

To: Brett Hill, Acting General Manager
From: Ocean Pines Board of Directors
Subject: Recommendations for development of Fiscal Year 2018
Ocean Pines Budget

1. For presentation and analysis purposes, develop fiscal year budget report with the following categories:
 - a. Budget vs Projected vs Prior year Budget with variance and effect on assessment
 - b. Any departmental revenue or expense increase or decrease of 5% or \$5,000 whichever is less requires justification.
 - c. Relevant objective performance metrics should be used in documenting expenses and revenues.
2. Capital Budget should be presented in a rolling, multiyear format that includes budgeted but unexpended items from prior years. Realizing the timing and circumstances this current year, this process may need to be formalized during the fiscal year. Requests for new or replacement capital expenditures should include dollars and rationale. There should be a return on investment calculation where applicable. Capital threshold should be increased from \$1,000 to \$2,000.