

Standard Department Narrative Form

Department Name: **Shared Services**

Department Number 159

Purpose of Department/Mission

The Shared Services budget includes expenditures for services that benefit more than one department.

Department Staffing

- None

Mandated Services

- Annual audit

Other Programs/Services Provided

- Leases, repairs and supplies for the copy machine and digital duplicator located in the Town Hall
- Rental of and supplies for the postal meter
- Law books and updates

Revenues Generated

- None