



TOWN OF GOSHEN

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TODD M. CARUSILLO, FIRST SELECTMAN
ALLAN WALKER, CHAIRMAN, BOARD OF FINANCE

MEMORANDUM

12/29/2023

Planning & Zoning Commission,

It's hard to believe that budget time is upon us again.

Over the coming months we will be considering each departments' budget request, starting with the smallest budgets ending with the largest budgets. Please remember when putting your budget together, our residents have an added strain on their expenses, with the rising cost of inflation.

Your budget and Capital submittal date is **January 30, 2024** for the Selectmen and **February 9, 2024** for the Board of Finance.

We both would like to thank everyone for their past and future efforts to control town expenses. Working cooperatively managing the town's finances is something that is very much appreciated not only by the Board of Selectmen and Board of Finance but also our residents.

As in past years, we would like to ask that each department make every effort to keep their budget requests as close to the current year's budget as possible. Having said that, we will be reviewing budgets using a (zero based budget model), that is to say all budget requests will be reviewed with an eye on justifying every expenditure, whether it is in the current year's budget or not. So be prepared to justify your requests. Some items will be simple such as electric and heating oil, our heating oil, diesel fuel and gasoline prices that run this town have gone up significantly, the fiscal office will run the calculations for you. Others will require you in reviewing current and past expenses to come to a figure that can be justified. Please ask the fiscal office for any detail reports you may need. A budget work sheet is included with this memo to assist you. The First Selectmen and Board of Selectmen will be reviewing all budgets and the First Selectman will meet with every department before the budgets are submitted to the Board of Finance. If there is any reason the schedule above cannot be kept, please contact the First Selectman's office.

Lastly, every department will be required to submit, at a minimum, a five-year capital request. Please review, for completeness, your Capital Asset inventory, attached, and use it for future maintenance/replacement needs. Please keep in mind maintaining our current asset will be our first priority, followed by new acquisitions.

Thank you,

Todd Carusillo, First Selectman
Allan Walker, Chairman, Board of Finance

Town of Goshen
Profit & Loss Budget vs. Actual
 July 2023 through June 2024

	ACTUAL 23/24 '23 - Jun 24	FYE Jul Budget 23/24	PROJECTED 24/25	COMMENTS
Ordinary Income/Expense				
Expense				
PLANNING & ZONING				
5001-41 · Clerical Wages		27.95	1,398.00	
5215-41 · Mileage Reimbursements		0.00	50.00	
5220-41 · Legal Notices		113.68	700.00	
5223-41 · Meetings & Dues		0.00	900.00	
5211-41 · Office Supplies		0.00	100.00	
5214-41 · Postage		0.00	75.00	
5217-41 · Supplies		44.70	100.00	
Total PLANNING & ZONING		186.33	3,323.00	
Total Expense		186.33	3,323.00	
Net Ordinary Income		-186.33	-3,323.00	
Net Income		-186.33	-3,323.00	

Town of Goshen
Profit & Loss Budget vs. Actual
 July 2023 through June 2024

	<u>Jul '23 - Jun...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
PLANNING & ZONING				
5001-41 · Clerical Wages	27.95	1,398.00	-1,370.05	2.0%
5215-41 · Mileage Reimbursements	0.00	50.00	-50.00	0.0%
5220-41 · Legal Notices	113.68	700.00	-586.32	16.2%
5223-41 · Meetings & Dues	0.00	900.00	-900.00	0.0%
5211-41 · Office Supplies	0.00	100.00	-100.00	0.0%
5214-41 · Postage	0.00	75.00	-75.00	0.0%
5217-41 · Supplies	44.70	100.00	-55.30	44.7%
Total PLANNING & ZONING	<u>186.33</u>	<u>3,323.00</u>	<u>-3,136.67</u>	<u>5.6%</u>
Total Expense	<u>186.33</u>	<u>3,323.00</u>	<u>-3,136.67</u>	<u>5.6%</u>
Net Ordinary Income	<u>-186.33</u>	<u>-3,323.00</u>	<u>3,136.67</u>	<u>5.6%</u>
Net Income	<u><u>-186.33</u></u>	<u><u>-3,323.00</u></u>	<u><u>3,136.67</u></u>	<u><u>5.6%</u></u>

Town of Goshen
Planning & Zoning Expense Detail Report
 July 2023 through June 2024

Type	Date	Num	Name	Memo	Amount
PLANNING & ZONING					
5001-41 · Clerical Wages					
Gener...	07/01/23	FYE23aje57R		FYE 6/2023 payroll accrual	-4.52
Paych...	07/06/23	49669	CLINTON, LORI-COMM ...		4.52
Paych...	07/27/23	49860	CLINTON, LORI-COMM ...		27.95
Total 5001-41 · Clerical Wages					27.95
5220-41 · Legal Notices					
Bill	08/01/23	1389511	REPUBLICAN AMERICA...	P&Z	113.68
Total 5220-41 · Legal Notices					113.68
5217-41 · Supplies					
Bill	11/01/23	AMAZON	CARDMEMBER SERVIC...	CALENDARS	44.70
Total 5217-41 · Supplies					44.70
Total PLANNING & ZONING					186.33
TOTAL					186.33

Town of Goshen
Profit & Loss Budget vs. Actual
 July 2022 through June 2023

	<u>Jul '22 - Jun...</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Expense				
PLANNING & ZONING				
5001-41 · Clerical Wages	1,401.37	2,178.28	-776.91	64.3%
5215-41 · Mileage Reimbursements	0.00	50.00	-50.00	0.0%
5220-41 · Legal Notices	1,944.51	700.00	1,244.51	277.8%
5223-41 · Meetings & Dues	0.00	900.00	-900.00	0.0%
5211-41 · Office Supplies	646.55	100.00	546.55	646.6%
5214-41 · Postage	37.86	75.00	-37.14	50.5%
5217-41 · Supplies	72.99	100.00	-27.01	73.0%
Total PLANNING & ZONING	<u>4,103.28</u>	<u>4,103.28</u>	<u>0.00</u>	<u>100.0%</u>
Total Expense	<u>4,103.28</u>	<u>4,103.28</u>	<u>0.00</u>	<u>100.0%</u>
Net Ordinary Income	<u>-4,103.28</u>	<u>-4,103.28</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u><u>-4,103.28</u></u>	<u><u>-4,103.28</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Town of Goshen
Planning & Zoning Expense Detail Report
 July 2022 through June 2023

Type	Date	Num	Name	Memo	Amount
PLANNING & ZONING					
5001-41 · Clerical Wages					
Paych...	07/14/22	47542	CLINTON, LORI-COMM ...		469.73
Paych...	08/11/22	47782	CLINTON, LORI-COMM ...		99.50
Paych...	09/08/22	48012	CLINTON, LORI-COMM ...		126.63
Paych...	10/13/22	48191	CLINTON, LORI-COMM ...		131.15
Paych...	11/17/22	48402	CLINTON, LORI-COMM ...		185.42
Paych...	12/15/22	48544	CLINTON, LORI-COMM ...		117.59
Paych...	01/19/23	48738	CLINTON, LORI-COMM ...		67.84
Paych...	01/26/23	48778	CLINTON, LORI-COMM ...		18.09
Paych...	04/06/23	49196	CLINTON, LORI-COMM ...		180.90
Gener...	06/30/23	FYE23aje57		FYE 6/2023 payroll accrual	4.52
Total 5001-41 · Clerical Wages					1,401.37
5220-41 · Legal Notices					
Bill	07/01/22	1364928	REPUBLICAN AMERICA...	P & Z	190.24
Bill	08/19/22	1367949	REPUBLICAN AMERICA...	P&Z	167.04
Bill	08/24/22	1368197	REPUBLICAN AMERICA...	P&Z	83.52
Bill	08/24/22	1368198	REPUBLICAN AMERICA...	P&Z	132.24
Bill	09/02/22	1368854	REPUBLICAN AMERICA...	P&Z	99.76
Bill	10/06/22	1371177	REPUBLICAN AMERICA...	P&Z	67.28
Bill	10/14/22	1372157	REPUBLICAN AMERICA...	P&Z	157.76
Bill	10/14/22	1372169	REPUBLICAN AMERICA...	P&Z	199.52
Bill	11/11/22	1374171	REPUBLICAN AMERICA...	P&Z	185.60
Bill	12/06/22	1374984	REPUBLICAN AMERICA...	P&Z	102.08
Bill	12/30/22	1376593	REPUBLICAN AMERICA...	P&Z	97.79
Bill	03/13/23	1381617	REPUBLICAN AMERICA...	P&Z	90.48
Bill	03/27/23	1382608	REPUBLICAN AMERICA...	ADDRESS CORRECTION	95.12
Bill	05/01/23	1385076	REPUBLICAN AMERICA...	P&Z	104.40
Bill	06/30/23	1388807	REPUBLICAN AMERICA...	6/16 & 6/23/23 P&Z HEARING	171.68
Total 5220-41 · Legal Notices					1,944.51
5211-41 · Office Supplies					
Bill	07/11/22	8066859544	STAPLES - BOS 1871576	BLACK TONER	73.55
Bill	11/17/22	0845200596	THOMSON REUTERS - ...	PRINT LEGAL SOLUTIONS & ...	267.00
Bill	01/04/23	847692198	THOMSON REUTERS - ...	2022-2023 CT PRACTICE SERI...	306.00
Total 5211-41 · Office Supplies					646.55
5214-41 · Postage					
Bill	06/30/23	22/23 CERTIFIE...	CLINTON, LORI	22/23 CERTIFIED MAILING	29.30
Bill	06/30/23	22/23 CERTIFIE...	CLINTON, LORI	22/23 CERTIFIED MAILING	8.56
Total 5214-41 · Postage					37.86
5217-41 · Supplies					
Bill	11/03/22	23395647	W.B. MASON COMPANY...	2023 CALENDARS LAND USE	19.99
Bill	04/24/23	UCONN	CARDMEMBER SERVIC...	"WHAT'S LEGALLY REQUIRE...	53.00
Total 5217-41 · Supplies					72.99
Total PLANNING & ZONING					4,103.28
TOTAL					4,103.28