

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET	FORM #1 DEPARTMENT SUMMARY
DEPARTMENT: Finance Committee	
BRIEF OVERVIEW/SUMMARY OF REQUESTS: <p>The function of the Finance Committee is to act as an advisor to the voters of the Town of Millis, with whom the ultimate appropriating authority rests. The Finance Committee is an unelected body of volunteers who are residents of the community and are appointed by the Town Moderator. The Finance Committee functions as an advisory group but does not set policy. The purpose of the Finance Committee is to study the budget and each Warrant Article in detail and to make recommendations on each Article at Town Meeting.</p>	

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET	FORM #2 BUDGET NARRATIVE*
DESCRIPTION OF FUNCTION OR ACTIVITY Please describe the overall mission or purpose of your department. Please see Form #1	
STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 20 Describe your goals and initiatives for the upcoming Fiscal Year and how these translate to expenses. The largest Budget item is for printing (2) Finance Committee Reports published in the Spring and Fall of each Fiscal Year in preparation for Town Meeting.	
FUNDING PLAN Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded. The Finance Committee Budget is fully funded by the General Fund.	
PERFORMANCE ACCOMPLISHMENTS Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.	

* Attach additional sheets as necessary

TOWN OF MILLIS
FISCAL YEAR 2018 BUDGET

FORM #5 EQUIPMENT DETAIL

DEPARTMENT: Finance Committee

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	N/A				

TOWN OF MILLIS
FISCAL YEAR 2018 BUDGET

FORM #7
CAPITAL BUDGET AND MISCELLANEOUS REQUESTS

DEPARTMENT: Finance Committee
DIVISION:
REQUEST PRIORITY #:

PROJECT TITLE:

LOCATION:

JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)

PROJECTED START DATE:

ESTIMATED USEFUL LIFE:

COST:

- A. DESIGN
- B. LAND ACQUISITION
- C. CONSTRUCTION
- D. INSPECTION
- E. EQUIPMENT
- TOTAL

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?

TOWN OF MILLIS
FISCAL YEAR 2018 BUDGET

FORM #8
ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST

DEPARTMENT: Finance Committee
DIVISION:
REQUEST PRIORITY #:

PROJECT/SERVICE TITLE:

LOCATION:

JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)

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FORM 3

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GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST

FINANCE COMMITTEE EXPENSE				

EXPENSES				

0113152 540100 PRINTING	7,503.72	7,020.00	6,660.00	<u>\$ 6,600.00</u>
0113152 540400 SUPPLIES & EXPENSES	159.05	53.13	200.00	<u>\$ 200.00</u>
0113152 540450 POSTAGE	1,762.26	1,479.56	1,250.00	<u>\$ 1,250.00</u>
0113152 540500 ADVERTISING	122.58	81.25	150.00	<u>\$ 150.00</u>
0113152 540700 DUES & SUBSCRIPTIONS	176.00	176.00	176.00	<u>\$ 176.00</u>
TOTAL FINANCE COMMITTEE EXPENSE	9,723.61	8,809.94	8,436.00	<u>\$ 8,436.00</u>

TOWN OF MILLIS
FISCAL YEAR 2018 BUDGET

FORM #4 - EXPENSE
JUSTIFICATION & SUPPORTING DETAIL

DEPARTMENT: Finance Committee

BUDGET #

CODE	DESCRIPTION	BUDGET REQUEST
113151	510300 Salaries	
	Step 10 \$25.05*3.50 hours/week * 52 weeks	\$4,560.00
113152	540100 Printing	\$6,660.00
113152	540400 Supplies & Expenses	\$200.00
113152	540450 Postage	\$1,250.00
113152	540500 Advertising	\$150.00
113152	540700 Dues & Subscription	\$176.00
	Subtotal:	\$8,436.00
	Total FY18 Budget:	\$12,996.00
113252	579000 Reserve Fund	\$75,000.00
		100,000
		\$87,996.00

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GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST

FINANCE COMMITTEE SALARY				

SALARIES				

0113151 510300 SALARIES CLERICAL	3,597.26	3,968.83	3,674.60	<u>\$4,560.00</u>
TOTAL FINANCE COMMITTEE SALARY	3,597.26	3,968.83	3,674.60	<u>\$4,560.00</u>