

This form is to be completed and submitted through the Indiana Gateway for Government Units at [www.stats.indiana.edu/govtgateway](http://www.stats.indiana.edu/govtgateway).

Prescribed by the Department of Local Government Finance  
 Approved by the State Board of Accounts

Budget Form No. 1 (Rev. 2011)

**BUDGET ESTIMATE FOR**

Selected Year: \_\_\_\_\_  
 Selected County: \_\_\_\_\_  
 Selected Unit: \_\_\_\_\_  
 Selected Fund: \_\_\_\_\_  
 Selected Department: \_\_\_\_\_

**1. Personal Services**

<b>Salaries and Wages</b>			
Line Item Code	Description	Published Amount	Adopted Amount
	Salary of Librarian		
	Salary of Assistants		
	Salary of Treasurer		
	Wages of Janitor		

<b>Employee Benefits</b>			
Line Item Code	Description	Published Amount	Adopted Amount
	Employer's Share - F.I.C.A.		
	Unemployment Insurance		
	Employer's Contribution - P.E.R.F.		
	Employer's Contribution - Group Insurance		
	Sick Pay		
	Other Employee Benefits		

<b>Other Personal Services</b>			
Line Item Code	Description	Published Amount	Adopted Amount

<b>Personal Services Totals</b>			
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**2. Supplies**

<b>Office Supplies</b>			
Line Item Code	Description	Published Amount	Adopted Amount
	Official Records		
	Stationary and Printing		
	Other Office Supplies		

<b>Operating Supplies</b>			
Line Item Code	Description	Published Amount	Adopted Amount
	Cleaning and Sanitation Supplies		
	Fuel, Oil, and Lubricants		
	Other Operating Supplies		

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### Repair and Maintenance Supplies

Line Item Code	Description	Published Amount	Adopted Amount
	Building Materials and Supplies		
	Paint and Painting Supplies		
	Repair Parts		
	Other Repair and Maintenance Supplies		

### Other Supplies

Line Item Code	Description	Published Amount	Adopted Amount

### Supplies Totals

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### 3. Other Services and Charges

#### Professional Services

Line Item Code	Description	Published Amount	Adopted Amount
	Consulting Services		
	Engineering and Architectural Services		
	Legal Services		
	Other Professional Services		

#### Communication and Transportation

Line Item Code	Description	Published Amount	Adopted Amount
	Telephone and Internet		
	Postage		
	Traveling Expense		
	Professional Meetings		
	Freight and Express		

#### Printing and Advertising

Line Item Code	Description	Published Amount	Adopted Amount
	Advertising and Publication of Notices		
	Printing (Other Than Office Supplies)		

#### Insurance

Line Item Code	Description	Published Amount	Adopted Amount
	Official Bonds		
	Other Insurance		

#### Utility Services

Line Item Code	Description	Published Amount	Adopted Amount
	Gas		
	Electricity		
	Water		
	Waste Disposal Services		

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**Repairs and Maintenance**

Line Item Code	Description	Published Amount	Adopted Amount
	Buildings and Structures		
	Equipment		

**Rentals**

Line Item Code	Description	Published Amount	Adopted Amount
	Real Estate		
	Equipment		

**Debt Service**

Line Item Code	Description	Published Amount	Adopted Amount
	Principal of Bonds		
	Interest - Bonds		

**Lease Rental**

Line Item Code	Description	Published Amount	Adopted Amount

**Other**

Line Item Code	Description	Published Amount	Adopted Amount
	Dues		
	Interest on Temporary Loans		
	Taxes and Assessments		
	Transfer to Library Improvement Reserve		

*Other Services and Charges Totals*

**4. Capital Outlays**

**Land**

Line Item Code	Description	Published Amount	Adopted Amount

**Buildings**

Line Item Code	Description	Published Amount	Adopted Amount

**Improvements Other Than Building**

Line Item Code	Description	Published Amount	Adopted Amount

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**Furniture and Equipment**

Line Item Code	Description	Published Amount	Adopted Amount

**Other Capital Outlays**

Line Item Code	Description	Published Amount	Adopted Amount
	Books		
	Periodicals and Newspapers		
	Nonprinted Materials (Microforms & Audio-Visuals)		

<b>Capital Outlays Totals</b>			
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<b>Form 1 Totals</b>			
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Name:

Title:

PIN:

Date:

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

SAMPLE