



THE BUDGET

Each year, the budget process begins when the Town Council adopts a Budget Policy Statement. This document provides guidance to town staff as they develop their budgets. It also helps the Board of Finance in reviewing proposed budgets.

The annual budget is a comprehensive document. It presents both projected revenue estimates and anticipated expenses necessary to provide services to our citizens. It is a dynamic document meaning that it is always changing based on day-to-day realities.

It is important to remember, the annual budget is required by our town charter. The Town is obligated to provide services and pay its debts. Not approving the budget is not an option. It is the responsibility of taxpayers to carefully consider the budget presented and cast an informed vote at the annual budget referendum until an approved budget is passed. Broadly, the annual budget is made up of these components:

REVENUES

- Property Taxes
- State & Local Grants
- Federal Grants
- Licenses, Fees & Permits
- Local Government Payments
- Investment Income

EXPENSES

- Education
- Public Safety
- Public Works
- Culture & Recreation
- Health & Human Services
- Regulatory
- Administrative & Finance
- Debt Service

The Capital Improvement Plan

As part of the annual budget process, the Town Manager and Finance Director also prepare a capital budget as part of the Capital Improvement Plan (CIP).

Each year the Town allocates funds to the capital and non-recurring expenditures fund to pay for the costs of items such as, infrastructure maintenance and improvements, equipment, vehicles and facilities improvements that have a useful life over more than one year. The CIP provides an effective means of preserving as well as adding to the physical assets of the town. It is also vital for a growing community like East Hampton to maintain the level of public safety, welfare and quality of life that taxpayers expect.

The Budget Process

Town department heads and the Board of Education begin preparing their budget requests in December for the following fiscal year that begins on July 1.

The Town Manager reviews all general government budget requests and forwards to the Board of Finance a recommended budget. The Education budget, which is prepared by the Superintendent, is submitted to the Board of Finance as recommended by the Board of Education.

The Board of Finance, after receiving the Town Manager's and Board of Education recommended budgets, will hold a series of public meetings to discuss and deliberate the proposed budget. The Board of Finance will also hold a public hearing to gather citizen input. The Board of Finance will then recommend a budget to Town Council. This budget must be presented to Town Council no later than April 15 in accordance with the Town Charter.

Town Council, upon receiving a recommended budget from the Board of Finance, will hold a public meeting(s) at which time they can decrease total expenditures, reallocate funds between departments or send the budget back to the Board of Finance for further consideration. In no case can the Town Council increase the proposed budget. If the Town Council sends the budget back to the Board of Finance, the Board of Finance shall submit the final proposed annual budgets to the Council and the Council shall submit same to the town meeting for approval.

After Town Council approval the budget is sent to referendum for taxpayer approval.

Q. What happens if the budget fails?

A. The budget is sent back to the Board of Finance and the process begins from that point.

Q. What happens if the budget passes?

A. The Board of Finance will set a permanent mill rate for the upcoming year.

Important Dates

February 27, 2024, 4-6PM | Town Council Budget Listening Session at Town Hall

February 28, 2024, 1-2PM | Town Council Budget Listening Session at the Senior Center

March 5, 2024, 6-8PM | Town Council Budget Listening Session at the Public Library Community Room

March 16, 2024, 9-11AM | Town Council Budget Listening Session at the Cranberry Bog

March 18, 2024, 6:30PM | Board of Finance Public Hearing Town and Board of Education Budget Presentation

March 19, 2024, 4:00PM | Board of Finance Budget Workshop

March 20, 2024, 6:30PM | Board of Finance Budget Workshop

March 21, 2024, 6:30PM | Board of Finance Budget Workshop

March 27, 2024, 6:30PM | Board of Finance Special Meeting – Budget Deliberations

April 3, 2024, 6:30PM | Board of Finance Special Meeting – Budget Deliberations

April 9, 2024 | Board of Finance submits budget to the Town Council

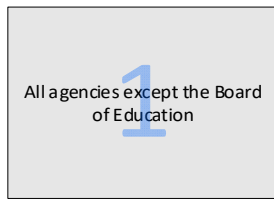
Note: All Board of Finance meetings will be held at Town Hall and via Zoom

Can't make a meeting but want to get more information or provide input? Visit WWW.EASTHAMPTONCT.GOV

Scan the QR code to visit our budget page.



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STEP 1

Town department heads and the Board of Education begin preparing their budget requests in December for the following fiscal year that begins on July 1.

STEP 3

The Board of Finance after receiving the Town Manager's recommended budget will hold a series of public meetings to discuss and deliberate the proposed budget.

The Board of Finance will also hold a public hearing to gather citizen input.

The Board of Finance will then recommend a budget to Town Council. This budget must be presented to Town Council no later than April 15th in accordance with the Town Charter.

STEP 5

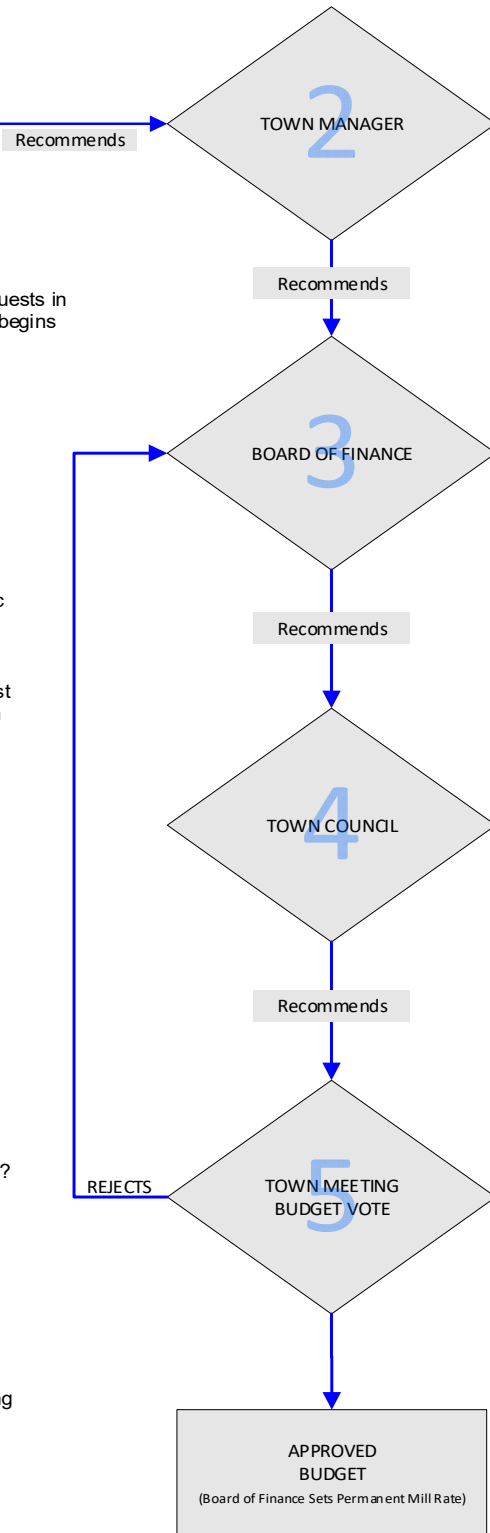
After Town Council approval the budget is sent to referendum for taxpayer approval.

Q. What happens if the budget fails?

A. The budget is sent back to the Board of Finance (STEP 3) and the process begins from that point.

Q. What happens if the budget passes?

A. The Board of Finance will set a permanent mill rate for the upcoming year.



STEP 2

The Town Manager reviews all general government budget requests and forwards to the Board of Finance a recommended budget. The Education budget is submitted to the Board of Finance as recommended by the Board of Education.

STEP 4

Town Council upon receiving a recommended budget from the Board of Finance will hold a public meeting(s) at which time they can decrease total expenditures, reallocate budgets between departments or send the budget back to the Board of Finance for further consideration. In no case can the Town Council increase the proposed budget.

If the town council sends the budget back to the Board of Finance, the Board of Finance shall submit the final proposed annual budgets to the council and the council shall submit same to the town meeting for approval.