

TOWN OF WOODSTOCK

415 ROUTE 169


WOODSTOCK, CONNECTICUT 06281

(860) 928-6595

www.woodstockct.gov

MEMO

To: Town of Woodstock Boards & Commissions

From: John V. Swan, Jr., First Selectman 

Date: December 12, 2023

Subject: Budget Requests for Fiscal Year 2024-2025

This is a request for your input for the Town of Woodstock's FY 24-25 budget, which begins July 1, 2024 and ends June 30, 2025.

Please submit your FY 25 request along with supporting documents **no later than January 25, 2024** for consideration of funding. Budget meetings will be held during the months of February and March at the discretion of the Board of Selectmen. Not all Boards and Commission members will be called to meet however, if you feel you need to meet with the Board of Selectmen you must submit your request no later than January 25, 2024.

The Board of Selectmen are considering a zero increase for FY 25 due to limited available funding. Please take that into consideration when submitting your requests. The following information must be submitted with your budget request:

- A statement of what you plan to accomplish in the coming year along with the breakdown of what the funds will be used for and total amount of funding requested
- What benefits the Town of Woodstock received from your activities in FY 23-24 and what benefits the Town will receive in FY 24-25.
- **Chairperson's phone number and email**

All funding requests should be submitted to the attention of Finance Director Karen Fitzpatrick at karenfitzpatrick@woodstockct.gov. If mailing, send requests to Woodstock Town Hall, Attn: Finance Director Karen Fitzpatrick at 415 Route 169, Woodstock, CT 06281. Late requests may not be accepted and changes may be made at the Board of Selectmen's discretion.

Please contact Finance Director Karen Fitzpatrick at 860-928-5935, extension 337 if you have any questions. The Board of Selectmen look forward to hearing your input and would like to thank all our Board and Commission members for their dedication to the Town of Woodstock.