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BOARD OF FINANCE

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To: All City Department Heads, Managers, Outside Agencies and Budget Presenters

From: Cynthia Winterle, Clerk of the Board of Finance (cwinterle@stamfordct.gov)

Date: February 7, 2021

Re: **Submission/Presentation of 2021-22 Budgets**

Attached is the Board of Finance Budget Presentation Calendar which lists the dates when some departments or agencies will present their 2021-22 budget requests to the Board of Finance. The format is an attempt to simplify the process and provide more time for the Board to focus on the most pressing and salient budget issues. Please note that the meetings will be held via webinar.

In order to implement this process, please prepare and forward one (1) hard copy and one (1) electronic copy (e-mail) of the same presentation materials you are submitting to the Mayor - including any backup materials identified in the presentation - **by noon on Tuesday, March 9, 2021**. The hard copy can be mailed or delivered to the BOF mailbox on the 8th floor as I am working remotely. *Please include a one-page summary showing all significant changes in the department and the rationale, including any changes in headcount, and an explanation of any capital requests.*

The Board has assigned dates for some of the larger departments and will meet twice at the start of its review, on March 15 and 18, for a preliminary review of the entire budget. At these two meetings, Board members will determine any additional departments they will need to speak with directly. One additional evening, April 13, has been set aside for any additional departmental reviews. Please note this date in mind in case your department or group is asked to attend.

Should you have any questions about this process, you can contact me at cwinterle@stamfordct.gov. Please make contact immediately if you have a change-of-date request. We appreciate your cooperation and look forward to working with you.

Attachment