

**Requirements Summary**  
**ALLOCATED** to an organizational unit or program & activity.

\_\_\_\_\_  
(Fund)

\_\_\_\_\_  
(Name of Municipal Corporation)

	Historical data			Requirements for _____ (Name of program or organizational unit)	Budget for next year 20__-__			
	Actual		Adopted budget this year year 20__-__		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second preceding year 20__-__	First preceding year 20__-__						
1				1 Personnel services				1
2				2				2
3				3				3
4				4				4
5				5				5
6				6				6
7				7				7
8				8 <b>Total personnel services</b>				8
9				9 <b>Total full-time equivalent (FTE)</b>				9
10				10 Materials and services				10
11				11				11
12				12				12
13				13				13
14				14				14
15				15				15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27 <b>Total materials and services</b>				27
28				28 Capital outlay				28
29				29				29
30				30				30
31				31				31
32				32				32
33				33				33
34				34 <b>Total capital outlay</b>				34
35				35 <b>Organizational unit / Activity total</b>				35

**Requirements Summary**  
**NOT ALLOCATED** to an organizational unit or program.

\_\_\_\_\_  
(Fund)

\_\_\_\_\_  
(Name of Municipal Corporation)

	Historical data			Requirements description	Budget for next year 20__-__			
	Actual		Adopted budget this year 20__-__		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second preceding Year 20__-__	First preceding Year 20__-__						
1				1 Personnel services - Not allocated				1
2				2				2
3				3				3
4				4 <b>Total personnel services</b>				4
5				5 <b>Total full-time equivalent (FTE)</b>				5
6				6 Materials and services - Not allocated				6
7				7				7
8				8				8
9				9 <b>Total materials and services</b>				9
10				10 Capital outlay - Not allocated				10
11				11				11
12				12				12
13				13 <b>Total capital outlay</b>				13
14				14 Debt service				14
15				15				15
16				16				16
17				17 <b>Total debt service</b>				17
18				18 Special payments				18
19				19				19
20				20				20
21				21 <b>Total special payments</b>				21
22				22 Interfund transfers				22
23				23				23
24				24				24
25				25				25
26				26				26
27				27				27
28				28 <b>Total interfund transfers</b>				28
29				29 <b>Operating contingency</b>				29
30				30 <b>Reserved for future expenditure</b>				30
31				31 <b>Unappropriated ending balance</b>				31
32				32 <b>Total requirements NOT ALLOCATED</b>				32
33				33 Total requirements for ALL org. units/programs within fund				33
34				34 Ending balance (prior years)				34
35				35 <b>Total requirements</b>				35