Town of Plainfield

Department or Office: Tax Collector Submitted by: Heather Lewis

DETAILED ESTIMATES FOR PLAINFIELD FY 2023 BUDGET

Please complete all four pages of this form so we can best evaluate and respond to your anticipated needs. *Requests that are not accompanied by an explanatory description will be returned for completion.*

A. Operating Expenses (do not include wages, salaries, or stipends in operating expenses)

	Description	FY 2022	FY 2023
1.	Software		6,300.00
2.	office expense.		
3.	Tax Title Act		1,100.00
4.	Court Fees		500.00
5.	permit fees of collector.		450.00
6.	Inc.		450.00
7.	Deputy collector.		575.00
8.	Miscellaneous		625.00
9.	Lawyer. Fees		500.00
	TOTAL	11,100	10,500.00

Total FY 2021 Expenditure 8,472.29

Please explain significant increases or decreases and any new items. Attach additional pages if necessary.

DETAILED ESTIMATES FOR FY 2023

B. Personnel Expenses: (wages, salaries, stipends, honoraria, etc.)

Please note the following *important* points:

1. Please indicate whether a wage or salary is based on an hourly pay rate. If so, please include the hourly rate and the number of hours worked per week.
2. Please do not include a cost of living adjustment (COLA) in your salary request. A single COLA for all employees will be recommended by the Finance Committee.
3. If any proposed salary is different from that of the previous year, please include an explanation (for example, an increase in workload or a change in responsibilities).

	Position	FY 2022	FY 2023
1.			
2.			
3.			
4.			
5.			
	TOTAL	12,866	

Total FY 2021 Expenditure 12,675

DETAILED ESTIMATES FOR FY 2023

C. Capital Expenses: (building and/or equipment costs greater than $5,000). List items in order of priority for your department.

	Item	FY 2022	FY 2023
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
	TOTAL	_____	_____

Total FY 2021 Expenditure _____

Please explain below why each capital item is needed, its expected lifetime, and whether it can be deferred until the next budget year. Attach additional pages if necessary.

DETAILED ESTIMATES FOR FY 2023

D. Revenues Generated: (inspection fees, licenses, fines, donations, etc.)

If your department or office generates revenue, please (a) indicate how much revenue was generated for the six months ending December 31, 2021, and (b) if reasonably ascertainable, estimate revenue expected to be generated in FY 2023. Attach additional pages if necessary.

	Description	July–December 2021	FY 2023 (estimate)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
	TOTAL	_____	_____

Total FY 2021 Revenues _____