



VILLAGE OF MILLBROOK

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TIM COLLOPY
MAYOR

SARAH WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

January 5, 2024

To: Department Heads

From: Sarah Witt – Clerk/ Treasurer

It is time to begin work on the budget for Fiscal Year **2024-2025**. Provided will be the budget worksheet with one prior year spent and current year-to-date spent information for your department.

Please provide any additional information necessary to support your request with a detailed description of what you have included in each budget line.

If you would like assistance in your budget preparation do not hesitate to ask.

Please return your budget and any other paperwork by **February 20th** or earlier as Budget Department meetings will be scheduled in February, March, and April for:

All meetings will be scheduled for 6 PM

2/28/2024	Water & Sewer
3/6 /2024	Police & Fire Department
3/20/2024	Highway & Front Office
3/27 /2024	<i>Follow up meetings, as necessary- Personnel & Salaries (Executive Session)</i>
4/3/2024	Total Budget- All Department Heads encouraged to attend
4/10/2024	Regular Monthly Board Meeting- Budget Public Hearing and Vote to Approve

It is essential for each department to look at supply, service, etc. line items and plan for ways to decrease them to offset increases in personnel, insurance, and other line items that we have little to no control over. If you want to see what was spent in each line item see Nicole or me for a print-out.

On behalf of the Village Board, I thank you in advance for your diligence and cooperation in identifying ways to increase efficiency and control costs during yet, another challenging Budget season.

Thank you,

Sarah Witt
Clerk/ Treasurer