

FINANCE

October 19, 2006

SUBJECT: BUDGET, FY 2007-2008

TO: Department, Board and Commission Heads

Attached please find Budget Forms for the FY beginning July 1, 2007. We have already typed in your FY 05-06 Actual and FY 06-07 Budget Figures. **DO NOT** change these in any way. In order to expedite your part of the job we want you to clearly **HAND WRITE** the numbers in the estimate and request columns. We will re-type. These Forms are being distributed now in order to allow you as much working time as possible. Nevertheless, your Budget Request(s) with **ALL** supporting documents **MUST** be in the Finance Office before the close of business on **TUESDAY, NOVEMBER 28, 2006**.

The following guidelines have been established by the Board of Finance:

1. Personnel:
  - a. Bargaining Unit Personnel: Calculate according to contract - you are responsible for the accuracy of all request lines. If your contract has expired use the current rate, as we have in the past.
  - b. Non-Bargaining Unit Personnel: Submit at current (FY 06-07) rate(s) of pay, this includes PT/OT. Note - CT Minimum Wage as of 1/1/06 is \$7.40 per hour; the rate as of 1/1/07 will be \$7.65 per hour.
  - c. New Personnel: You may anticipate that **NO** new personnel will be authorized. If, however, there is a particular need that you hope might be fulfilled, please submit same, in separate narrative form only, including full justification. Do not combine personnel and capital requests.
2. Operations and Maintenance (O&M) lines (those other than personnel or capital): **NO** increases are to be requested unless the item is contract driven (O&M contracts may be for goods or services). If for some reason you believe any other O&M line should be increased, please submit same in narrative form only, including full justification.
3. Capital Requests: Submit with full documentation to include item(s) to be replaced (if applicable), estimated life of item(s) to be acquired, etc. Please be brief and to the point. Please don't expect much.
4. Remember that you must also update your 5-year Capital Improvement (NOT personnel) requirements in the same format as we used on pp. 99-105 of the current budget. Provide a general narrative to support these requirements. Again, be brief and to the point. This is due on November 28<sup>th</sup> with the rest of your budget submission.
5. Worst-case scenario prep: We have suffered declines in state and motor vehicle tax revenues and any new development must in-fill these, and other, losses in revenue. Provide a narrative with your budget(s), therefore, indicating how you would comply with a 5% budget reduction and a 10% budget reduction, to include specifics relating to layoffs, program impacts, etc. Provide as much detail as necessary and give it your very best effort. We may have to use them. If you fail to provide them, the Board of Finance will be placed in a position where it must exercise its own prerogatives.

**NOTE:** Worksheets for capital/capital improvement requests are attached. Separate narratives for operations and capital must be typed on 8 1/2 "x 14" paper placed horizontally in the typewriter. Leave 2" margins on left side and 1" margins on the top, the right side and bottom. This is critical, please cooperate, please be on time.

Finally, pay special attention to filling in your FY 06-07 expense estimates. Make them the best possible. Final expense updates will be due on Wednesday, February 7, 2007. We will send out a reminder. Please feel free to call us if you have any questions or if we can help you in any way. Thanks.

V.E. PALMERI  
Director of Finance/Administration

N.B. If applicable, we are enclosing your workshop date/time, please note it carefully.