



**TOWN OF WARNER  
BUDGET COMMITTEE MEETING**

**Location: Warner Town Hall  
Budget Committee Meeting**

The Town of Warner is opening applications to fill a vacant Budget Committee position. Said position will fill a vacant position created by the resignation of a board member for the remaining 2023/2024 Budget schedule.

Applicant **MUST** be a resident of the Town of Warner

Applicants will be accepted through 9/15/2023 with interviews scheduled thereafter.

**Responsibilities of the Budget Committee**

**Prepare the budget.**

It is the budget committee's operating budget that is submitted to the Department of Revenue and presented to the voters for adoption at the annual meeting. It is the responsibility of the Budget Committee to prepare said budget.

**Communicate with the governing body and other officials and employees.**

The budget committee has not only the authority but also the obligation to “confer with the governing body or bodies and with other officers, department heads and other officials, relative to estimated costs, revenues anticipated, and services performed to the extent deemed necessary by the budget committee.”

The statute goes on to say that it is “the duty of all such officers and other persons to furnish such pertinent information to the budget committee.”

**Reviewing (not controlling) expenditures:**

In conjunction with budget committee's responsibility to prepare the budget, the committee also has the authority to review current expenditures by acquiring a "comparative statement of all appropriations and all expenditures by them made in such detail as the budget committee may require." RSA 32:22. In fact, RSA 32:22 says that the budget committee "shall meet periodically to review such statements."

The purpose of this review is to determine whether the budget is meeting the needs of the town and to assist the budget committee in putting together a budget. In other words, reviewing current and past expenditures assists the budget committee in preparing future budgets, but it does not give the budget committee authority to control expenditures. See RSA 32:22.

### **Conduct the budget hearings.**

At least one budget hearing must be held to "disclose or discuss" all purposes of appropriations. "Purpose of appropriations" includes separate warrant articles containing appropriations, in addition to the operating budget.

It is requested that a memo of intent to apply for this vacant position be sent to:

Michael Cutting  
Chairman  
Warner Budget Committee  
[mike@smgltld.net](mailto:mike@smgltld.net)  
603-731-0033

The Town of Warner Volunteer Interest Form can be downloaded at:

[https://warner.nh.us/tow/downloads/Volunteer\\_Interest\\_form.pdf](https://warner.nh.us/tow/downloads/Volunteer_Interest_form.pdf)