



# TOWN OF PRINCETON

## Office of the Town Administrator

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TO: All Boards/Commissions/Committees/Departments

FROM: Sherry Patch, Town Administrator

CC: Board of Selectmen, Advisory Committee, Jim Dunbar, Treasurer/Collector, Lisa Kelly,  
Town Accountant

DATE: November 10, 2022

RE: FY 24 Budgets Requests

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The Fiscal Year 2024 budget process has begun. Attached, please find an Excel spreadsheet for completion by each Department for FY'24 budget requests.

As you know, the budget is voted at the Annual Town Meeting primarily based on (1) Salaries/Wages and (2) Expenses. The budget request form shows the amount expended in FY'22 and the amount budgeted and spent year-to-date for FY'23.

Due to increased inflation our direction to you is to submit a FY 24 budget that represents no more than a 4% increase in expenses over FY 23. Salary and wage expenses should be level funded while we await results from The Collins Center Classification & Compensation study. **Additionally, we are requesting that salaries and wages be broken out by position.** Departments should attach written explanations as necessary to clearly explain the budget you have submitted. All requests beyond last year's funding should only be listed under the "Changes/Growth" column. Any department not proposing a change or growth should leave the column for "Changes/Growth" blank. Any budget increases above the recommend level must be clearly defined. Please think carefully about the services you provide and the ways that you provide those services.

All forms should be completed in their entirety using the documents/links provided. Budget (spreadsheet and narrative) information should then be submitted electronically to Jim Dunbar by the end of the day on **Wednesday, January 4, 2023.**

All Departments have an assigned Advisory Committee Liaison who can help you with your budget and capital requests. Please take advantage of this resource. Everyone is busy, so feel free to reach out to someone who can help you research options, identify other potential resources, and/or obtain quotes to understand the costs.

Thank you for your cooperation.