

BERLIN TOWN ACCOUNTANT
23 LINDEN STREET
BERLIN, MA 01503
(978) 838-0045

TO: All Department Heads
DATE: November 17, 2011
SUBJECT: Fiscal-Year 2013 Budget Forms

Enclosed you will find the budget forms package for the Fiscal-Year 2013. You will find the following in your package.

- 1) Finance Committee Letter
- 2) Selectmen Budget Letter
- 3) Calendar Guide for Fiscal Year 2013
- 4) Capital Improvement Plan
- 5) Capital Projects Request Form
- 6) Calendar for Budgeting Purposes
- 7) Budget Summary Forms
- 8) Expense Printout for your FY12 Budget Totals as of Oct 31, 2011
- 9) Payroll Worksheet – Full-Time/ Part-Time and or Salary – if applicable
- 10) Payroll Sample Sheet – if applicable
- 11) Classification Spreadsheet
- 12) Expense Detail Example – ALL Budget Requests must have or will be returned.
- 13) Sick Pay Form – if applicable

Payroll: The Payroll Worksheet needs to be filled out and submitted with your Budget Form Summary. All payroll details must be filled out and in balance with the Budget Summary totals. Please use the enclosed calendar to figure out how many hours an employee works per year. Example: Mon – Fri 8 hours per day = 2,088 hours/year (52 wks + 1 days)

Expenses: All budgets **MUST** include a detailed expense list showing both Fiscal Years for your whole budget. This must be attached to your Budget Summary form. If not included your budget will be returned for details.

If you have any questions, please don't hesitate to stop by the office or give me a call. Thank you for your cooperation in the budget process. Please make sure that you have your appointing official approve your budget request **PRIOR** to giving me your budget.