

TOWN OF BERLIN

FY 2013 BUDGET SUMMARY REQUEST FORM

DEPARTMENT: _____

DEPT# _____

LINE ITEM

FY 2012
APPROP.

FY 2013
REQUESTED

FY 2013
FIN COM RECOM

PERSONNEL SERVICES:

5110 Elected Salaries *			
5111 Salary *			
5112 Full Time Wages *			
5113 Part Time Salary *			
5114 Part Time Wages *			
5170 Incentive			

All personnel services are voted on separately

EXPENSES:

5200 PURCHASE OF SERVICES			
Advertising			
Contracted Services			
Telephone			
Postage			
Other Services			
SUB TOTAL *			

5400 SUPPLIES			
Office Supplies			
Gasoline			
Uniforms			
Other Supplies			
SUB TOTAL *			

5700 OTHER EXPENSES			
Travel			
Dues			
Meetings			
Other Expenses			
SUB TOTAL *			

EXPENSE TOTAL TO BE VOTED ON:

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* These Amounts are mandatory. If you don't need additional money please carry over totals to FY 2010, sign and return form. Attach a detailed list for ALL requests - see sample. List details for BOTH FY's. Payroll worksheets must be attached also.

DEPARTMENT HEAD SIGNATURE

DATE

Appointing Auth. Approval