



# It's time for...



## 2018 Budget Requests

To: Mayor, Council, Administrator, Department Heads, and Staff

From: Treasurer/Finance Director

Date: August 1, 2017

It's *already* time to begin work on the 2018 budget!

Please use the attached "Budget Request Form" for each item and **submit your request(s) by August 25, 2017.**



Don't hesitate to e-mail, call, or stop by with questions.

Thank you!

**TOWN OF FRIDAY HARBOR  
2018 Budget Request Form**

<b>Submitted by:</b>		<b>Date:</b>		<b>Department Head Review Initials:</b>	
<b>Department</b>			<b>Category of Expense</b> <small>(ie: collection/treatment/recycle)</small>		
<b>Type</b>	<input type="checkbox"/> <b>Project</b>	<input type="checkbox"/> <b>Equipment</b>	<input type="checkbox"/> <b>Staff Position</b>	<input type="checkbox"/> <b>Other</b> _____	
<b>This budget request is a:</b>			<input type="checkbox"/> <b>Prior Budget Change</b>		<input type="checkbox"/> <b>New Request</b>
<b>PRIOR YEAR BUDGET AMOUNT</b> (if applicable)		\$	<b>2018 BUDGET REQUEST</b>		\$

**BARS#** (if recurring amount)

**Description of Budget Request** (pictures/attachments acceptable)

**Cost Summary**

Itemized List of NEW Costs	(Broken out by Item)	Requested Amount
		\$
		\$
		\$
Prior year budget amount (if applicable)		\$
Total Budget Request (s/b same amount as requested above)		\$
	(enter as negative amount) Less Grant	\$ (            )
	(enter as negative amount) Less Other Revenues	\$ (            )
<b>Total NET Budget Request</b> (Total budget request less grants, etc.)		\$

**Projected Annual Recurring Costs**

Description of anticipated recurring cost	Estimated Recurring Annual Budget
	\$
	\$
<b>Total Recurring Annual Costs</b>	\$

**Grey Area is for Finance Department Use Only**

Fund #	Fund Name	BARS # Assigned