



Upper Saucon Township  
5500 Camp Meeting Road  
Center Valley, PA 18034  
(610) 282-1171

## **Upper Saucon Township Residents Guide to the Township Budget Process**

### **Township Budget**

Each year a municipality must forecast the revenues it will receive and the expenditures it will incur in the upcoming year. The resulting formalized document is known as the Municipal Budget. The budget is constantly monitored throughout the year to determine whether the municipality is spending more or less than its revenues. The municipality then makes adjustments to its spending in order to ensure that at the end of the year the budget is in balance.

Each year the Board of Supervisors, Township Manager, and Department Heads work together to develop an annual budget. While the budget is being created, all parties must make decisions on how to utilize the limited revenues that the Township receives in order to produce the greatest benefits for the citizens.

The budget serves as an outline for how the monies that come into the Township should be spent to maintain and improve the Township. The budget is not just an accounting document; it is a management and planning tool. Because the Township is limited by the amount of resources available, the budget aids officials in determining which objectives have the highest priority and will produce the greatest positive benefit to the community.

### **Budget Process at a Glance**

The Township Manager is responsible for managing the day-to-day operations of the Township. Every year, the Manager proposes an annual budget to the Board of Supervisors. The five members of the Board of Supervisors establish policy for the Township budget. The Board of Supervisors reviews the Manager's proposed budget, makes changes, and approves the final budget. Before they vote, the Board of Supervisors hold public meetings to hear directly from residents about the proposed budget. Most comments are aimed at the "General Fund" portion of the township budget because this provides the traditional government services, such as police and public works.

Pennsylvania State law requires that townships adopt a budget before the end of December each year for the upcoming year. After the proposed budget is presented to the Board of Supervisors, the public will have a minimum of 20 days to review and provide comment on the proposed budget, before it is adopted.



Upper Saucon Township  
5500 Camp Meeting Road  
Center Valley, PA 18034  
(610) 282-1171

## Budget Timeline

| January             | September                                     | October   | November  | December  |
|---------------------|---|---|---|---|
| Fiscal Year begins. | Budget development process begins in earnest. | Staff and elected officials develop preliminary budget. | Preliminary budget presented to Board of Supervisors at a public meeting. | Board of Supervisors adopts final budget at a public meeting. |

## Budget Adoption

The Board of Supervisors reviews the preliminary budget at an advertised public meeting in November. At this meeting, Board members evaluate the preliminary budget, hear comments from residents, and decide what changes to make to the preliminary budget. From this time until the adoption of the final budget, the public is free to review and comment on the budget. The budget will be made available at the Township Building and on the Township's website. At the direction of the Board of Supervisors, the Manager will advertise a public meeting for the proposed adoption of the final budget. The Board of Supervisors will review the final budget at this public meeting, and move to adopt the final budget.

## Making Your Voice Heard

In order for the Township Manager and the Board of Supervisors to discern which programs and issues are of the highest priority to the citizens of Upper Saucon Township, it is important for the residents to play an active role in the budget process. At any point in the process, residents are free to submit project ideas to be considered for the budget, although we encourage funding requests be made early on in the budget process.

The Upper Saucon Township Board of Supervisors hold at least two public meetings where residents can provide input on the proposed budget. The preliminary budget is reviewed at a meeting in November, and the final budget is reviewed at a meeting in December. The public is free to attend these meetings, and provide input on the proposed budget. In addition to the public meetings, residents may provide comments via letter, email, or fax. The Board of Supervisors may consider changes to the proposed budget, based on resident feedback. The Board of Supervisors cannot change any wages or benefits under union or other contract, nor can they change or delete any expenditure required by law or for debt service.

*5500 Camp Meeting Road, Center Valley, PA 18034  
email@uppersaucon.org  
Fax: (610) 282-3557  
www.uppersaucon.org*