

**ANNUAL SHELLFISH MANAGEMENT REVIEW  
for the period  
January 1st to December 31st, 2008**

**Shellfish Conservation Budget Worksheet**

To be completed by the Municipal Clerk.

# Shellfish Conservation Budget Worksheet

## INSTRUCTIONS

This worksheet should be completed by the Town Clerk and returned to the Shellfish Committee as soon as possible. The information provided is required by DMR regulation (Chpt. 7.30.4.) and will be used in the preparation of the Annual Shellfish Management Review.

- This page should be filled out using information for the last complete fiscal year (i.e., municipalities with a July 1 to June 30 fiscal year would use Fy02/03 figures for a 2003 Annual Review).
- Under the License Receipt section, if fees are waived based on age (under or over a certain age), do not list them as a separate category unless that category is designated in your ordinance (e.g., Senior Resident) . Any license issued should be included in the number listed under the "sold" heading for the particular license.
- The items under the heading "Other Receipts" represent funds independent of license fee receipts although a portion of the "Accounts Carried Forward" may contain funds from license fees not spent during the previous year. If the Warden or Management Activities are funded solely from license sales receipts, then "0" should be entered for those items in this section.
- All funds utilized for the shellfish program should be reported even if they are not a part of the shellfish account (e.g., warden salaries are a part of the enforcement budget in some municipalities).
- All blanks should be filled in to ensure that no information is inadvertently left out; please use "0", "-" or "n/a" where appropriate.

Should you have any questions regarding the completion of this worksheet, do not hesitate to contact the Area Biologist for your region:

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Note: A sample worksheet is printed on the back of this page.

## Sample Shellfish Conservation Budget Worksheet (last complete fiscal year)

License Receipts	Allocation	Sold	Received
<i>Commercial</i>			
Resident	20	20	\$ 4,000
Nonresident	2	2	\$ 800
Senior Resident	-	-	\$ 0
Senior Nonresident	-	-	\$ 0
Junior/Student Resident	-	-	\$ 0
Junior/Student Nonresident	-	-	\$ 0
Other	-	-	\$ 0
<i>Recreational</i>			
Resident	<i>No limit</i>	156	\$ 1,560
Nonresident	10%	16	\$ 320
Daily/Weekly/Monthly Res.	-	-	\$ 0
Daily/Weekly/Monthly Nonres.	-	-	\$ 0
Senior Resident	-	-	\$ 0
Senior Nonresident	-	-	\$ 0
Junior/Student Resident	-	-	\$ 0
Junior/Student Nonresident	-	-	\$ 0
Other	-	-	\$ 0
SUBTOTAL (1)			\$ 6,680
<b>Receipts Independent of License Fees</b>			
Shellfish Conservation Account Carried Forward			\$ 0
Funds Raised for Warden			\$ 5,000
Funds Raised for Management Activities			\$ 1,000
Fines			\$ 300
Other			\$ 0
SUBTOTAL (2)			\$ 6,300
TOTAL Receipts (1+2)			\$ 12,980
<b>Disbursements</b>			
Warden Salary			\$ 8,000
Mileage			\$ 2,500
Clothing			\$ 200
Equipment			\$ 300
Training			\$ 0
SUBTOTAL (3)			\$ 11,000
Advertising			\$ 125
Supplies			\$ 20
Surveys			\$ 100
Seeding			\$ 1000
Miscellaneous			\$ 75
SUBTOTAL (4)			\$ 1,320
TOTAL Disbursements (3+4)			\$ 12,320

## Shellfish Conservation Budget Worksheet (last complete fiscal year)

License Receipts	Allocation	Sold	Received
<i>Commercial</i>			
Resident			\$
Nonresident			\$
Senior Resident			\$
Senior Nonresident			\$
Junior/Student Resident			\$
Junior/Student Nonresident			\$
Other			\$
<i>Recreational</i>			
Resident			\$
Nonresident			\$
Daily/Weekly/Monthly Res.			\$
Daily/Weekly/Monthly Nonres.			\$
Senior Resident			\$
Senior Nonresident			\$
Junior/Student Resident			\$
Junior/Student Nonresident			\$
Other			\$
SUBTOTAL (1)			\$
<b>Receipts Independent of License Fees</b>			
Shellfish Conservation Account Carried Forward			\$
Funds Raised for Warden			\$
Funds Raised for Management Activities			\$
Fines			\$
Other			\$
SUBTOTAL (2)			\$
TOTAL Receipts (1+2)			\$
<b>Disbursements</b>			
Warden Salary			\$
Mileage			\$
Clothing			\$
Equipment			\$
Training			\$
SUBTOTAL (3)			\$
Advertising			\$
Supplies			\$
Surveys			\$
Seeding			\$
Miscellaneous			\$
SUBTOTAL (4)			\$
TOTAL Disbursements (3+4)			\$