
MC14: BUDGETS AND EXPENDITURES - BOARDS AND COMMISSIONS

Boards and Commissions are required to annually submit budgeting requests for the upcoming Fiscal Year. The annual budgeting process should begin by February of each year.

Board and Commission purchasing must achieve the maximum value and competition, in the expenditure of public funds, generated through tax and fee revenues. Board and Commission purchasing is limited by the Fiscal Year Budget and Budget Categories, as approved by the Mayor & Council. All transactions will be conducted in accordance with established Town procurement standards in a manner that:

- Ensures fiscal responsibility and public accountability;
- Encourages and maintains good community, public, vendor and interdepartmental relations;
- Ensures fair and equitable treatment of all persons who deal with the Board and Commission in purchasing matters;
- Promotes economy in Board and Commission purchasing;
- Provides safeguards for the maintenance of a procurement system of quality, reliability and integrity.

The oversight, administration, and management of expenditures and resources, generated through tax collections and fee revenues, demand the public's trust. It is the Town's policy to preserve the public's trust by prescribing essential standards of ethical conduct in purchasing. Boards and Commissions must conduct themselves in a manner that fosters public confidence and trust in the Town's procurement process.

Board and Commission Chairpersons and/or Treasurers shall maintain concise record keeping of revenue and expenditures, and verify those records with Town Clerk and Town Treasurer monthly, throughout the Fiscal Year.