

Town of Plainfield

Department or Office:

Town Clerk

Submitted by:

Ruth E. Osgood

DETAILED ESTIMATES FOR PLAINFIELD FY 2020 BUDGET

Please complete all four pages of this form so we can best evaluate and respond to your anticipated needs.

A. Operating Expenses

	Description	FY 2019	FY 2020
1.	<i>postage</i>		<i>\$400.⁰⁰</i>
2.	<i>printer supplies</i>		<i>500.⁰⁰</i>
3.	<i>election expenses</i>		<i>300.⁰⁰</i>
4.	<i>election payroll</i>		<i>1200.⁰⁰</i>
5.	<i>dues - meetings</i>		<i>150.⁰⁰</i>
6.	<i>dog licenses</i>		<i>100.⁰⁰</i>
7.	<i>recrd books</i>		<i>300.⁰⁰</i>
8.	<i>office supply</i>		<i>1,000.⁰⁰</i>
9.			
	TOTAL	<i>5,000</i>	<i>\$4,000</i>

Total FY 2018 Expenditure *\$165,760* incl. *\$37,500* Fwd from FY 17

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

DETAILED ESTIMATES FOR FY 2020

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 2019	FY 2020
1.	Town Clerk Salary	12,325	12,325
2.			
3.	Assistant Town Clerk	536	536
4.			
5.			
	TOTAL	Clerk 12,325 Assist clerk 536	
	Total FY 2018 Expenditure	Clerk 12,024 Assistant Clerk 507	