

March 5, 2014

Readfield Ad Hoc Public Works Committee Directives

Create spreadsheets for the following with criteria listed:

1. Trucks
2. Trailers
3. Snowplow equipment
4. Small tools
5. Payroll
 - a. Wages
 - b. FICA
 - c. Income protection
 - d. Health Insurance
 - e. Dental Insurance
 - f. Retirement costs
 - g. Insurance costs-unemployment
 - h. Miscellaneous costs-Mileage,
 - I. Spreadsheet with the following categories:
 - a. Legal costs
 - b. Audit cost-per budget committee request
 - c. Fuel costs
 - d. Truck repair costs
 - e. Equipment repair costs
 - f. Equipment rental
 - g. Rent paid
 - h. Cell phone costs
 - I. Office supplies
 - j. Miscellaneous items bought
6. Loans
 - a. Loan amounts
 - b. Interest paid
7. Inventory sold to Horne for \$ 8000.00 with sold costs for each

8. Income
 - a. URIP
 - b. Wayne
 - c. Manchester
 - d. Sales of PW trucks, equipment, etc..
 - e Other income

9. Administrative costs

- a. Stefan
- b. Teresa

10. Costs for flyers-mailings-staff

11. Proposed Public Works Building Costs

12. List of all retained items

13. List of everything still for sale

Provide any and all spreadsheets town has on computers now.

Criteria on each spreadsheet:

1. Purchase Date
2. What purchased
3. Seller
4. Cost
5. Sold date
6. Sold to whom
7. Price paid
8. Date paid