

## **Joint Budget Subcommittee**

January 18, 2022

### **Purpose**

The purpose of the Joint Budget Subcommittee (hereinafter "subcommittee") is to promote communication and collaboration during the Town's annual operating budget process.

### **Membership & Appointment**

The subcommittee consists of:

- 4 members of the Town Council, who shall be the four members appointed to the Town Council Budget Subcommittee;
- 3 Members of the School Committee, who shall be the three members appointed to the School Committee Budget Subcommittee; and
- 4 Members of the Finance Committee, who shall be the four members appointed to the Finance Committee Operating Budget subcommittee.

Membership shall be based on the procedures outlined by each individual Board that comprises the joint subcommittee.

### **Responsibilities**

The subcommittees' responsibilities include:

- promoting collaboration between the three most relevant finance related committees who are involved in the to the Town's annual operating budget process: Town Council, School Committee and Finance Committee;
- promoting broader communication and public engagement on the Town's annual operating budget;
- keeping their respective board or committee members informed of the subcommittees work and providing updates;
- meeting, at least once a year, during the annual budget process to achieve the responsibilities of the committee;
- meeting as often as necessary to achieve subcommittee goals;
- maintaining institutional knowledge of short and long range budget forecasts;
- assisting the Town Administrator and Superintendent of Schools to develop strategies for meeting projected budget shortfalls; and
- Serving as an ombudsman to the town's annual operating budget process.

### **Authority**

The Joint Budget Subcommittee shall be advisory only and will not supersede any legal obligation under Massachusetts General Law or within the Franklin Town Charter or Town Code.