



TOWN OF PHIPPSBURG
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Phippsburg Budget Committee Policies

January 2020

1. The budget request sheets prepared by the Town Administrator will be used for all requests - this makes it easier to compare line item category expenses.
2. All Committees, Departments and Agencies shall submit their budget and necessary associated information in writing one (1) week prior to their designated date for presentation to the Phippsburg Budget Committee. If a Committee, Department, or Agency cannot provide their budget one week prior, then the Budget Committee reserves the right to defer any discussion regarding that particular budget until they have had adequate time to review it. By having the budget ahead of time the Budget Committee will have sufficient time to review the budget and form questions that pinpoint areas of interest.
3. If there is a schedule change the Department Supervisor, Chairman, or Agency will be notified by the Town Administrator.
4. The Department Supervisor, Chairman, Agency, or their designee shall be the only presenter of the budget information. A general overview of the budget including major changes, both positive and negative should be the summation of the presentation.
5. If the Department Supervisor, Chairman, Agency or their designee cannot answer a question from the Budget Committee they may defer to another person to answer the specific question.
6. The Budget Committee meetings are a public meeting and not a public hearing. The Phippsburg Budget Committee is not required to entertain comments or questions from the general public.
7. If citizens have specific questions regarding individual budgets or the budget approval process they may submit those questions to the Town Office, Attention Budget Committee ("Anonymous" submissions will not be considered). The questions will be reviewed by the Budget Committee when the appropriate Department, Committee, or Agency is up for review.
8. A 20% or less carry-forward should be appropriate in most cases. Having more than a 20% carry forward will require a comprehensive written explanation of its intended use in the comment section of the budget sheets for operationg expenses.
9. These policies may be changed at anytime during a public meeting of the Budget Committee.