



M E M O FROM THE BOROUGH MANAGER'S OFFICE

To: Chairpersons of All Boards and Commissions and Department Heads
From: Lauren A. Martz, Borough Manager
Subject: 2023 Budget Requests & 2023 Gelnett Budget Requests
Date: August 1, 2022

Please prepare and submit to this office an assessment of your budget needs for calendar year 2023. This information should be provided on or before **October 14, 2022**. All assessments must be complete and contain a statement justifying each item for which the justification would not be obvious. Please provide a hard copy of all requested and otherwise pertinent materials.

Please complete a thorough study of needs and a careful determination of costs. All requests will receive extensive review by Borough Council. If the Borough's Administrative Office can be of any assistance concerning budget issues or if you would like to discuss your information prior to its submission, please let us know.

SPECIAL NOTE: Council will need each committee's assessment of potential future budget needs, particularly for unusual or unusually large expenditures or projects anticipated, for the budget years 2023, 2024, 2025, 2026 and 2027 or for what may be an overlapping time within those five budget years.

Cc: Street Department
Sewer Department
Planning Commission
Shade Tree Commission
Water Department
Police Department
Parks & Recreation Board
Council of the Arts Committee

All entities listed below are requested to include along with their budget request any of the following information as may be available for Borough Council's review:

- 2021 Audit, if available
- 2020/2021 List of Revenues and Expenditures (most recent, representative, 12-month period)
- 2022 Budget, if available

Cc: Selinsgrove Library Board
DH&L Ambulance League
Selinsgrove Community Pool
Selinsgrove Area Chamber of Commerce
The REC Center
DH&L Fire Company
Penn Valley Airport
SPI, including Keystone Program,
Discovery Trails, Strategic Plan,
Rivertown, the Commons, and other
similar programs/projects.

ALL APPLICANTS FOR GELNETT TRUST GRANTS: There will be a mandatory meeting concerning applications made to the Gelnett Trust on September 21, 2022 at 3:00 PM in the Borough Council Chambers. Participation is required to receive funding.