



## TOWN OF AMHERST

### Committee Charge

<b>Name:</b>	Budget Coordinating Group (BCG)
<b>Type:</b>	Town
<b>Legal Reference:</b>	Amherst Home Rule Charter Section 5.2
<b>Appointing Authority:</b>	Town Council, Town Manager, School Committee, Regional School Committee, Library Board of Trustees
<b>Number of Voting Members:</b>	N/A – BCG works by consensus
<b>Number of Non-Voting Members:</b>	None
<b>Number of Liaisons:</b>	None
<b>Term of Appointment:</b>	1 year
<b>Special Municipal Employees:</b>	N/A
<b>Staff Support:</b>	Town Manager or Designee

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### Composition:

BCG shall consist of the Town Manager, representative(s) of the Town Council as designated by the Council, representative(s) of the elementary and regional schools as designated by the School Committee and Regional School Committee, representative(s) of the library as



designated by the Library Board of Trustees, and any other persons the Town Council and Town Manager deem necessary.

BCG does not have a designated number of members. Each Appointing Authority shall designate its own number of representatives.

No more than two (2) Councilors from Finance shall represent the Town Council on the Budget Coordinating Group, unless the Council designates more than 3 representatives to BCG.

**Purpose:**

BCG coordinates budgeting between the Town Manager, Town Council, School Committee and Regional School Committee, and Library Board of Trustees and ensures that information is shared amongst those entities as the Town Manager develops a budget as required by Charter Section 5.4.

**Charge:**

The BCG shall:

- Review the financial condition of the Town, revenue and expenditure forecasts, and other relevant information prepared by the Town Manager
- Develop coordinated budget guidelines and calendars
- Coordinate the process of budget development.
- Provide advice to the Town Manager during the development of the annual budget as requested by the Manager.



**Reports:**

BCG reports coordinated budget guidelines and budget calendars as necessary during the budgeting process

**Action:**

N/A

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**Charge Adopted:** January 7, 2019

**Charge Revised:** February 10, 2020

**SME Status Voted:** N/A