

Budget Preparation and Maintenance

On or before November 1 of each year, the Public Works Director shall submit to the Town Administrator/Board of Selectmen, an estimate of the cost necessary to operate the Department of Public Works for the coming fiscal year in a format prescribed by them. The Director will exercise his/her best efforts and employ his/her best judgment in an effort to forecast reasonable and accurate departmental expenses.

The Town Administrator, Selectmen, or Ways and Means Committee may subsequently modify this budget; modifications may also be made at the town deliberative session. Once approved by the annual SB-2 town vote it will become the official budget of the Department of Public Works

In addition, the Director will annually submit a new or modified list of capital improvements and/or acquisitions, to the Town Administrator, which, in his /her opinion, are justifiable and warrant appropriation.

The Board of Selectmen expects the Public Works Director will carefully and regularly monitor operations against this approved budget and will report to the Town Administrator monthly concerning the cost of operations budgeted vs. actual costs incurred. When circumstances require over expenditure in a given area, the Public Works Director will be expected to recommend areas of reduction/modification, to offset the over expenditure where practical, while keeping within the bottom line.

From the Town of Amherst's Policy and Procedure Manual, 2009.