

**TOWN OF SOUTH WINDSOR  
FISCAL YEAR 2021-2022  
Town Council Budget Policy Statement**

**GENERAL STATEMENT**

The Town of South Windsor's annual budget is a document that creates a financial plan for the fiscal year and determines the financial impact on property owners. Per the Town Charter, Section 704, the Town Council will review and approve or amend the proposed Board of Education Budget, General Government Budget, Capital Budget, and Debt. The purpose of this budget policy statement is to provide guidance to the Town Manager concerning the creation and presentation of the proposed annual budget.

**OBJECTIVE**

1. The budget will be presented to the Town Council and residents as early as possible.
2. The proposed budgets shall be presented utilizing the safest method possible during the COVID-19 Pandemic consistent with guidance from DPH and the CDC.
3. Ensure taxpayers have input in the budget process by utilizing public hearings (WebEx Virtual), Town website, local newspaper notices, Citizens Guide to the Budget (website), and Town Council and Board of Education meetings/public input.
4. Maintain transparency through various forms of distribution of the budget documents in a safe manner.
5. Budgets presented should reflect the guidelines and goals presented here as well as projected revenue, anticipated State of CT funding, and current economic conditions, including COVID-19 related expenses.
6. Propose a budget that maintains or increases the current level of services.
7. Utilize additional revenue realized from the Grand List to offset tax increases to taxpayers.

**2021-2022 BUDGET GOALS**

- A. Continue to ensure public safety, health, and welfare for all residents of all ages and to meet the diverse needs of our community (ref - #5 & #6 Strategic Plan).
- B. Sustain the financial stability of the Town with a continued effort to strive for a AAA credit rating (ref - #1 Strategic Plan).
- C. Preclude using the "Fund Balance" to lower the annual mill rate or pay for the Town's operating expenses (ref - #1 Strategic Plan).

- D. Realize efficiencies and cost savings through review and analysis of the current operational practices that may be redundant, no longer necessary, or can be delivered in a cost-efficient manner (ref - #4 Strategic Plan).
- E. Maintain or reduce personnel service costs, where possible, through the possibilities of reorganization, attrition, and/or labor negotiations (ref - #4 Strategic Plan).
- F. Appropriate sufficient funding for the Capital Improvement Plan after the Town Council evaluates and approves the proposed budget and projects for maintenance, service, or repairs (ref - #3, #4, #6 Strategic Plan).
- G. Continue to support investments and updates in Information Technology for efficiencies and enhancements of services to the staff and public.
- H. Estimate state revenues and consider the state's possible reductions in funding (ref - #1 Strategic Plan).
- I. Seek cost-savings by pursuing regional sharing of services.
- J. Support the continued efforts to grow the tax stabilization fund (ref - #1 Strategic Plan).
- K. Work to realize efficiencies and cost savings for taxpayers.

Date Approved by Town Council: March 15, 2021