

GENERAL FUND BUDGET FY 2015/2016

	2014 Actual Expense	2015 Adopted Budget	2015 Amended Budget	2016 Dept Head Requested	2016 Bd Selectmen Proposed	2016 Bd Finance Approved	
118 - Finance Department							
100 Personnel Services							
111 Treasurer	11,411	11,435	11,694	11,781	11,781	11,781	3.03%
211 Finance Director	67,462	67,692	69,021	71,273	71,273	71,273	5.29%
212 HR/Office Coordinator	39,610	41,541	42,480	41,102	41,102	41,102	-1.06%
213 Staff Accountant	0	0	0				
311 Accounts Clerk/Fiscal Assistants	124,800	129,530	129,530	131,586	131,586	131,586	1.59%
316 Longevity	350	350	350	450	450	450	28.57%
412 PT Clerical	378	300	300	2,000	2,000	2,000	566.67%
Personnel Services Total	244,013	250,848	253,375	258,192	258,192	258,192	2.93%
200 Services-Contracted/Operating							
215 Maint Ofc Equipment	6,170	6,170	6,170	6,170	6,170	6,170	0.00%
Services-Contracted Total	6,170	6,170	6,170	6,170	6,170	6,170	0.00%
300 Operating Expenses							
242 Professional Conventions/Conf	779	805	805	805	805	805	0.00%
246 Transportation Allowance	112	655	655	655	655	655	0.00%
296 Wellness	2,410	2,200	2,200	2,200	2,200	200	-90.91%
320 Misc Supplies	5,416	6,575	6,575	6,575	6,575	6,575	0.00%
Operating Expenses Total	8,718	10,235	10,235	10,235	10,235	8,235	-19.54%
Finance Department Total	258,900	267,253	269,780	274,597	274,597	272,597	2.00%

TOWN OF EAST LYME

FY 2015/2016

Dept No. 118

Budget Input

Dept Name Finance Dept

20-Apr-15

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
100 Personnel Services			
111	Treasurer	11,781	Elected part-time position. COLA's approved by Board of Selectmen. No 2015/16 COLA approved at this time, provision in dept 120 Contingency.
211	Finance Director	71,273	Department Head, non-union position. COLA's approved by Board of Selectmen. No 2015/16 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.
212	Human Resources/Finance Coordinator	41,102	Previous HR Manager. Position modified to include some HR duties and staff accountant duties. Base workweek is 28 hours. The primary responsibility of the staff accountant is to perform the bank reconciliations. This was a previous Audit recommendation. Funding includes an additional 60 hours or five hours per month (\$1,645) for the year to work on special projects. This is a non-union position.
213	Staff Accountant	0	The responsibilities of this position have been re-allocated to the HR/Finance Coordinator position.
311	Accounts Clerk	131,586	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 6/30/15 the union has filed a demand to negotiate a successor agreement. Annual salaries are \$45,279 \$45,279 and \$41,028 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	2,000	To have funding available to obtain additional assistance when payroll staff person is on vacation. During fiscal year 2014/15 included five (5) hours per month for Finance Office Coordinator to develop financial policies. Including that funding in this account.
nel Services Total		<u>258,192</u>	

Acct.	Account Description	15/16 Budget	Supporting Description of Activity
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Acct.	Account Description	15/16 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. The town pays 54% and Water and Sewer Departments pay 46%.
Operating Expenses Total		6,170	
300 Operating Expenses			
242	Professional Conventions/Conf	805	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	655	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.
296	Wellness	200	To support wellness programs for all town employees. <u>At the direction of the BoF, First Selectman recommended a \$2,000 reduction. We will use Aetna wellness funds. (\$2,200 to \$200)</u>
320	Miscellaneous Supplies	6,575	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. Increase to consolidate department 106 HR.
Operating Expenses Total		8,235	
Finance Dept Total		272,597	