

TOWN OF EAST LYME

FY 2009/2010

Dept No. 107

Budget Input

Dept Name Town Clerk

11-Mar-09

Acct.	Account Description	09/10 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	Town Clerk	68,442	<u>BoF reduced to \$66,127 due to management staff deferring 3.5% COLA.</u>
311	Asst Town Clerks	56,436	Two part time assistants and myself, one is 30 hours and one is 25 hours.
316	Longevity	650	Each Asst receives longevity this year; one at \$100 and one at \$550.
412	PT Clerical	0	This item is used during a Presidential Election year normally. I have taken it out and am hopeful I will not need it this year.
<b>200 Services - Contracted/Operations</b>			
292	Contracted Land Record Mgt	28,435	Revenues driven by the economy ie: housing market, mortgages, liens. Sales are down thereby decreasing conveyance tax revenues and recording fees.
293	State Fees - Marriage & Dog	11,000	Dog \$ is sent to the State in September (State Mandate). We remit a large chunk of \$ to an annual Dog Fund Report (Dept of Agriculture). The marriage reports are quarterly and we remit a portion of \$ collected for marriage lic, civil un lic and gay marr licenses to the State.
294	Records Storage	1,100	As the number of records increase, storage amount also increases. We have microfilm records in Iron Mt in NY and with ACS, our computer vendor (statutory).
<b>Services/Contract/Oper Total</b>		<b>40,535</b>	

Acct.	Account Description	09/10 Budget	Supporting Description of Activity
<b>300 Operating Expenses</b>			
241	Dues in Professional Organization	260	Myself and my two Assisants belong to the Connecticut Town Clerks Association and are required to pay dues. The Assn is invaluable to us in disseminating information and keeping us up to date on happenings involving our offices.
242	Professional Conventions/Cont	800	There are two State Conventions per year. I always attend and if at all possible, one of my Assistants will attend. <b><u>BoS reduced to \$650.</u></b>
251	Printing - Dogs License & Ballots	1,150	There is a cost to printing dog licenses and dog post cards plus postage. As far as absentee ballots for the election go, the State is supposed to pick up the first five years of printing costs. However, we still have to pay for printing ballots and then are reimbursed by the State.
257	Preservation	14,000	Because of the decrease in recordings, there will also be a decrease in what we contribute towards preservation of records (mandate).
320	Miscellaneous Supplies	3,200	There is always a need for supplies. The Town provides paper for all offices except mine so I am required to purchase copy paper throughout the year. We do try to keep purchases to a minimum and to purchase only what is necessary to run the office efficiently. <b><u>BoS reduced to \$2,950.</u></b>
<b>Professional/Technical Total</b>		<b>19,410</b>	
<b>Town Clerk Total</b>		<b>185,473 .</b>	