

**ANNUAL SHELLFISH MANAGEMENT REVIEW  
for the period  
January 1st to December 31st, 20XX**

**Shellfish Conservation Budget Worksheet**

To be completed by the Municipal Clerk.

## 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 calendar year.
- 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 it 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: To find your Area Biologist see attached enclosed list or visit <http://www.maine.gov/dmr/msf/#contact>.

## EXAMPLE

**SHELLFISH CONSERVATION BUDGET**

License numbers are determined by: \_\_\_\_ using survey data; \_\_\_\_ harvester input; \_\_\_\_ demand

<b>License Receipts</b>	<b>Allocation</b>	<b>Sold</b>	<b>Funds Received</b>
<b>Commercial</b>			
Resident	<u>20</u>	<u>20</u>	\$ <u>4000</u>
Nonresident	<u>2</u>	<u>2</u>	\$ <u>800</u>
Senior Resident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Senior Nonresident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Junior/Student Resident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Junior/Student Nonresident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Other	<u>-</u>	<u>-</u>	\$ <u>0</u>
<b>Recreational</b>			
Resident	<u>No Limit</u>	<u>156</u>	\$ <u>1560</u>
Nonresident	<u>10%</u>	<u>16</u>	\$ <u>320</u>
Daily/Weekly/Monthly Resident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Daily/Weekly/Monthly Nonresident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Senior Resident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Senior Nonresident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Junior/Student Resident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Junior/Student Nonresident	<u>-</u>	<u>-</u>	\$ <u>0</u>
Other	<u>-</u>	<u>-</u>	\$ <u>0</u>
<b>SUBTOTAL (1)</b>			\$ <u><b>6680</b></u>
<b>Receipts Independent of License Fees</b>			
Shellfish Conservation Account Carried Forward			\$ <u>0</u>
Funds Raised for Warden			\$ <u>5000</u>
Funds Raised for Management Activities			\$ <u>1000</u>
Fines			\$ <u>300</u>
Other			\$ <u>0</u>
<b>SUBTOTAL (2)</b>			\$ <u><b>6300</b></u>
<b>Disbursements</b>			
Warden Salary			\$ <u>8000</u>
Mileage			\$ <u>2500</u>
Clothing			\$ <u>200</u>
Equipment			\$ <u>300</u>
Training			\$ <u>0</u>
Advertising/Notification			\$ <u>125</u>
Supplies			\$ <u>20</u>
Surveys			\$ <u>100</u>
Seeding			\$ <u>1000</u>
Miscellaneous			\$ <u>75</u>
<b>SUBTOTAL (3)</b>			\$ <u><b>12,220</b></u>

**SHELLFISH CONSERVATION BUDGET**

License numbers are determined by: \_\_\_\_ using survey data; \_\_\_\_ harvester input; \_\_\_\_ demand

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