

TOWN OF DEERING

BUDGET ADVISORY COMMITTEE SELECTMEN'S CHARGE

BUDGET ADVISORY COMMITTEE MISSION

The BAC assists voters in the prudent appropriation of public funds by providing recommendations on the proposed annual budget and monetary warrant articles so as to meet the present and future needs of the Town and people therein. The BAC's review and analysis results will provide all groups involved in preparing budget elements with constructive recommendations on their budgets and spending practices.

BUDGET ADVISORY COMMITTEE CHARGE

The Deering Budget Advisory Committee (BAC) is a non-official budget committee, is purely advisory, and has none of the statutory duties or authority of an official budget committee.

The BAC is charged with providing independent review and objective analysis of the proposed annual Town budget and monetary warrant articles. Data reviewed should include estimated expenditures, revenue projections, proposed monetary warrant articles, and the existing Capital Improvement Program (CIP).

The BAC is requested to review each year's budget and warrant proposals under the following operating/guiding principles:

- Utilize a three-year historical review of trends in actual expenses and previous budgets
- Maintain existing level of services
- Identify areas where the existing level of services require improvement; and identify areas for and opportunities to reduce existing expenditures/costs
- Consider all available funding sources (budget/taxation, trust funds, warrant article, grants, etc.) for expenditures and make recommendations as appropriate
- Consider the BAC's recommended budget with respect to its overall tax impact to the Town tax rate.

The main objective of the Budget Advisory Committee is to do what is necessary for the Town while keeping the budget in line.

AUTHORITY

- The Deering Budget Advisory Committee (BAC) operates under the authority of, and appointment by, the Board of Selectmen.
- The BAC shall only function from the time of its receipt of the preliminary budget draft budget through the final completion of its written report of recommendations to the Board of Selectmen.
- Consideration of current and past expenditures assists the budget committee in advising on current and future budgets, however it does not give the BAC authority to control expenditures.
- The BAC is requested to submit a report of its recommendations to be included in the annual Town Report.
- The BAC shall not have the authority to have their recommendations noted in the town warrant presented to the voters.

MEMBERSHIP

The Board of Selectmen are the appointing and removal authority. The Budget Advisory Committee shall consist of seven (7) members and up to (3) alternate members appointed by the Selectmen that will be a representation of all types of residents. The Selectmen shall designate annually one Selectman as an ex-officio member. The term of the appointed members and alternates shall be staggered and shall be for three (3) years except when the appointment is made to fill out an unexpired term.

A quorum of (4) members is required for the BAC to conduct a meeting. If a quorum is not present an Alternate shall be selected by rotation and be appointed by the Chairman until quorum is reached.

Each newly appointed (including re-appointed) member shall be sworn in and take an oath of office as required by RSA 42:1. Upon appointment, the Town Administrator shall forward to the Town Clerk for recording the appointment and expiration dates of the terms of each member of the Committee.

Being a public body, the BAC is subject to the Right-To-Know Law (RSA 91:A) and is required to conduct all of its meetings in a manner which is open to the public; to post notice of its meetings; and to keep and post minutes in accordance with the provisions of RSA 91:A. Meetings shall also be streamed via Deering's Town Hall Streams.

It shall be the duty of all members and alternates to be present at all meetings, and to read all materials in preparation for meetings. Members who miss three (3) meetings or more within an annual budget cycle are subject to removal.

The Budget Advisory Committee shall, during its first annual meeting, elect a chairman, vice chairman and secretary from among its members.

Chairman: It shall be the responsibility of the Chairman to confer with the governing body or bodies and with officers, department heads and other officials. The Chairperson shall prepare the agenda & ensure it is posted in accordance with the provisions of RSA 91-A; shall preside over all meetings and hearings; shall prepare, with the assistance of the Committee, an annual report; and shall perform other duties customary to the role.

Vice-Chairperson: The Vice-Chairperson shall preside in the absence of the Chairperson and shall have the full powers of the Chairperson on matters that come before the Committee in the absence of the Chairperson.

Secretary: The Secretary shall be responsible for the Budget Advisory Committee minutes and records, and shall ensure these records are made available to the public in accordance with the provisions of RSA 91:A and also are posted on the Town's web site. Minutes of all such meetings, including nonpublic meetings, shall include the names of Committee members, persons appearing before the Committee, and a brief description of the subject matter discussed and final decisions. The names of the members who made or seconded each motion shall be recorded in the minutes.

RULES OF PROCEDURE

The Board of Selectmen encourages the Budget Advisory Committee to define Rules of Procedure to provide for the orderly conduct of business during its meetings.

In its Rules of Procedure, the BAC may add additional officers and/or assign additional officer duties as the Committee deems necessary.