

## **GENERAL FUND BUDGET FY 2012/2013**

	<b>2011 Actual Expense</b>	<b>2012 Adopted Budget</b>	<b>2012 Amended Budget</b>	<b>2013 Dept Head Requested</b>	<b>2013 Bd Selectmen Proposed</b>	<b>2013 Bd Finance Approved</b>
<b>118 - Finance Department</b>						
<b>100 Personnel Services</b>						
111 Treasurer	10,311	10,257	10,257	10,881	10,881	10,881
211 Finance Director	59,691	61,128	61,128	62,756	62,756	62,756
213 Staff Accountant	12,309	13,370	13,370	13,705	13,705	13,705
311 Accounts Clerk/Fiscal Assistants	113,996	120,705	120,705	118,872	118,872	118,872
316 Longevity	100	450	450	350	350	350
412 PT Clerical	177	400	400	400	400	400
<b>Personnel Services Total</b>	<b>196,584</b>	<b>206,310</b>	<b>206,310</b>	<b>206,964</b>	<b>206,964</b>	<b>206,964</b>
<b>200 Services-Contracted/Operating</b>						
215 Maint Ofc Equipment	5,990	6,170	6,170	6,170	6,170	6,170
<b>Services-Contracted Total</b>	<b>5,990</b>	<b>6,170</b>	<b>6,170</b>	<b>6,170</b>	<b>6,170</b>	<b>6,170</b>
<b>300 Operating Expenses</b>						
242 Professional Conventions/Conf	724	725	725	725	725	725
246 Transportation Allowance	265	855	855	855	855	855
320 Misc Supplies	5,211	6,750	6,750	6,750	6,750	6,750
<b>Operating Expenses Total</b>	<b>6,200</b>	<b>8,330</b>	<b>8,330</b>	<b>8,330</b>	<b>8,330</b>	<b>8,330</b>
<b>Finance Department Total</b>	<b>208,774</b>	<b>220,810</b>	<b>220,810</b>	<b>221,464</b>	<b>221,464</b>	<b>221,464</b>

# TOWN OF EAST LYME

**FY 2012/2013**

Dept No. 118

Budget Input

Dept Name Finance Dept

11-Apr-12

Acct.	Account Description	12/13 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	Treasurer	10,881	Elected part-time position. COLA's approved by Board of Selectmen. No 2012/13 COLA approved at this time, provision in dept 120 Contingency.
211	Finance Director	62,756	Department Head, non-union position. COLA's approved by Board of Selectmen. No 2012/13 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	13,705	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 \$24.61 which does not include 2012/12 COLA.
311	Accounts Clerk	118,872	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 Contract expires 6/30/12 successor agreement to be negotiated. Annual salaries are 2011/12 \$39,897, \$40,911 and \$37,050 respectively. Decrease due to new hire at lower rate.
316	Longevity	350	Per section 16.1 of union contract. One employee (10 to 14 years of employment) \$250 and one employees (5 to 9 years).
412	PT Clerical	400	To have funding available to obtain additional assistance when payroll staff person is on vacation.
<b>Personnel Services Total</b>		<b><u>206,964</u></b>	

Acct.	Account Description	12/13 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 2011 Maintenance Fee was \$11,090. The town pays 54% and Water and Sewer Departments pay 46%.
<b>Operating Expenses Total</b>		<b>6,170</b>	
<b>300 Operating Expenses</b>			
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 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. Also, will need to pay for copy paper used on town hall copy machine related to department.
<b>Operating Expenses Total</b>		<b>8,330</b>	
<b>Finance Dept Total</b>		<b>221,464</b>	

**TOWN OF East Lyme**  
**Account 246 - Transportation**  
**Fiscal Year 2010/2011**

Department	
Name	No.
Finance	118

This form is used to provide budget data on local, state and national conferences and seminars which are beneficial.

List the name of the organization and the anticipated annual fees for the ensuing fiscal year. Attach, as support, any state law or documentation that mandates you must attend this training.

	Seminar Title & Location	Employee attending	Anticipated Expenses			Total
			Lodging	Travel	Other (incl per diem)	
1	NESGFOA	A Johnson				\$ -
2	National GFOA	A Johnson				-
3	Edmunds Training	A Johnson				-
4	Misc Mileage					
5						
6						
7						
8						
9						-
10						-
					<b>Total</b>	<b>\$ -</b>