

## GENERAL FUND BUDGET FY 2012/2013

	2012 Actual Expense	2013 Adopted Budget	2013 Amended Budget	2013 Dept Head Requested	2013 Bd Selectmen Proposed	2013 Bd Finance Approved
<b>118 - Finance Department</b>						
<b>100 Personnel Services</b>						
111 Treasurer	10,815	10,881	10,881	10,881	11,156	11,156
211 Finance Director	62,252	62,756	62,756	62,756	65,847	65,847
212 HR/Office Coordinator	0	0	0	0	38,923	38,923
213 Staff Accountant	11,944	13,705	13,705	13,705	0	0
311 Accounts Clerk/Fiscal Assistants	119,846	118,872	118,872	126,194	126,194	126,194
316 Longevity	350	350	350	350	350	350
412 PT Clerical	0	400	400	400	400	400
<b>Personnel Services Total</b>	<b>205,206</b>	<b>206,964</b>	<b>206,964</b>	<b>214,286</b>	<b>242,870</b>	<b>242,870</b>
<b>200 Services-Contracted/Operating</b>						
215 Maint Ofc Equipment	6,170	6,170	6,170	6,170	6,170	6,170
<b>Services-Contracted Total</b>	<b>6,170</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	625	725	725	725	1,005	1,005
246 Transportation Allowance	509	855	855	855	855	855
296 Wellness	0	0	0	0	2,500	2,500
320 Misc Supplies	7,342	6,750	6,750	6,750	7,350	7,350
<b>Operating Expenses Total</b>	<b>8,476</b>	<b>8,330</b>	<b>8,330</b>	<b>8,330</b>	<b>11,710</b>	<b>11,710</b>
<b>Finance Department Total</b>	<b>219,852</b>	<b>221,464</b>	<b>221,464</b>	<b>228,786</b>	<b>260,750</b>	<b>260,750</b>

# TOWN OF EAST LYME

**FY 2013/2014**

Dept No. 118

Budget Input

Dept Name Finance Dept

25-Apr-13

Acct.	Account Description	13/14 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	Treasurer	11,156	Elected part-time position. COLA's approved by Board of Selectmen. No 2012/13 or 13/14 COLA approved at this time, provision in dept 120 Contingency.
211	Finance Director	65,847	Department Head, non-union position. COLA's approved by Board of Selectmen. No 2012/13 or 13/14 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	38,923	<b><u>Position relocated from Department 106. Duties consolidated with former Staff Accountant position.</u></b>
213	Staff Accountant	0	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. <b><u>Position has been consolidated into HR/Finance Coordinator.</u></b>
311	Accounts Clerk	126,194	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 expired 6/30/12 successor agreement pending Union Ratification and Board of Selectmen approval. Annual salaries are 2011/12 \$39,897, \$40,911 and \$37,050 respectively.
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>nel Services Total</b>		<b><u>242,870</u></b>	

Acct.	Account Description	13/14 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 2012 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	1,005	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. <b><u>Increase to consolidate department 106 HR.</u></b>
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.
296	Wellness	2,500	<b><u>Relocated from Department 106 HR.</u></b>
320	Miscellaneous Supplies	7,350	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><u>Increase to consolidate deptment 106 HR.</u></b>
<b>Operating Expenses Total</b>		<b>11,710</b>	
<b>Finance Dept Total</b>		<b>260,750</b>	