

## **GENERAL FUND BUDGET FY 2013/2014**

	<b>2012 Actual Expense</b>	<b>2013 Adopted Budget</b>	<b>2013 Amended Budget</b>	<b>2014 Dept Head Requested</b>	<b>2014 Bd Selectmen Proposed</b>	<b>2014 Bd Finance Proposed</b>
<b>103 - Tax Collector</b>						
<b>100 Personnel Services</b>						
111 Tax Collector	65,896	66,334	66,334	66,334	68,003	68,003
311 Tax Aides	71,346	71,451	71,451	76,479	76,479	76,479
314 Overtime				250	250	250
316 Longevity	350	250	250	350	350	350
412 Part Time Clerical	1,848	2,000	2,000	2,000	2,000	2,000
<b>Personnel Services Total</b>	<b>139,440</b>	<b>140,035</b>	<b>140,035</b>	<b>145,413</b>	<b>147,082</b>	<b>147,082</b>
<b>200 Services-Contracted/Operating</b>						
216 Service Contracts	8,478	8,839	8,839	9,492	9,492	9,492
<b>Services-Contracted/Operating Total</b>	<b>8,478</b>	<b>8,839</b>	<b>8,839</b>	<b>9,492</b>	<b>9,492</b>	<b>9,492</b>
<b>300 Operating Expenses</b>						
241 Dues in Prof Organization	170	497	497	497	497	497
242 Professional Conv/Conf	76	165	165	165	165	165
246 Transportation Allowance	188	500	500	500	500	500
251 Tax Bill Printing	724	750	750	803	803	803
257 Book Binding	1,269	2,620	2,620	1,402	1,402	1,402
258 Collection Costs	5,023	4,963	4,963	5,191	5,191	5,191
320 Misc Supplies	2,394	2,830	2,830	2,830	2,830	2,330
<b>Operating Expenses Total</b>	<b>9,844</b>	<b>12,325</b>	<b>12,325</b>	<b>11,388</b>	<b>11,388</b>	<b>10,888</b>
<b>Tax Collector Total</b>	<b>157,761</b>	<b>161,199</b>	<b>161,199</b>	<b>166,293</b>	<b>167,962</b>	<b>167,462</b>

	A	B	C	D	E
2	<b>TOWN OF EAST LYME</b>				<b>FY 2013/2014</b>
3	Dept No.		103		Budget Input
4	Dept Name	Tax Collector			25-Apr-13
5					
6					
7	Acct.	Account Description	13/14 Budget		Supporting Description of Activity
8	<b>100 Personnel Services</b>				
9	111	Tax Collector	68,003		This figure represents last years salary for the 2012-2013 fiscal year.
10	311	Tax Aides	76,479		This figure represents represents Ramona Wujtecwicz's for a 35 hour work weekat \$24.00/\$24.30 per hour and Arlene Wilbur's wages for a 30 hour work week at \$20.72/\$20.98 per hour. The recently ratified contract includes 1.25% on July and January 1st during the fiscal year plus step.
11	314	Overtime	250		A member of the Tax Office Staff has requested overtime instead of compensation time.
12	316	Longevity	350		This amount represents Ramona Wujtecwicz's longevity pay for over 10 years of service and Arlene Wilbur's longevity pay for over 5 years of service.
13	412	PT Clerical	2,000		This amount is for wages of \$10.75 for Jenna Lussier or whoever is our Summer intern in the Tax Office the coming year.
14	<b>Personnel Services Total</b>		<b>147,082</b>		
15					
16	<b>200 Services-Contracted/Operating</b>				
17	216	Service Contracts	9,492		This figure represents the three year long service contracts the Tax Office has with ASNA and WALSH for Software and Server upgrades and maintenance multiplied by 7% to cover cost increase.
18	<b>Services-Cont/Operate Total</b>		<b>9,492</b>		
19					
20	<b>300 Operating Expenses</b>				
21	241	Dues in Professional Organization	497		The membership fee for New London County is \$75.00 for the Collector and \$50.00 each for the Collector's Staff. The balance is for Collector's meetings in the Fall and Spring and the Collector's conference in March.
22	242	Professional Conventions/Cont	165		This amount is for Arlene Wilbur's fourth and final CCMC Course.
23	246	Transportation Allowance	500		This figure covers the mileage cost for classes and meetings for the Collector and staff.
24	251	Tax Bill Printing	803		Amount based on last years quote from NBF plus cost of shipping times 7% due to probable increase.
25	257	Book Binding	1,402		This figure would cover the cost of printing and binding of Rate Books for the 2011 Grand List. The cost is based on last year's quote from NO JUNK MAIL times 7% due to anticipated cost increase.
26	258	Collection Costs	5,191		This figure is based on the estimate of \$4,585.50 provided by the State of Connecticut OPM correspondence dated January 23, 2013. Request also covers Lexisnexis service used to find current addresses of delinquent @ minimum of \$30.00 per month, based upon annual amount for the fiscal year ended 6/30/12 of \$585.
27	320	Miscellaneous Supplies	2,830		The budget figure for misc supplies includes window and return envelopes,toner,PO Box fee,office supplies, reminder post cards and copy paper. <b>BoF \$500 reduction.</b>
28	<b>Professional/Technical Total</b>		<b>11,388</b>		
29					
30					
31	<b>Tax Collector Total</b>		<b>167,962</b>		