**HAMLET BUDGET POLICY**

**THE RURAL MUNICIPALITY OF MARQUIS No. 191**

**Policy Number 02-2024**

**1.0 PURPOSE**

* 1. The purpose of this Policy is to provide the requirements and procedures for the preparation, submission and approval of the Organized Hamlet Budget.

**2.0 DEPARTMENT(S) AFFECTED (SCOPE)**

2.1 Department(s) Affected: **General Government Administration**

**3.0 POLICY**

3.1 **Policy Principles:**

In accordance with Section 34 of *The Municipalities Regulations*, the Municipality shall establish a procedure for the preparation, submission and approval of the hamlet budget.

**4.0 RESPONSIBILITIES**

4.1 The Administrator is responsible for ensuring compliance with this policy.

4.2 Council shall review the policy every five (5) years.

**5.0 IMPLEMENTATION - PROCEDURE**

5.1 The procedure includes:

 1. Format and content of the budget to ensure it aligns with the municipal budgeting practices;

 2. Deadlines for initial submission, revisions and final approval;

 3. Communication guidelines for when revisions are required.

5.2 The hamlet budget must include the percentage of the municipal taxes to be allocated to the hamlet, the percentage of a special levy, if any, to be allocated to the hamlet and the mill rate of the hamlet if different from that of the municipality.

5.3 The Municipality shall provide the following to the hamlet board on or before January 20th each year:

 1. Amount of funds allocated to the hamlet account and expenses during the previous year;

 2. Accumulated reserve balance for the hamlet;

 3. Revenues and expenses related to the operation of any waterworks or sewage system provided by or on behalf of the Municipality for the hamlet.

**6.0 FORMAT AND CONTENT**

6.1 The Municipality will provide each hamlet with a budget form prior to February 1st that includes the percentage of municipal taxes and special levy (if applicable) allocated to the hamlet, the mill rate for the special levy (if applicable) and the hamlet’s revenue sharing grant.

6.2 Budget amounts should be included for each of the categories listed on the form.

**7.0 DEADLINES**

7.0 Preliminary budgets must be submitted in hard copy or email format to the RM by March 15th. The deadline for revisions is the Friday prior to the first council meeting in April.

7.1 Hamlet budgets will be approved by resolution at the regular meeting of council in April

**8.0 COMMUNICATION GUIDELINES**

8.1 If revisions are required on a hamlet budget, Administration will contact the hamlet board with the revisions to be made. Changes must be finalized and emailed back to Administration prior to the deadline for approval.

**9.0 dOCUMENT APPROVAL**

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| **ROLE** | **POSITION** | **NAME OF THE APPROVER** | **DATE APPROVED** |
| Author | Administrator | **RM Council** | **July 9, 2024** |
| Final Approver | RM Council | **Resolution: #**  | **145-2024** |

**10.0 Revision history**

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| --- | --- | --- | --- |
| **EFFECTIVE DATE** | **REVISION LETTER** | **DOCUMENT AUTHOR** | **DESCRIPTION OF CHANGE** |
| July 9, 2024 | A | Administrator | Initial release and adoption |
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