

### Town of Wales FY18 Budget Request Form

Provide a breakout of the expenses that are needed for the upcoming year. Not all categories will be used as some only apply to other departments. If you are unable to find a category for your expense, please use Other under Miscellaneous Expense.

Department \_\_\_\_\_

Department Head \_\_\_\_\_

Date \_\_\_\_\_

#### **EXPENSE CATEGORY**

Office & Miscellaneous Expense	Requested Amount	Increase over prior year?	Additional Notes
Office Expenses / Supplies			
Dues, Fees, Subscriptions, Assessments, Certifications			
Computer Services / Expense			
Equipment purchase/replace			
Advertising			
Postage			
Furniture & Fixtures			
ADA Compliance			
Other			

Wages, Salaries, Stipends Expense	Requested Amount	Increase over prior year?	Additional Notes
Employee name:			
Employee name:			
Employee name:			
Employee name:			
Employee name:			
Employee name:			
Employee name:			

Employee Allowances			
Other			

<b>Vehicle Expenses (Gas/Diesel/Maintenance/Parts)</b>	<b>Requested Amount</b>	<b>Increase over prior year?</b>	<b>Additional Notes</b>
Fuel			
Maintenance / Parts/Labor			
Other			

<b>Buiding &amp; Property Expenses</b>	<b>Requested Amount</b>	<b>Increase over prior year?</b>	<b>Additional Notes</b>
Utility Expenses			
Equipment			
Equipement Rentals			
Small tools and supplies			
Town Property Expenses / Maint.			
Other			

<b>Miscellaneous Expense</b>	<b>Requested Amount</b>	<b>Increase over prior year?</b>	<b>Additional Notes</b>
Misc. Professional Services			
Uniforms			
Election Expenses			
Assessor Revaluation			
Communication Equipment			
Debt Expense			
Loans / Loan Interest			
Country Retirement Assessment			
Unemployment Insurance			
Medical / Life / Dental			
Medicare			
Insurance & Bonds			
Other			
Other			

Please detail any new requests or budget increases here. Attach additional explanations and backup documentation if necessary.

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Please detail any one-time department expenses that you foresee coming this year or in future years that you estimate to cost between \$5,000 and \$25,000:

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Calculate the overall budget increase amount over the prior year: \_\_\_\_\_

*(not including large one-time expenses between \$5,000 and \$25,000 outlined above)*

I request a meeting with FinCom on: (CIRCLE ONE)    January 12, 2017    February 9, 2017    March 9, 2017    March 23, 2017