## 2021 – 2<sup>ND</sup> QUARTER PROJECTION

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Account	2021 Budget	YTD Expenses	2nd Q Projection	(Over) / Under
REVENUE	(14,000)	(4,029)	(14,000)	-
SALARIES	620,669	229,045	552,644	68,025
BENEFITS	179,333	112,291	101 705	(12,462)
DENEFITS	1/9,555	112,291	191,795	(12,462)
SUPPLIES	59,265	11,493	54,806	4,459
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PURCHASED SERVICES	29,111	12,503	30,649	(1,538)
INTER-DEPARTMENTAL CHARGES	1,766	441	1,766	
Grand Total	876,144	361,744	817,660	58,484

# 2022 BUDGET REQUEST

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Account	2021 Budget	2022 C2C	2022 Request	Request Increase	
REVENUE	(14,000)	(14,000)	(14,000)	-	-
SALARIES	620,669	636,265	646,765	10,500	Intern 3 months
BENEFITS	179,333	199,058	199,058	-	
SUPPLIES	59,265	59,265	59,265	-	
PURCHASED SERVICES	29,111	29,102	39,602	10,500	Restore alder expense accounts to \$2,424 per year
INTER-DEPARTMENTAL CHARGES	1,766	1,766	1,766		
Grand Total	876,144	911,456	932,456	21,000	

#### BUDGET DELIVERABLES

Transmittal Memo

- Purpose: Memo drafted from Agency Head to Finance Director outlining overall goals & priorities for 2022
- Submission Method: Sharepoint-Upload to Agency Materials Folder
- •Format: Should be completed using the provided template

Service Proposals

- Purpose: Explain the operational impacts of the changes proposed in your line item budget
- Submission Method: Sharepoint-1 Proposal/Service
- Format: Sharepoint Service Proposal Form

Line Item Budget

- Purpose: Show the agency's plan for where (SERVICE) and how (MAJOR-OBJECT) the budget will be spent in 2022
- Submission Method: MUNIS Central Budget

### 2022 BUDGET TIMELINE

#### **Budget Timeline**

See below for key dates in the 2022 Operating Budget planning process.

