

TOWN OF EAST LYME

FY 2009/2010

Dept No. 110
 Dept Name Registrars

Budget Input
 11-Mar-09

Acct.	Account Description	09/10 Budget	Supporting Description of Activity
100 Personnel Services			
111	Registrars	42,927	plus COLA BoF reduced to \$41,502 due to management staff deferring 3.5% COLA.
412	Deputy Registrars	2,700	Deputies work on an as needed basis throughout the year. They are trained to fill in for the Registrar of Voters and conduct the day to day business of the office. Hours are kept to a minimum by the Registrars covering as much of the work-load as possible BoS reduced to \$2,500.
Services/Contract/Oper Tc			
300 Operating Expenses			
201	Communications/ Telephone	2,700	These phone expenses were established in the previous budget year to cover the expense of turning on/off the needed phones for each election, primary and referendum. Some of the expense will be off-set by a State reimbursement. An explanatory spreadsheet is attached
204	Postage	1,300	Covers mailing of Voter Confirmation letters required by CTSS #9-19b. Plus other mail related to the office.
242	Professional Conventions/ Conferences	1,300	Spring Convergence: 3 days 230, parking 30, mileage 150, attendance 210 = \$620 Conference: 2 days 160, parking 20, mileage 100, attendance 140 - \$420 Dues: \$110 Dues: \$20 Meetings: \$50 est. 4 meetings Misc. Training: \$80 Conferences include classroom time and meetings with the SOTS & staff which is required per CTSS #1-192A. Bo
253	Voter Canvass	650	This covers the cost of the NCOA mailing list from the USPS, special canvass envelopes, and the mailing of approximately 400 canvass letters with return postage. Canvass procedure is covered by CTSS #9-32
320	Office Supplies	2,400	This covers the cost of general office supplies and the supportive equipment needed to run the office and elections. BoS reduced to \$2,300
Professional/Technical To		8,350	
500 Elections			
401	Election Day Expenses	15,000	
402	Referendum/ Primary	8,500	
Services/Contract/Oper Tc		23,500	
Registrar's Departement T		77,477	