

# The Candia Budget Process

This information is being provided to the voters of Candia by the Budget Committee as a guide to the budget process.

Time Frame	Budget Cycle Details
Throughout the Year	The Budget Committee holds monthly meetings to review the expenditures and revenues of the Town and School. This helps in recommending a budget for the following year at deliberative session.
October/November	The School and Select Boards provide budget proposals to the Budget Committee.
November/December	The Budget Committee reviews the budgets proposed by the School and Select Boards, asks questions of them, their department heads, and administrative staff. The Budget Committee then proposes a budget and presents it to the voters at the public hearings.
Dec 5 Town Budget* Dec 13 School Budget*	<b>Public Hearings</b> – The Budget Committee holds two public hearings: one on the proposed school budget and related warrant articles and one on the proposed town budget and related warrant articles. This is an opportunity for the public to provide input, get informed and ask questions about the budgets and the warrant articles. After the public hearings, the Budget Committee votes on what budget to recommend to the town for consideration at deliberative session and whether or not the Budget Committee recommends warrant articles with dollar amounts.
Jan 10 (if necessary)*	<b>Supplemental Meeting</b> – If necessary, the Budget Committee has one supplemental meeting scheduled for January 10th to vote on any budget or warrant article recommendations on either the town or school budget.
Feb 3- Town* Feb 08- School*	<b>Deliberative Sessions</b> – There are two deliberative sessions: one for the school budget and one for the town budget. The people who attend the deliberative session can vote to increase, decrease or accept the Budget Committee’s recommended budget by a majority vote. Also, the people who attend make changes to warrant article wording and/or to the dollar amounts. The total amount recommended by the Budget Committee (for the budget and warrant articles) cannot be raised by more than 10% at deliberative session.
March 12	<b>Town Vote</b> – Town votes (by Ballot) on the budget and warrant articles as amended/accepted at deliberative session. If the school or town budget fails to pass by a majority vote, then the budget for that governing body becomes the Default Budget. The Default Budget is last year’s operating budget reduced or increased by any debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures.

**\* Dates subject to change, see Town Hall and Post Office for actual time, date and location of meeting.**

## Important Information for Voters to Know

- The Budget Committee only recommends a budget for the voters to consider at Deliberative Session. The budget recommended may be changed by the voters (thru a majority vote) at the deliberative session. The amount decided at the deliberative session is the amount that all voters see on the ballot in March.

For more detailed information, please review NH RSA Chapter 32 (Municipal Budget Law) and 40:13 (Use of Official Ballot) Sections IX thru XI.