



# TOWN OF ERVING

## BOARD OF SELECTMEN

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*Board of Selectmen*

Bryan Smith  
*Administrative Coordinator*

October 17, 2019

To: All Departments, Boards & Commissions  
From: Bryan Smith, Administrative Coordinator

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### FY2021 Operating Budget Requests

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**Overview:** For the FY2021 budget process we are continuing to work to streamline the way in which departments submit information so that the budget books are complete for each department and the Board of Selectmen, Finance Committee, and ultimately voters have the information that they need to make informed decisions. Operating budget requests should reflect level funding for services that are currently being offered and/or have already been approved to expand for FY2021. It is understood that contractual requirements and fixed costs increases need to be addressed. Budget requests should first consider if those increases can be absorbed within the existing appropriation before requesting increases.

**Cost of Living Adjustment:** COLA adjustments should not be requested by departments or agencies and therefore should not be factored into wage requests. The COLA rate is determined by the Board of Selectmen and the Finance Committee during the budget development process. Once a COLA rate is determined, all departmental budget requests will be updated automatically.

### **Submission Requirements:**

Operating budget requests **must** include two (2) components: the completed budget request worksheet and a budget narrative.

**Operating Budget Request worksheet:** please complete the enclosed FY2021 budget request worksheets by filling in the amount requested in the appropriate line item. In past years, you had an excel spreadsheet to complete. Simply markup this paper copy. If you do not need a line item funded, please mark it "0". If you need additional line items, please list the line item description with the amount requested. Completed forms should be signed before being submitted to the Administrative Coordinator.

**Departmental Narrative:** This is meant to be brief and informative. The idea is to help decision makers understand the highlights and challenges of your department and how your operating budget request meets the challenges and goals for FY2021. If your request significantly reduces a line item and/or increases a line item, the rationale should be explained. This narrative should be no longer than 1 page and it should be typed. Please use the provided PDF form. A printed copy should accompany your budget worksheet and an electronic copy should be emailed to [administrator@erving-ma.gov](mailto:administrator@erving-ma.gov).

The narrative should specifically address:

- FY2020 Highlights & Challenges
- FY2021 Goals & Initiatives
- Significant Budget Changes

**Deadline: FY2021 departmental operating budget requests are due:  
5:00 PM on Thursday, November 14, 2019.**

***Please note: Failure to submit a budget request by the deadline may result in an inability to appropriate for your department/agency***

## Additional Information

### Understanding General Fund Account Numbers

The Town of Erving expense account numbers are comprised of four (4) columns that have a specific meaning. All General Fund expense account numbers begin with the designation “01.”

**Department Code:** The three (3) digit code number that follows the general fund designation is the department code for the department. In this example the Selectmen are department code “122.”

**Expenditure Categories:** The three (3) digit number that follows the department code relates to the expense categories. The 100 series relates to salary and wage expenses and therefore they are subtotaled as such. The 200 series are ordinary expenses and the 900 series are special articles. Special articles include recurring appropriations and capital projects. (If you are closing out a special article you can make that note in the column).

**Expenditure Objects:** the final five (5) digit numbers are specific expenditure types that are guided by the Uniform Massachusetts Accounting System. This level of details allows the department to track specific expenses such as “office supplies,” “electricity,” “travel/mileage,” etc. They all begin with the number “5”.

- Numbers that begin with “51000” are for personnel services
- Numbers that begin with “52000 and 53000” are for the purchase of services
- Numbers that begin with “54000 and 55000” are for the purchase of supplies
- Numbers that begin with “57000” are for other charges and expenses

Account Number/Department	
01-122-100-51000	Selectboards Salaries
01-122-101-51100	Administrative Coordinator
01-122-102-51160	Admin Coordinator Insurance
01-122-103-51100	Municipal Clerk
01-122-103-51400	Municipal Clerk-Longevity
<b>Group 1 Salary and Wage</b>	
01-122-200-53000	Consulting
01-122-201-52310	Selectboard-Cell Phones
01-122-201-53010	Selectbd-Meetings & Seminars
01-122-201-53015	Selectbd-Employee & PreEmpl Testing
01-122-201-53110	Selectboard-Advertising
01-122-201-54210	Selectbd-Office Supplies
01-122-201-54215	Selectboard-Copier Supplies
01-122-201-57300	Selectboard-Dues
01-122-201-57800	Selectboards Other Expense
01-122-202-53010	Admin Co-ordinator-Meetings
01-122-202-57100	Admin Co-ordinator-Mileage
01-122-202-57300	Admin Co-ordinator-Dues
01-122-202-57800	Admin. Coordinat.Expenses
01-122-203-57800	Selectboard Office Supplies
<b>Group 2 Ordinary Expenses</b>	

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