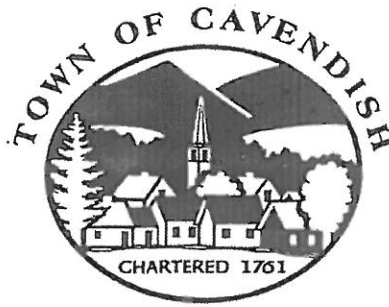


TOWN MANAGER
SELECTMEN
(802) 226-7291



TOWN CLERK
TOWN TREASURER
(802) 226-7292

External Budgetary Appropriations Policy

Purpose

The Town of Cavendish has a long history of including charitable appropriations in the annual Selectmen's Budget. This benevolent and socially responsible activity is well appreciated by the recipient organizations and has traditionally been supported by voter approval. The practice of the Selectmen recommending these appropriations by incorporating them into the Selectmen's Budget rather than by requiring separately petitioned articles in the Annual Town Warning has worked well to keep Annual Town Meetings reasonable in length while allowing fair review of the requests by the Town's legislative body. It has, however, now become evident to the Board that a formal policy and procedure must be established to ensure a reasonable and fair method of dealing with the ever-increasing numbers and sizes of external appropriation requests. This Board of Selectmen Policy is established to address this latter issue.

Priorities and Requirements

Requests for appropriations will be considered by the Board for inclusion in its budget using the following criteria and priorities:

- In order to be eligible for consideration for the ensuing fiscal year, requests must be received, in written form, at the Office of the Town Manager by November 30th of each year. Such requests will not be solicited by the Town and no reminders or notices will be issued to organizations by the Town even if the organization has received funding in previous years. Organizations which have previously been funded must submit a new request for any subsequent funding as there are no automatic renewals. Copies of this policy document will be issued to any organization upon request and will be sent to each organization that submits a funding request.
- Eligibility is limited to not-for-profit (IRS 501[3]c) organizations.
- Requests will not be seriously considered unless there is evidence to demonstrate that the Cavendish community is directly benefitted by the requesting organization's service activities.
- Priority will be given to requests from locally based organizations, especially those which employ Cavendish residents on a paid or voluntary basis.
- Written requests for appropriations should include a formal letter of request produced upon

the organization's letterhead and not more than two double-sided pages of supporting information for inclusion in the Selectmen's Budget workbooks. A single copy of the organization's annual report may also be included with the submission and, although it will not be included in the workbooks, it will be available for inspection and reference when the Board considers the request.

- Organizations may have one or more representatives present when the request is initially reviewed by the Board and may make a presentation to the board. Such presentations should be planned to take five minutes. The date and time for such presentations will be announced to organizations which have submitted timely requests.
- The Board of Selectmen maintains a fiduciary responsibility which includes its prerogative to limit the number and size of appropriations to be supported and to place a cap on the total of all such appropriations in any one year.
- This policy specifically does not apply to appropriations made by this Board to sub-entities of the Town.
- Any appropriation request for the Fiscal Period 2001-2002 which is received by the date of this adoption shall be considered as a timely receipt by the Board for this budget season regardless of the earlier deadline for submission specified above. The November 30th deadline shall be adhered to hereafter.

The Town shall mail out external appropriations in the middle of December of the fiscal year for which they are approved.

Adoption

This policy is adopted by the Cavendish Board of Selectmen this 4th day of January, 2001 and becomes effective immediately.

Board of Selectmen
Town of Cavendish

Sandra F. Stearns
Daniel W. Churchill
Ralph W. Hildes
Wayne R. Hildes
Ruth W. Labranski