committee

**To:** All Town of Wales Departments, Boards and Committees  
**From:** Wales Finance Committee  
**Subject:** FY20 Budget (*July 1, 2019 – June 30, 2020*)  
**Date:** December 1, 2018

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It's time to think about and draft your FY20 budget for review by the Finance Committee and presentation at the Annual Town Meeting. Please review the below budget guidelines together with the attached FY20 Budget Schedule and the FY20 Budget Request. Your current FY19 budget is available on the Town web site.

### Quick Notes:

- Budget Requests are due no later than Monday Jan. 7, 2019. If you believe you will have trouble meeting this date, please keep in close contact with the Finance Committee.
- If a FY20 Budget Request is received after March 25, 2019, line items for your FY20 budget will default to FY19 funding or less.
- Please keep in mind that most Finance Committee meetings are now on Wednesday instead of Thursday. Please reference the FY20 Budget Schedule.
- 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) or mailed to Town Hall, attention of Finance Committee.
- Any new or substantial increases MUST be supported by an explanation or necessary backup to help us review and understand the increase. Space is provided on the Budget Request form or you may contact us via email or attend a meeting on one of the review dates below.
- All expected expenses should be included in your budget. Note that incurring expenses which exceed a budget line item allocation for the fiscal year is prohibited by state regulations (exception for Snow & Ice).
- 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.9, 2019    | • Wed , March 13, 2019 |
| • Wed , Feb. 13, 2019 | • Wed , March 27, 2019 |

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. Our goal is to make this year's budget process as quick and seamless as possible.

Sincerely,  
Wales Finance Committee