

RM of Mervin No. 499			
POLICY TITLE		ADOPTED BY	
Organized Hamlet Budget Policy		Council Resolution	
50-24			
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
RM Council	RM of Mervin No. 499	January 23, 2024	1 of 2

1.0 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 This policy is effective January 1, 2024.

2.0 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 the percentage of municipal taxes to be allocated to the hamlet, the percentage of a special levy, if any, to be allocated to the hamlet and 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 on or before January 20th 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 waterworks or sewage system provided by or on behalf of the Municipality for the hamlet.

3.0 BUDGET PROCEDURE – FORMAT AND CONTENT

- 3.1 The Municipality will provide each hamlet with a budget form prior to January 20th 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 should be included for each of the categories listed on the form.

4.0 BUDGET PROCEDURE - DEADLINES

- 4.1 Preliminary budgets must be submitted in hard copy or email format to the RM by March 15th. The deadline for revisions is the Friday prior to the first council meeting in April.
- 4.2 Hamlet budgets will be approved by resolution at the first council meeting in April.

5.0 BUDGET PROCEDURE - COMMUNICATION GUIDELINES

- 5.1 If revisions are required on a hamlet budget, Administration will contact the hamlet board with the revisions to be made. Changes must be finalized and emailed back to Administration prior to the deadline for approval.

HAMLET BUDGET

HAMLET OF SPRUCE LAKE

HAMLET RESERVES AT DECEMBER 31, 2023

RM MILL RATE: 10 mills HAMLET SPECIAL LEVY: 3 mills

REVENUES:

	Preliminary BUDGET	FINAL BUDGET
Organized Hamlet Grant		
Municipal Tax Share (40%)		
Special Levy Tax Share (85%)		
Utility Revenue:		
Other:		
Subtotal Current Revenue	0.00	0.00
TOTAL RESERVE PLUS CURRENT REVENUES:	0.00	0.00

EXPENDITURES:

General Government	Administration		
	Insurance		
	Other		
	General Government Subtotal	0.00	0.00
Protective Services	Fire Equipment		
	Protective Services Subtotal	0.00	0.00
Transportation	Hamlet Maintenance		
	Equipment		
	Power		
	Signs		
	Grading/Plowing		
	Gravel/Dust Control		
	Transportation Subtotal	0.00	0.00
	Environmental Subtotal	0.00	0.00
Environmental	Sewer & Water		
	Waste Disposal, Pumpouts		
	Garbage Pickup		
	Other		
	Environmental Subtotal	0.00	0.00
Recreation	Equipment, Playground, Boat Launch, Dock		
	Other		
	Recreation Subtotal	0.00	0.00
Utility	Water Operator, Power, Lab Tests		
	Utility Subtotal	0.00	0.00
TOTAL EXPENDITURES:		0.00	0.00
YEAR END BALANCE (Reserve + Rev. - Exp.)		0.00	0.00

Hamlet Board Representative Signature