

**POLICY SET BY BOARD OF SELECTMEN
AT BOARD OF SELECTMEN MEETING
JUNE 28, 2012**

INSUFFICIENT APPROPRIATIONS POLICY: Once a budget is approved, department heads have responsibility for ensuring that they spend within the allocated amount. If sudden or unforeseen expenditures arise, and the department head determines that there is not enough funding to continue to June 30, he or she should contact the Select Board as soon as possible. This will allow maximum time to make other provisions to increase the appropriation.