

GENERAL FUND BUDGET FY 2011/2012

	2010 Actual Expense	2011 Adopted Budget	2011 Amended Budget	2012 Dept Head Requested	2012 Bd Selectmen Proposed	2012 Bd Finance Approved
118 - Finance Department						
100 Personnel Services						
111 Treasurer	10,006	10,356	10,356	10,257	10,257	10,257
211 Finance Director	55,782	58,295	58,295	61,128	61,128	61,128
213 Staff Accountant	11,424	14,860	14,860	13,370	13,370	13,370
311 Accounts Clerk/Fiscal Assistants	110,032	114,037	114,037	120,705	120,705	120,705
316 Longevity	100	100	100	450	450	450
412 PT Clerical	0	200	200	400	400	400
Personnel Services Total	187,344	197,848	197,848	206,310	206,310	206,310
200 Services-Contracted/Operating						
215 Maint Ofc Equipment	5,990	5,990	5,990	6,170	6,170	6,170
Services-Contracted Total	5,990	5,990	5,990	6,170	6,170	6,170
300 Operating Expenses						
242 Professional Conventions/Conf	725	725	725	725	725	725
246 Transportation Allowance	835	855	855	855	855	855
320 Misc Supplies	5,075	5,500	5,500	6,750	6,750	6,750
Operating Expenses Total	6,635	7,080	7,080	8,330	8,330	8,330
Finance Department Total	199,970	210,918	210,918	220,810	220,810	220,810

TOWN OF EAST LYME

FY 2011/2012

Dept No. 118

Budget Input

Dept Name Finance Dept

13-Apr-11

Acct.	Account Description	11/12 Budget	Supporting Description of Activity
100 Personnel Services			
111	Treasurer	10,257	Elected part-time position. COLA's approved by Board of Selectmen. No 2011/12 COLA approved at this time, provision in dept 120 Contingency.
211	Finance Director	61,128	Department Head, non-union position. COLA's approved by Board of Selectmen. No 2011/12 COLA approved at this time, provision in dept 120 Contingency. Salary is subsidized 40% by the Water (Fund 7) and Sewer Department (Fund 6) budgets.
213	Staff Accountant	13,370	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 \$23.31.
311	Accounts Clerk	120,705	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 3.25% COLA with a 2.5% step increase. Annual salaries are \$39,897, \$40,911 and \$39,897 respectively.
316	Longevity	450	Per section 16.1 of union contract. One employee (10 to 14 years of employment) \$250 and two employees (5 to 9 years).
412	PT Clerical	400	To have funding available to obtain additional assistance when payroll staff person is on vacation.
Personnel Services Total		<u>206,310</u>	

Acct.	Account Description	11/12 Budget	Supporting Description of Activity
215	Maintenance of Equipment	6,170	Software support annual maintenance contract with accounting software vendor Edmunds and Associates. Includes payroll, accounts payable, general ledger and human resources packages. Includes a 3% increase. The total 2010 Maintenance Fee was \$11,090. The town pays 54% and Water and Sewer Departments pay 46%.
Operating Expenses Total		<u>6,170</u>	
300 Operating Expenses			
242	Professional Conventions/Conf	725	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.
246	Transportation Allowance	855	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.
320	Miscellaneous Supplies	6,750	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. Increase due to the need to replace the printer used for printing of payroll and accounts payable checks. During the 2010/11 fiscal year we did a temporary fix on the existing printer. 50% for replacement to come from finance department and 50% from IT department budget.
Operating Expenses Total		<u>8,330</u>	
Finance Dept Total		<u><u>220,810</u></u>	