



Memo

To: Board and Committee Chairs
From: Fernanda Santos
Date: October 6, 2023
Re: FY2025 Budget – Due October 27, 2023

Attached are the accounting forms you will need in the preparation of your budget that is **due to our office on October 27, 2023 at noon**. Boards & Commissions are scheduled to meet with the Board of Selectmen on December 18, 2023 (see attached schedule). Please advise whether you are able to attend the meeting.

As usual, please submit the following items:

Accounting Spreadsheets with your requested line item budgets (Electronic title: "FY 25 Budget Summ.Dept 9.28.2023"). **This form is now in Excel format, each department is in its own separate tab.**

1. Budget Narrative (please use an electronic title that references your department, i.e. (DPW Budget Narrative")
 - For the budget narrative, please use a one-inch side margin on all of your forms except for the personnel worksheet that should have a one-inch top margin. Line items should appear in numerical order by reference number, which should correspond with the order on the accounting spreadsheets.

Below is an example of the standard budget narrative format with the reference number and account name on the left, the amount requested on the right, and the narrative underneath as shown below:

0000	WAGE/EXPENSE ACCOUNT NAME	\$100,000
	"Narrative description of use and purpose of account..."	

Please submit your budget electronically (email to: fsantos@townofhudson.org).

Please do not hesitate to call me if you have any questions about any of the forms or procedures. Thanks!

Fernanda Santos