

Included below are Governor Lamont's Executive Orders (a), 2 State Statutes: one regarding the Municipal Budget (b) and the other covering the Elementary School Budget (d) , and an excerpt from the Policy Manual setting the stage for the completion of our 2020/21 Budget (c).

It is my intention to continue with the process of creating the budget in our Joint Budget Workshop Meetings.

‘(a) The budget process has been amended by Governor Lamont in the following Executive Orders: Attached are the two orders impacting the Municipal Budget and the Region 4 Budget processes.

Note: The “budget making authority” is the Board of Finance and the Regional School System:

3. Suspension of In-Person Budget Adoption Requirements for Municipalities. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter or ordinance that conflicts with this order, the legislative body of a municipality or, in a municipality where the legislative body is a town meeting, the board of selectmen, **shall authorize the budget-making authority within said municipality to adopt a budget for the July 1, 2020 - June 30, 2021 fiscal year and to set a mill rate sufficient**, in addition to the other estimated yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the municipality for said fiscal year, but also to absorb the revenue deficit of such town, if any, at the beginning of said fiscal year without holding votes required by charter or without complying with any in-person budget adoption requirements, including but not limited to, annual town meetings requiring votes, referendum, and special town meetings. In so acting, the budget-making authority of the municipality shall comply with public meeting requirements consistent with requirements set forth in Executive Order 7B and shall thereby take all reasonable steps to publicize the draft municipal budget for said fiscal year and to receive public comment thereon, including but not limited to publishing draft budgets on the website and providing an email address or other means for the public to submit timely comments on the proposed budget.

14. Suspension of In-Person Budget Adoption Requirements for Regional Boards of Education. Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 10, or any special act, regional plan, municipal charter or ordinance that conflicts with this order, any regional board of education shall adopt a budget for the July 1, 2020 - June 30, 2021 fiscal year which otherwise complies with the requirements of Section 10-51 of the Connecticut General Statutes without complying with any in-person budget adoption requirements, including but not limited, annual district budget meetings requiring votes, referendum, and special district meetings. In so acting, the regional board of education shall comply with public meeting requirements consistent with requirements set forth in Executive Order 7B and take all reasonable steps to publicize the proposed budget for said fiscal year and to receive public comment thereon, including but not limited to publishing draft budgets on the website and providing an email address or other means for the public to submit timely comments on the

proposed budget. 15. Extension of Municipal Deadlines and Waiver of Penalties Related to Municipal Planning, Assessment and Taxation. The deadlines set forth under Sections 10-26la(c), 12-63c, 12-110, 12-111, 12-117, and 12-120, of the Connecticut General Statutes and Section 12-2b-11 of the Regulations of Connecticut State Agencies, for Net Grand Lists, Assessor Reports, Board of Assessment Appeals applications and decisions, Grand List of Taxable and Tax-Exempt Property, Sales Data Reports, and State Owned, College and Hospital Claim Payment in Lieu of Taxes (PILOT) reimbursement claims are extended without penalty. Additionally, the penalty provisions set forth under Sections 10-26lb, 12-19a, and 12-20b of the Connecticut General Statutes are suspended.

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‘(b) Connecticut Statute governing Board of Finance:

Sec. 7-344. Appropriations. Laying of tax. Not less than two weeks before the annual town meeting, the board shall hold a public hearing, at which itemized estimates of the expenditures of the town for the ensuing fiscal year shall be presented and at which all persons shall be heard in regard to any appropriation which they are desirous that the board should recommend or reject. The board shall, after such public hearing, hold a public meeting at which it shall consider the estimates so presented and any other matters brought to its attention and shall thereupon prepare and cause to be published in a newspaper in such town, if any, otherwise in a newspaper having a substantial circulation in such town, a report in a form prescribed by the Secretary of the Office of Policy and Management containing: (1) An itemized statement of all actual receipts from all sources of such town during its last fiscal year; (2) an itemized statement by classification of all actual expenditures during the same year; (3) an itemized estimate of anticipated revenues during the ensuing fiscal year from each source other than from local property taxes and an estimate of the amount which should be raised by local property taxation for such ensuing fiscal year; (4) an itemized estimate of expenditures of such town for such ensuing fiscal year; and (5) the amount of revenue surplus or deficit of the town at the beginning of the fiscal year for which estimates are being prepared; provided any town which, according to the most recent federal census, has a population of less than five thousand may, by ordinance, waive such publication requirement, in which case the board shall provide for the printing or mimeographing of copies of such report in a number equal to ten per cent of the population of such town according to such federal census, which copies shall be available for distribution five days before the annual budget meeting of such town. The board shall submit such estimate with its recommendations to the annual town meeting next ensuing, and such meeting shall take action upon such estimate and recommendations, and make such specific appropriations as appear advisable, but no appropriation shall be made exceeding in amount that for the same purpose recommended by the board and no appropriation shall be made for any purpose not recommended by the board. Such estimate and recommendations may include, if submitted to a vote by voting tabulator, questions to indicate whether the budget is too high or too low. The vote on such questions shall be for advisory purposes only, and not binding upon the board. Immediately after the board of assessment appeals has finished its duties and the grand list has been completed, the board of finance shall meet and, with due provision for estimated uncollectible taxes, abatements and corrections, shall lay such tax on such list as shall be sufficient, in addition to the other estimated

yearly income of such town and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the town for such current year, but also to absorb the revenue deficit of such town, if any, at the beginning of such current year. The board shall prescribe the method by which and the place where all records and books of accounts of the town, or of any department or subdivision thereof, shall be kept. The provisions of this section shall not be construed as preventing a town from making further appropriations upon the recommendation of its board of finance at a special town meeting held after the annual town meeting and prior to the laying of the tax for the current year, and any appropriations made at such special town meeting shall be included in the amount to be raised by the tax laid by the board of finance under the provisions of this section.

'(c) Adopted Finance and Accounting Policy and Procedures Manual

Budget Preparation, Approval and Oversight

Policy:

- To adopt annually a balanced general fund budget where operating revenues are equal to operating expenditures and to adopt a five year capital budget. The Town's budget process is in accordance with Connecticut General State Statutes Sec. 7-344 through 7-348.
- The Board of Finance is responsible for the annual preparation of the Town Budget including the expenditure budget, capital budget and the revenue budget and recommends the type of budget to prepare: Line item budget, Performance budget, Zero Based budget or other.

Procedures:

- The Budget process starts with a letter from the First Selectperson and Board of Finance Chair to Board and Commission chairs or designated authority for their budget which outlines the current year budget assumptions and criteria. This letter includes instructions and provides the department and commission chairs with forms to fill out for their next year anticipated budgetary requests.
- **The Treasurer and the Accounting Manager, with the assistance of department heads and State agencies begin the preparation and presentation of the revenue budget to the Board of Finance and First Selectman.**
- Each Town department is responsible for preparing an expenditure budget (proposed annual budget). All proposed annual budgets are to be submitted to the

First Selectman's office with line item detail and appropriate back-up. Departmental capital requests shall be made using a capital budget planning form.

- The Board of Selectmen conduct an initial review and discussion of the proposed budget upon submission by the various departments to determine where various efficiencies and/or redundancies can be identified, cleaned up and clarified.
- Proposed budget documents and any Board of Selectmen adjustments are distributed to the Board of Finance and Board of Selectmen for review and recommendation according to the calendar outlined below. These budgets, with any accompanying documentation will be copied and put into binders for the distribution to the Board of Finance and Board of Selectmen.
- **Originally submitted proposed budget documents are prepared and distributed to the Board of Finance and Board of Selectmen for review and recommendation according to the calendar outlined below. These budgets, with any accompanying documentation, will be copied by the Administrative Assistant and put into binders for distribution to the Board of Finance and Board of Selectmen.**
- The budget review process begins with a presentation by the First Selectman of the departmental and commission proposed budgets, excluding education, to a joint meeting of the Boards of Selectmen and Finance including any recommendations from the Board of Selectmen regarding any specific changes they would like to have considered. **During these meetings the two boards review and make recommendations in order to prepare a final budget. Joint meetings are held according to an agreed upon schedule by the Board of Finance and Selectmen as outlined below. Department heads and board chairs may present their budgets directly if they choose or may be requested to do so by the joint boards. The joint boards can make cuts or additions to a department budget.**

'(d) State Statute governing Elementary School Budget:

Sec. 10-222. Appropriations and budget. Each local board of education shall prepare an itemized estimate of the cost of maintenance of public schools for the ensuing year and shall submit such estimate to the board of finance in each town or city having a board of finance, to the board of selectmen in each town having no board of finance or otherwise to the authority making appropriations for the school district, not later than two months preceding the annual meeting at which appropriations are to be made. **The board or authority that receives such estimate shall, not later than ten days after the date the board of education submits such estimate, make spending recommendations and suggestions to such board of education as to how such board of education may consolidate noneducational services and realize financial efficiencies. Such board of education may accept or reject the suggestions of the board of finance, board of selectmen or appropriating authority and shall provide the board of finance, board of selectmen**

or appropriating authority with a written explanation of the reason for any rejection. The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education. Except as provided in this subsection, any such board may transfer any unexpended or uncontracted-for portion of any appropriation for school purposes to any other item of such itemized estimate. Boards may, by adopting policies and procedures, authorize designated personnel to make limited transfers under emergency circumstances if the urgent need for the transfer prevents the board from meeting in a timely fashion to consider such transfer. All transfers made in such instances shall be announced at the next regularly scheduled meeting of the board and a written explanation of such transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the board of selectmen. ***Expenditures by the board of education shall not exceed the appropriation made by the municipality, with such money as may be received from other sources for school purposes. If any occasion arises whereby additional funds are needed by such board, the chairman of such board shall notify the board of finance, board of selectmen or appropriating authority, as the case may be, and shall submit a request for additional funds in the same manner as is provided for departments, boards or agencies of the municipality and no additional funds shall be expended unless such supplemental appropriation shall be granted and no supplemental expenditures shall be made in excess of those granted through the appropriating authority.*** The annual report of the board of education shall, in accordance with section 10-224, include a summary showing (1) the total cost of the maintenance of schools, (2) the amount received from the state and other sources for the maintenance of schools, and (3) the net cost to the municipality of the maintenance of schools. For purposes of this subsection, “meeting” means a meeting, as defined in section 1-200, and “itemized estimate” means an estimate in which broad budgetary categories including, but not limited to, salaries, fringe benefits, utilities, supplies and grounds maintenance are divided into one or more line items.