

BICENTENNIAL COMMITTEE

BUDGET FORM INSTRUCTIONS

1. Each committee should select one representative to be responsible for submitting budget forms to the executive committee.
2. Budget forms should be submitted to the Finance Chair Virginia Price at City Hall in either hard copy form, faxed to (440-526-4224) or e-mail to vprice@brecksville.oh.us.
3. A separate budget form should be submitted for each project or event.
4. When completing the budget form, try to be as specific as possible including quantity and description. When making a request for City assets, list the item and quantity and a value will be assigned. An example of a City asset request would be for; two (2) police officers for four (4) hours, or five hundred (500) 8 x 10 glossy fliers.
5. Once the budget sheet is received, a tracking number will be assigned and missing values will be inserted.
6. All budget request sheets will be compiled and presented to the executive committee for review. Budget requests will be considered as submitted or may be returned to the initiating committee with questions.
7. Once a budget request has been completed and approved, a copy will be forwarded to the purchasing department and the committee will work directly with the Purchasing Department to procure their needed items. If other City services personnel or equipment is needed a copy will be forwarded to that department head so arrangements can be made.

CITY OF BRECKSVILLE
BICENTENNIAL BUDGET FORM

Committee: _____

Representative: _____

Project/Event (description): _____

Date(s): _____

Location: _____

PROJECT EXPENSES

<u>Description</u>	<u>Amount</u>
I. Vendors Outside City	
Supplies: _____	\$ _____
_____	\$ _____
_____	\$ _____
Advertising: _____	\$ _____
Contractors: _____	\$ _____
Equipment Rental: _____	\$ _____
Permits/Licenses: _____	\$ _____
Other: _____	\$ _____
Subtotal: \$ _____	

II. City Assets Required :

Personnel: (police, fire, service - # hours) _____ \$ _____

_____ \$ _____

Advertising: _____ \$ _____

Graphics: (posters, programs, fliers) _____ \$ _____

City Facility: (food service, room set-up): _____

_____ \$ _____

City Equipment (trucks, tractors, etc.) _____

_____ \$ _____

Subtotal: \$ _____

Total Project Expenses \$ _____

PROJECT REVENUES

Sales _____ \$ _____

Donations _____ \$ _____

Activity Fees _____ \$ _____

Advertising _____ \$ _____

Other _____ \$ _____

Total Project Revenues \$ _____

Net Project Cost \$ _____

Date Budgeted Submitted: _____

Date Budget Reviewed: _____

Budget Approved as submitted _____

Budget Returned for explanation or modification _____
