



**Plympton Finance Committee**  
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To: Plympton Boards & Committees  
From: Max West  
Town of Plympton Finance Committee Chairman  
Date: Dec. 14, 2010  
Subject: FY2012 Budget Requests

Please submit your budget request for Fiscal Year 2012 by January 24, 2011.

Your budget request forms are attached. If you are missing any or would like an electronic copy please email [finance@town.plympton.ma.us](mailto:finance@town.plympton.ma.us) with the sheet(s) you need. In most cases, *line numbers are slightly different than they were for FY11, so please use the FY12 number going forward.*

Please submit your forms with a cover page listing the department name, department head name, the line items enclosed, and the phone number and email address contact for the department.

Please also identify expenses that could potentially be spread over the year or delayed until later in the year. Please note that an inventory of Town equipment is required to be updated and submitted. This information is essential for planning the next Town Meeting.

FinCom will meet January through March with each of the larger departments to discuss FY 12 requests. Please schedule an appointment by emailing [finance@town.plympton.ma.us](mailto:finance@town.plympton.ma.us), phoning 781.910.3874 or by the sign-up sheet on the Town House bulletin board. Each Monday night that FinCom meets, a 7:30 and an 8:00 appointment time is available. We will not be meeting during school vacation or on holidays.

FY12 may be the most challenging we've faced in recent memory. We appreciate your cooperation in helping us meet our deadlines leading up to Town Meeting. Please supply as much supporting information and detailed breakdown as possible to best make the "case" for your request. We are dedicated to working with each department and creating a balanced budget that most makes sense for Plympton and its residents. Thank you for your continued commitment to Plympton.