

Town of Chaplin, Connecticut

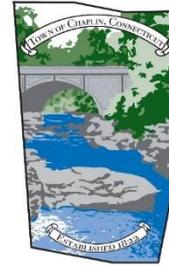
Incorporated 1822

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TO: Town of Chaplin Boards, Commissions, and Agencies Requesting Budget Funding for Fiscal Year 2022-23 from July 1, 2022, to June 30, 2023.

FROM: Chaplin Board of Finance
Richard G. Weingart, Chairperson
Tel: 860-465-7033 E-mail: bofinance@chaplinct.org

DATE: December 13, 2021

SUBJECT: Town Agency Budget Proposals for Fiscal Year 2022-23

The Board of Finance is again beginning the process of crafting a budget for the next fiscal year (FY 2022-23). As we prepare for the new fiscal year, we can be thankful for a continued healthy State budget which likely means that State funding for municipalities will remain substantially the same as the current year. We do face some challenges, however, with the persistence of COVID-19 and the continuing decline in the town's Grand List due to the depreciation of capital equipment owned by Eversource and Algonquin Gas which may reduce our local tax revenues by up to \$175,000. In addition, the core operating costs of providing quality education and town services continue to rise. As with past budget cycles, we must remain aware of the uncertain financial conditions facing our town and our taxpayers. These factors certainly affect what we, as a Town, can afford.

Furthermore, while our town equipment and infrastructure have been upgraded substantially in recent years, these budget areas continue to require significant investment. These are some of the many factors the Board of Finance will consider in compiling the FY 2022-23 budget. Taken together, they require that we, as a Board, must adopt a conservative approach to our town budget. **Therefore, the Board of Finance must insist that your FY 2022-23 budget remain the same as your current FY 2021-22 budget – a 0% increase, exclusive of salaries.**

Accordingly, the Board of Finance has adopted the Budget Development Policies for FY 2022-23 as shown in Attachment 1. These policies should govern the preparation of your FY 2022-23 budget requests.

Please return your FY 2022-23 budget request, together with all supporting documentation, to the Town Finance office by Thursday, February 10, 2022.

This year the Board of Finance again WILL NOT HOLD its Town Agency budget presentations in a group setting. This change is intended to simplify, and shorten, the budget development process for both the

Approved by BOF: mm/dd/ccyy

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agencies and the Board. Rather, the Board will first review all the budget requests, and then contact individual agencies with questions or clarifications. You may be asked to attend a future Board of Finance meeting to respond to any Board inquiries about your budget request. Finally, thank you in advance for your cooperation in supporting the Board of Finance in this critical budget development process. Please feel free to contact me, or any Board of Finance member, if you have questions about this, or any other, town financial matter.

Enclosed are policies and forms for you to create your FY 2022-23 budgets, together with the report and forms to monitor and request changes to your current FY 2021-22 budget, if necessary (see attachments 3. and 4. below).

In conclusion, the Board of Finance would like to thank all Town agencies and staff for their budget management efforts in the past year. This Board is confident that Chaplin remains in a sound financial position and we look forward to working with you on the FY 2022-23 budget.

Attachments:

1. BOARD of FINANCE FY 2022-23 BUDGET DEVELOPMENT POLICIES (next fiscal year):

The Board of Finance requires that these policies be followed when preparing your FY 2022-23 budget request.

2. BUDGET REQUEST FORM – FY 2022-23 (next fiscal year):

This form includes information on your actual spending for two previous fiscal years, your FY 2021-22 budget, and a column for your FY 2022-23 budget request. Please remember that this request must comply with the conditions in Attachment 1.

3. FY 2021-22 YEAR to DATE BUDGET REPORT (current fiscal year):

This document, which you can request monthly, shows your current fiscal year budget and year to date expenditure comparisons.

4. BUDGET ADJUSTMENT FORM for FY 2021-22 (current fiscal year):

This form should be used to notify the Board of Finance **in advance** if, or when, you expect your budget to be over expended.