

## Town Of Wales FY25 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 certain departments. If you are unable to find a category for your expense, please use Other under Miscellaneous Expense.

The last column will be completed after Finance reviews your request and sent back to you for review.

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

### Expense Category

Office & Miscellaneous Expense	Requested Amount	Increase amount over last year	Additional Notes	Proposed amount from Finance Committee
Office Expenses/supplies				
Dues, fees, subscriptions, Assessments, and certifications				
Computer Services/expense				
Equipment purchases/replace				
Advertising				
Postage				
Furniture and fixtures				
ADA Compliance				
Other				
Other				
<b>SUB TOTAL</b>				

Wages, Salaries, Stipends Expense	Requested Amount	Increase amount over last year	Additional Notes	Proposed amount from Finance Committee
Employee Name:				
Employee Name:				
Employee Name:				
Employee Name:				

## Town of Wales FY25 Budget Request

Continued

Wages, Salaries, Stipends Expense	Requested Amount	Increase amount over last year	Additional Notes	Proposed amount from Finance Committee
Employee Name:				
Employee Name:				
Employee Allowances				
Other				
<b>SUB TOTAL</b>				

Vehicle Expenses (Gas, diesel, Maintenance Parts)	Requested Amount	Increase amount over last year	Additional Notes	Proposed amount from Finance Committee
Fuel				
Maintenance/ parts/ labor				
Other:				
Other:				
<b>SUB TOTAL</b>				

Building & Property Expenses	Requested Amount	Increase amount over last year	Additional Notes	Proposed amount from Finance Committee
Utility Expenses				
Equipment				
Equipment Rentals				
Small tools and supplies				
Town property expenses/maintenance				
Other:				
<b>SUB TOTAL</b>				

## Town of Wales FY25 Budget Request

Miscellaneous Expense	Requested Amount	Increase amount over last year	Additional Notes	Proposed amount from Finance Committee
Misc. Professional Services				
Uniforms				
Election Expenses				
Assessor Revaluation				
Communication Equipment				
Debt Expense				
Loans/ Loan Interest				
County Retirement Assessment				
Unemployment Insurance				
Medical/Life/Dental				
Medicare				
Insurance and Bonds				
Other:				
Other:				
Other:				
<b>SUB TOTAL</b>				

This year's Total budget request \_\_\_\_\_

Last Year's Total Budget Request \_\_\_\_\_

Change Amount \_\_\_\_\_

Calculate the total budget increase amount over the prior year.  
(not including large one-time expenses between \$5,000 and \$25,000)

## Town of Wales FY25 Budget Request

**Detail any new requests or budget increases here. Attach additional explanations and supporting documents if necessary.**

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

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All meetings are at 7:00 pm at the Senior Center and on Zoom.

I request a meeting with Finance committee on:

CHECK ONE:

Thursday January 11, 2024	
Thursday February 8, 2024	
Thursday February 22, 2024	
Thursday March 14, 2024	