



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Town Administrator

TO: Select Board

FROM: Department Heads
Conner MacIver, Town Administrator

SUBJECT: Budget Process Suggestions

Please review and consider the following suggestions:

- Questions in advance
 - The budget materials for each Department are thoughtfully prepared and delivered prior to the start of the budget process.
 - Select Board members are encouraged to review these materials in advance of the Department's presentation and if there are questions, deliver them to the Town Administrator which will allow the questions to be answered before or during the presentation.
 - At the Select Board's request, Department Heads will provide a budget summary for all budget lines that are proposed to increase/decrease 10% as well as all budget lines that are expected to be 10% over or under spent by the end of the year.

- Allow for Department Head input prior to changes
 - Department Heads would prefer to be able to provide additional information (if necessary) regarding specific line items prior to an adjustment.
 - If the majority of adjustments are made (or even proposed/discussed) the same evening as the presentation, this would allow for a dialogue with the Department Head when appropriate.
 - If adjustments are purposefully reserved until the end of the budget process, Department Heads would prefer to know so they can attend and participate if necessary.

- Presentations are an executive summary which highlight changes
 - The Department Heads feel that time during Select Board meetings is best spent providing a budget overview and highlighting changes. The written budget materials will provide a line-by-line explanation, but the presentation will not. This will allow for adequate questions and answers after the presentation.
 - For Department Heads to feel comfortable only providing an executive summary during their presentation, they want to be able to provide additional information regarding undiscussed budget lines prior to the Select Board making changes.