

RM of Wilton No. 472
Organized Hamlet Budget Policy
Council Resolution: 02/2024
Council Date May 22, 2024

1. PURPOSE

- 1.1. The purpose of this policy is to provide the requirements and procedures for the preparation, submission and approval of the organized hamlet budget.
- 1.2. The RM of Wilton acknowledges that the Organized Hamlet of Lone Rock (OHB) disputes all revenues & expenses recorded by the RM.
- 1.3. This policy will be implemented upon mutual agreement, between the RM and OHB, of the previous year’s budget, taxation rates and reserve account balances.

2. PROCEDURE

- 2.1. In accordance with section 34 of the Municipalities Regulations, the Municipality shall establish a procedure for the preparation, submission and approval of the hamlet budget.
- 2.2. The procedure includes:
 - a) Format and content of the budget to ensure it aligns with the municipal budgeting practices;
 - b) Deadlines for initial submission, revisions and final approval;
 - c) Communication guidelines for when revisions are required.
- 2.3. The hamlet budget must include:
 - a) the percentage of municipal taxes to be allocated to the hamlet;
 - b) percentage of a special levy, if any, to be allocated to the hamlet, and;
 - Special levies must comply with the *Municipalities Act* and *Municipalities Regulations*.
 - c) the mill rate of the hamlet if different from that of the Municipality.
- 2.4. The Municipality shall provide the following to the hamlet board or on the municipal website on or before January 20 each year.
 - a) Amount of funds allocated to the hamlet account and expenses during the previous year;
 - b) Accumulated reserve balance for the hamlet;
 - c) Revenues and expenses related to the operation of any sewage system provided by or on behalf of the Municipality for the hamlet.

3. BUDGET PROCEDURE - FORMAT AND CONTENT

- 3.1. The Municipality will provide the hamlet with a budget form prior to December 31 that includes the percentage of municipal taxes and special levy (if applicable) allocated to the hamlet, the mill rate for the special levy (if applicable) and the hamlet's revenue sharing grant.
- 3.2. Budget amounts must be included for each of the categories listed on the form.

4. BUDGET PROCEDURE - DEADLINES

- 4.1. Preliminary budgets must be submitted in hard copy or email format to the RM by February 1st, each year. The deadline for revisions is the Friday prior to the first council meeting in February.
- 4.2. If the OHB & RM are unable to agree upon a budget. The OHB tax rates will remain consistent with RM taxation mill rates, minimum taxes, base taxes and mill rate factors within the RM.

HAMLET RESERVES AS AT DECEMBER 31, 20xx

RM MILL RATE _____ HAMLET SPECIAL LEVY: _____

REVENUES:		Preliminary Budget	FINAL BUDGET
	Organized Hamlet Grant		
	Municipal Tax Share (____%)		
	Special Levy Tax Share (____%)		
	Utility Revenue		
	Other		
	Subtotal Current Revenue		
TOTAL RESERVE PLUS CURRENT REVENUES:			
EXPENDITURES:			
General Government	Administration		
	Insurance		
	Street Lights		
	General Gov't Subtotal		
	Fire Protection		
	Protective Services Subtotal		0
Transportation	Hamlet Maintenance		
	Equipment		
	Signs		
	Grading/Plowing		
	Gravel		
	Other		
	Transportation Subtotal		0
Utility	Sewer –General		
	Sewer – Power/Gas		
	Sewer – Operator		
	Other		
Environmental	Garbage Pickup		
	Environmental Subtotal		0
TOTAL EXPENDITURES			
Reserve Account Balance as of Dec 31, _____,			
YEAR END BALANCE (Reserve + Rev. – Exp)			