

TOWN OF EAST LYME

FY 2009/2010

Dept No. 118

Budget Input

Dept Name Finance Dept

11-Mar-09

Acct.	Account Description	09/10 Budget	Supporting Description of Activity
100 Personnel Services			
111	Treasurer	10,356	Elected position. 3.5% COLA approved by Board of Selectmen. This is a part-time position.
211	Finance Director	58,182	Department Head, non-union position. 3.5% COLA approved by Board of Selectmen. Salary is subsidized 40% by the Water (Fund 7) and Sewer Department (Fund 6) budgets. <u>BoF reduced to \$56,215 as a result of management staff deferring 3.5% COLA</u>
213	Staff Accountant	14,860	Part-time non-union position established in accordance with the external Auditors recommendation. Primarily responsible for reconciliation of the town's bank statements with the general ledger system. Minimum of 40 hours per month. Hourly rate \$22.74.
311	Accounts Clerk	110,195	Includes funding for three full time positions: Fiscal Assistant/Payroll, Fiscal Assistant/Revenue and Accounts Clerk/Accounts Payable. All positions are in Local 1303-229 of Council #4 Am Federaton of State, County and Municipal Employees Union. Annual salaries are \$36,426, \$37,343 and \$36,426 respectively.
314	Overtime	0	Not requesting funding. In the event overtime is necessary will ask staff members to take compensatory time off.
316	Longevity	100	Per section 16.1 of union contract. One employee (5 to 9 years of employment) \$100.
412	PT Clerical	200	To have funding available to obtain additional assistance when payroll staff person is on vacation.
Personnel Services Total		<u>193,893</u>	

Acct.	Account Description	09/10 Budget	Supporting Description of Activity
215	Maintenance of Equipment	5,990	Software support annual maintenance contract with accounting software vendor Edmunds and Associates. Includes payroll, accounts payable, general ledger and human resources packages. The total 2009 Maintenance Fee was \$11,090. The town pays 54% and Water and Sewer Departments pay 46%. This was moved to Finance Department in the 2008/09 fiscal year.
Operating Expenses Total		<u>5,990</u>	
300 Operating Expenses			
242	Professional Conventions/Conf	875	Annual GFOA-CT dues \$65, GFOA-National dues \$180 Provision for Director of Finance to attend 3 GFOA-CT seminars at \$50 each. Annual Edmunds and Associates (accounting software company) Training Meeting \$25. New England States (\$200 registration) and/or National GFOA (\$355 registration) conferences. <u>BoS reduced to \$725</u>
246	Transportation Allowance	1,355	Transportation and lodging for: New England States and National GFOA conferences and annual Edmunds (accounting software) as well as mileage for local seminars and training opportunities. These expenditures were moved to Finance Department in the 2008/09 budget year from account 01-01-114-300-243 (Professional Development/Mgt Training). <u>BoF reduced to \$855</u>
320	Miscellaneous Supplies	6,000	Decrease. Toner cartridges for two laser printers in the department. Printers are used for various financial reports, payroll reports and registers, accounts payable reports and registers and cash receipts reports as well as other daily routine needs. Supplies that relate to town-wide departments include time cards, W-2's, envelopes to mail accounts payable checks to vendors, envelopes for payroll checks (many employees return the envelopes to recycle). Various other supplies including but not limited to paper, pens, pencils, highlighters, calculator ribbons and tapes, folders, discs. <u>BoS reduced to \$5,500</u>
Operating Expenses Total		<u>8,230</u>	
Finance Dept Total		<u>208,113</u>	