

1/26/2021

### Town of Plainfield

Department or Office: Select Board Submitted by: \_\_\_\_\_

### DETAILED ESTIMATES FOR PLAINFIELD FY 2022 BUDGET

Please complete all four pages of this form so we can best evaluate and respond to your anticipated needs. *Requests that are not accompanied by an explanatory description will be returned for completion.*

#### A. Operating Expenses (do not include wages, salaries, or stipends in operating expenses)

	Description	FY 2021	FY 2022
1.	<u>Training Seminars Exp.</u>	<u>500</u>	<u>500</u>
2.	<u>Town Counsel</u>	<u>4,000</u>	<u>4,000</u>
	<u>Town Office Technology</u>	<u>4,000</u>	<u>4,000</u>
4.	<u>Website Expense</u>	<u>500</u>	<u>500</u>
5.	<u>IT Service/Expense</u>	<u>11,000</u>	<u>9,000</u>
6.	_____	_____	_____
7.	_____	_____	_____
8.	<u>ADA</u>	<u>100</u>	<u>100</u>
9.	<u>Town Report</u>	<u>1300</u>	<u>1300</u>
	<b>TOTAL</b>	_____	_____

for office  
equip if necessary

FY 20 Expenditures

- 1. 0
- 2. 1,116.06
- 3. 1,544.66
- 4. 380.00
- 5. 415.00

Total FY 2020 Expenditure \_\_\_\_\_

6.  Please explain significant increases or decreases and any new items. Attach additional pages if necessary.

7. 845

\* waiting for COLA %

### DETAILED ESTIMATES FOR FY 2022

#### B. Personnel Expenses: (wages, salaries, stipends, honoraria, etc.)

Please note the following *important* points:

1. Please indicate whether a wage or salary is based on an hourly pay rate. If so, please include the hourly rate and the number of hours worked per week.
2. Please do not include a cost of living adjustment (COLA) in your salary request. A single COLA for all employees will be recommended by the Finance Committee.
3. If any proposed salary is different from that of the previous year, please include an explanation (for example, an increase in workload or a change in responsibilities).

	Position	FY 2021	* FY 2022
1.	<u>Treasurer</u>	<u>14,424</u>	<u>14,424</u>
2.	<u>Admin. Secretary</u>	<u>22,341</u>	<u>22,341</u>
3.	<u>Accountant</u>	<u>15,345</u>	<u>15,345</u>
4.	<u>Tax Collector</u>	<u>12,675</u>	<u>12,675</u>
5.	_____	_____	_____
	<b>TOTAL</b>	_____	_____
	↙ Total FY 2020 Expenditure _____		

1. 14,100

2. 21,839

3. 15,000

4. 11,265

