

Town of Effingham

2020 Budget Worksheet

Department: (4151) Budget Committee
Contact Person: David Strauss
Submit Budget to Town Administrator by: October 07, 2019
Board of Selectmen Presentation Date: October 22, 2019
Budget Committee Presentation Date: October 29, 2019

4151 Budget Committee	2018 Actual	2019 Budget	2020 Budget Request	BOS Approved	BC Approved
Advertising	0	\$110	\$50	\$50	
Mileage	0	\$50	\$50	\$50	
Workshops	\$170.00	\$200	\$180	\$180	
Office Equipment & supplies	0	\$50	0	0	
Secretary	0	\$1,292	\$1020	\$1020	
TOTAL	\$170.00	\$1,702	\$1,300	\$1,300	

Reviewed by Effingham Board of Selectmen (date) _____ J.M. 10/22/2019 _____
 Please provide (on reverse or attach a separate page(s)) an explanation for each line item that differs from 2019. Also, if new equipment is requested, please provide an itemized listing of the equipment.

Estimated cost of Budget Committee recording secretary

3 meetings April, July & Sept.

9 meetings October thru Feb.

1 is a public hearing Feb.

Average 2.5 hours per meeting.

Average 1.5 hours per meeting to compile minutes and send as directed

Average 0.5 hours per meeting to post and send out notices/budget copies

Total 4.5 average hours of support per meeting X 12 meetings= 54 hours

Addition of 6 hours of support work for public hearing = 60 hours

Base salary of \$17 per hour X 60 hours= \$1,020.00

Total requested=== \$1,020.00