

TO: Department Heads
Board, Commission, & Committee Chairmen

FR: Executive Secretary
Town Accountant

DT: December 3, 2014

RE: FY 2016 Budget Process & Guidance

Please find attached the

1. FY2016 Budget Schedule,
2. COLA adjusted Wage Chart,
3. Wage & Salaries spreadsheet,
4. Departmental Budget Worksheets, and
5. Supplemental Request Worksheet.

The Deadline for submitting all budget and warrant article appropriation requests is January 5th 2015. Non-zoning and non-appropriation warrant articles are due January 12th at 12 Noon. The Budget Hearings begin on January 28th and run through February 19th. Please email asstexecsec@chilmarkma.gov the hearing dates you are Not Available to attend by January 12th. We will publish the hearing schedule in the Budget Book on January 20th.

This year the Human Resource Board has recommended to the FINCOM a cost of living increase to our wage chart of 1.3%, as derived using the September CPI – Urban Wage Earners and Clerical Workers (Northeast) from the Bureau of Labor Statistics. The FINCOM and Selectmen have voted to adopt that increase for the budget process.

The Town Accountant has distributed the draft Wage & Salaries spreadsheet to department heads asking for them to review the document and inform her of any employees that they expect to award a step-increase to during FY2016. This spreadsheet does not include any automatic step-increases for employees. It is the supervisor's responsibility to assure the correct action is reflected on this document. This is a planning tool. No one will receive a step-increase based on this document; the signed Human Resource Board performance appraisal form is still required to be submitted to the Treasurer and HRB before any increase goes on a payroll.

When completing your Budget Worksheet please do not include any increases above the amount funded by Town Meeting for FY2015, except for the 1.3% COLA, Longevity, or any expected Step-Increases. Your FY2016 budget request should otherwise be level funded.

Should you feel it is necessary or in the town's best interest to increase your budget beyond the 1.3% COLA, Longevity, or any expected Step-Increases, you will submit that request separately on the Supplemental Request worksheet.

The FINCOM continues to ask that you submit a complete explanation of your budget. (Zero Based Budgeting) This is a line by line justification as done last year. It does not need to be incredibly detailed, but it should allow the people involved in the budget process to understand what the funds will be used for. You are welcome to explain why they are important to your department's operation. The Library and Land Bank have good samples of this explanation in their past submissions.

The FINCOM has said it wants your detailed information well before your budget hearing and not at the hearing as occurred last year. We ask that you include the explanations with your worksheet submission or by January 5th so we may include them in the FY2016 Budget Books.