



## TOWN OF READFIELD

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DATE: December 7, 2015  
TO: Municipal Volunteers, Department Heads, and Staff  
FROM: Eric Dyer, Town Manager & Treasurer  
Teresa Shaw, Finance Director  
RE: Fiscal Year 2016-2017 (FY17 Budget Process)

The attached schedule outlines the preliminary meetings and important dates that make up the bulk of the budget process for the coming fiscal year. You are welcome and encouraged to attend any and all of these public meetings. Please note that we are requesting preliminary budget numbers by December 31, 2015. We recognize that this is something of a short turnaround and appreciate everyone's effort to get these initial numbers together. Revised numbers will be accepted after the 31<sup>st</sup> with the expectation that we get a final draft prior to your scheduled "Department" meeting with the Budget Committee.

Direction on budget goals will be forthcoming after the meetings on December 14<sup>th</sup> and 22<sup>nd</sup>, but in the meantime please be mindful that we are always working to provide:

1. The services requested by our residents,
2. At the level of service they expect,
3. As cost effectively as possible.

Please let us know if you foresee any significant changes in these three areas as soon as possible and preferably no later than when you present to the Budget Committee.

Financial information for your area of involvement or expertise is attached to this memo (at the departmental level). Please review the relevant numbers for accuracy and with an eye toward identifying any trends and patterns that would affect your budget.

Thank you for taking the time to carefully review your numbers and for your active participation in the budget process.

*Attachments (2):*

*Readfield Fiscal Year 2016-2017 (FY17) Budget and Warrant Process Schedule  
Relevant past and current budget numbers with blank initial request lines*