

GENERAL FUND BUDGET FY 2014/2015

	2013 Actual Expense	2014 Adopted Budget	2014 Amended Budget	2015 Dept Head Requested	2015 Bd Selectmen Proposed	2015 Bd Finance Approved	
118 - Finance Department							
100 Personnel Services							
111 Treasurer	11,086	11,156	11,156	11,435	11,435	11,435	2.50%
211 Finance Director	63,877	65,847	65,847	67,692	67,692	67,692	2.80%
212 HR/Office Coordinator	0	38,923	38,923	41,541	41,541	41,541	6.73%
213 Staff Accountant	13,924	0	0	0	0	0	
311 Accounts Clerk/Fiscal Assistants	120,026	126,194	126,194	129,530	129,530	129,530	2.64%
316 Longevity	350	350	350	350	350	350	0.00%
412 PT Clerical	352	400	400	400	400	300	-25.00%
Personnel Services Total	209,615	242,870	242,870	250,948	250,948	250,848	3.28%
200 Services-Contracted/Operating							
215 Maint Ofc Equipment	5,990	6,170	6,170	6,170	6,170	6,170	0.00%
Services-Contracted Total	5,990	6,170	6,170	6,170	6,170	6,170	0.00%
300 Operating Expenses							
242 Professional Conventions/Conf	614	1,005	1,005	1,005	1,005	805	-19.90%
246 Transportation Allowance	183	855	855	855	855	655	-23.39%
296 Wellness	0	2,500	2,500	2,500	2,500	2,200	-12.00%
320 Misc Supplies	5,100	7,350	7,625	7,375	7,375	6,575	-10.54%
Operating Expenses Total	5,897	11,710	11,985	11,735	11,735	10,235	-12.60%
Finance Department Total	221,501	260,750	261,025	268,853	268,853	267,253	2.49%

TOWN OF EAST LYME

FY 2014/2015

Dept No. 118

Budget Input

Dept Name Finance Dept

21-Apr-14

Acct.	Account Description	14/15 Budget	Supporting Description of Activity
100 Personnel Services			
111	Treasurer	11,435	Elected part-time position. COLA's approved by Board of Selectmen. No 2014/15 COLA approved at this time, provision in dept 120 Contingency.
211	Finance Director	67,692	Department Head, non-union position. COLA's approved by Board of Selectmen. No 2014/15 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	41,541	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	129,530	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 a successor agreement will be worked on during the upcoming 2014/15 fiscal year. Annual salaries are \$44,948 \$43,856 and \$40,726 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	300	To have funding available to obtain additional assistance when payroll staff person is on vacation. <u>BoF reduced by \$100</u>
nel Services Total		<u>250,848</u>	

Acct.	Account Description	14/15 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		<u>6,170</u>	
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. <u>BoF reduced by \$200</u>
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. <u>BoF reduced by \$200</u>
296	Wellness	2,200	To support wellness programs for all town employees. <u>BoF reduced by \$300</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. <u>First Selectman reduced \$7,625 by \$250 to \$7,375. BoF reduced by \$800</u>
Operating Expenses Total		<u>10,235</u>	
Finance Dept Total		<u>267,253</u>	