



# TOWN OF CONWAY

1634 EAST MAIN ST. • CTR. CONWAY, NEW HAMPSHIRE 03813

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## FOR BUDGET YEAR 2017

September 2, 2016

To All Non Profit Organizations:

As you may be aware, New Hampshire Budget Law requires that the Board of Selectmen and the Budget Committee review and make recommendations on all Special Articles presented at the annual Town Meeting. The Board and Budget Committee have agreed that a one-day combined session will best allow all parties to comply with this requirement.

This session will be scheduled for **Wednesday, February 1, 2017**, beginning at 6:30 p.m. You will be provided written confirmation of your scheduled presentation date, time and location.

**The budget forms must be completed and submitted along with any other relevant information, by January 6, 2017. Further, please be advised that you must submit thirty (30) complete copies of your budget packages. Please note the budget packages must be single sided, collated, three-whole punched and stapled.**

In addition you must submit, no later than **February 14, 2017**, a petition to the Selectmen to include a Warrant Article on the 2017 Town Meeting warrant. The Petition must be signed by at least 25 registered voters of the Town. Please ask petitioners to also print their names since illegible signatures may cause the Checklist Supervisors to render the petition unacceptable.

Please be advised that the failure to submit properly completed forms by the deadline may jeopardize your organization's request for funding. All application materials and any additional questions should be directed to Karen Hallowell, Town Manager's Office, Conway Town Hall, 1634 E Main Street, Center Conway, NH 03813.

We look forward to meeting with you on **February 1, 2017**.

Sincerely,

TOWN OF CONWAY

Board of Selectmen &  
Budget Committee

encs.

TOWN OF CONWAY

Non-Profit Funding Request - Budget Information Form

Applicant Agency \_\_\_\_\_
Principal Address \_\_\_\_\_
Contact Person \_\_\_\_\_ Phone# \_\_\_\_\_

Amount Requested from Town of Conway: Current Year \_\_\_\_\_
Last Year \_\_\_\_\_
2 Years Ago \_\_\_\_\_

This form must be filled out in its entirety. You may attach your line item budget; however, it must include all of the information requested on this form. The policy of the Budget Committee is to request salary information for each position in your organization. Failure to do so may affect the vote of the committee members. In addition, proof of non-profit status must be submitted with the completed form.

Describe in general (50 words or less) the services of your agency. In addition, if you have added or deleted any service(s) since last year's application, describe those services in detail. Specifically indicate what the town funds will be used for \_\_\_\_\_

Does your organization receive a Town of Conway Real Estate Tax Exemption or Abatement?
Yes \_\_\_\_\_ No \_\_\_\_\_.

If yes, include tax dollar value of the exemption or abatement \$ \_\_\_\_\_.

<b>EXPENSES</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
	Actual Budget	Actual Expenses	Actual Budget	Actual Expenses	Proposed Budget
Personnel/Salaries					
Employee Benefits					
FICA/Unemployment, etc					
Audit/Legal Expenses					
Education/Training					
Travel/Lodging					
Utilities/Electric/Heat					
Telephone					
Mortgage/Rent					
Payment in Lieu of Taxes					
Conway Property Tax					
Equipment					
Postage					
Advertising/Signs					
Volunteer Program Expenses					
Other/Misc					
<b>TOTAL</b>					
<b>INCOME</b>	<b>2015</b>	<b>2015</b>	<b>2016</b>	<b>2016</b>	<b>2017</b>
	Actual Budget	Actual Income	Actual Budget	Actual Income	Proposed Budget
Other Towns					
County					
State/Federal					
Donations					
Grants					
Client Fees/Contributions					
Other Fees					
Town of Conway					
<b>TOTAL</b>					



I certify that the above information is true and accurate to the best of my knowledge and belief, and that I am duly authorized by the requesting agency to represent them as their agent.

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Agency Name

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Signature

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Print Name & Title

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Date

For School, Town and Non-Profits:

A continued item of interest is the amount of annual increases in salaries and benefits. This interest is in part due to the amount of increases in senior taxpayer Social Security.

For each category of employee (e.g. By union (each union separately) non union (salaried and hourly separately) annually for the years following below. For information, the annual Social Security cost of living adjustments are attached to each year.

Year (as of January 1)	% average pay increase (step or merit)	% average pay increase (other)	% average other increases (e.g. health retirement etc...)	Total annual % increase
2007 (3.3%)				
2008 (2.3%)				
2009 (5.8%)				
2010 (0.0%)				
2011 (0.0%)				
2012 (3.6%)				
2013 (1.7%)				
2014 (1.5%)				
2015 (1.7%)				
2016 (0.0%)				
Ten year total (19.9%)				

For School

Ten year history (By each facility)

Year	total students	special ed students	total special ed teachers/aids	special ed ratio	total other students	total other teachers/aids	other student ratio
2007							
2008							
2009							
2010							
2011							
2012							
2013							
2014							
2015							
2016							
Average 10 years							