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# COUNTY OF WESTON

1 WEST MAIN STREET  
NEWCASTLE, WYOMING 82701

March 4, 2015

To: All Department Heads

From: Weston County Commissioners

Subject: Budget Request Forms

Dear Department Head,

It is time to submit budget requests for Fiscal Year 2015. By law, the requests need to be received by the County Clerk's Office **no later than May 1, 2015**. Again, Weston County is anticipating a decline in our valuation, a decline in revenues and subsequently, the County's budget will reflect these issues. Because of this, the Weston County Commissioners would ask that you submit a very conservative budget request for the upcoming year. Please hold the line on budget requests. If you anticipate that some line-item costs will increase, please decrease another line item. This will allow the departments to suggest where decreases would best fit for their operation.

The Commissioners' goal is to maintain current employees. A reduction in force is not being considered at this time although we request your help to maintain our workforce. Please submit a budget that reflects a conservative management style and includes only necessary expenses and repairs. Upgrades and replacement items will need to be considered in the future. One-time funded expenses that were funded in previous budgets need to be eliminated.

Please note that the Commissioners will consider budget narratives and recommendations from department heads while also realizing that the final budget will reflect a workable budget for the whole of Weston County. Thank you for your continued cooperation.

Sincerely,

**WESTON COUNTY BOARD OF COMMISSIONERS**

Bill Lambert  
Chairman

