

## **GENERAL FUND BUDGET FY 2017/2018**

	2016 Actual Expense	2017 Adopted Budget	2017 Amended Budget	2018 Dept Head Requested	2018 Bd Selectmen Proposed	2018 Bd Finance Approved	
<b>118 - Finance Department</b>							
<b>100 Personnel Services</b>							
111 Treasurer	12,075	12,075	12,377	12,377	12,377	12,377	2.50%
211 Finance Director	74,411	73,160	74,989	74,989	74,989	74,989	2.50%
212 HR/Office Coordinator	44,593	43,557	44,646	44,646	44,646	44,646	2.50%
311 Accounts Clerk/Fiscal Assistants	136,799	135,564	135,564	135,564	135,564	135,564	0.00%
316 Longevity	450	700	1,400	1,050	1,050	1,050	50.00%
412 PT Clerical	2,848	1,900	1,900	1,900	1,900	1,900	0.00%
<b>Personnel Services Total</b>	<b>271,176</b>	<b>266,956</b>	<b>270,876</b>	<b>270,526</b>	<b>270,526</b>	<b>270,526</b>	1.34%
<b>200 Services-Contracted/Operating</b>							
215 Maint Ofc Equipment	5,990	6,170	6,170	8,920	8,920	8,920	44.57%
<b>Services-Contracted Total</b>	<b>5,990</b>	<b>6,170</b>	<b>6,170</b>	<b>8,920</b>	<b>8,920</b>	<b>8,920</b>	44.57%
<b>300 Operating Expenses</b>							
242 Professional Conventions/Conf	315	750	750	750	750	750	0.00%
246 Transportation Allowance	78	600	600	600	600	600	0.00%
296 Wellness	0	200	200	50	50	50	-75.00%
320 Misc Supplies	6,101	6,245	6,245	6,245	6,245	5,926	-5.11%
<b>Operating Expenses Total</b>	<b>6,494</b>	<b>7,795</b>	<b>7,795</b>	<b>7,645</b>	<b>7,645</b>	<b>7,326</b>	-6.02%
<b>Finance Department Total</b>	<b>283,660</b>	<b>280,921</b>	<b>284,841</b>	<b>287,091</b>	<b>287,091</b>	<b>286,772</b>	2.08%
					<b>Revenue</b>	<b>68,000</b>	
					<b>Net Budget</b>	<b>218,772</b>	

# TOWN OF EAST LYME

**FY 2017/2018**

Dept No. **118**  
 Dept Name **Finance Dept**

**Budget Input**  
**24-Apr-17**

Acct.	Account Description	17/18 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	Treasurer	12,377	Elected part-time position. COLA's approved by Board of Selectmen. No 2017/18 COLA approved at this time, provision in dept 120 Contingency.
211	Finance Director	74,989	Department Head, non-union position. COLA's approved by Board of Selectmen. No 2017/18 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	44,646	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. Employee receives 2.5% step 2/27/17.
311	Accounts Clerk	135,564	Includes funding for three full time positions: Fiscal Assistant/Payroll, Fiscal Assistant/Revenue and Accounts Clerk/Accounts Payable. All positions are in UPSEU United Public Service Employees Union Contract expires 6/30/16 the union has filed a demand to negotiate a successor agreement. Annual salaries are \$47,268 \$47,268 and \$41,028 respectively. Salaries are 2015/16, we will be negotiating a successor agreement.
316	Longevity	1,050	Per section 16.1 of union contract. One employee (15 to 19 years of employment) \$350, one employee (10 to 14 years) one employees (5 to 9 years). Non-affiliated \$350.
412	PT Clerical	1,900	To have funding available to obtain additional assistance when payroll staff person is on vacation. Also, include funding for special projects for HR/Finance Coordinator.
<b>nel Services Total</b>		<b><u>270,526</u></b>	

Acct.	Account Description	17/18 Budget	Supporting Description of Activity
215	Maintenance of Equipment	8,920	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%. In addition, second half of tax bridge to accounting software \$2,250 and \$500 maintenance.
<b>Operating Expenses Total</b>		<u>8,920</u>	
<b>300 Operating Expenses</b>			
242	Professional Conventions/Conf	750	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. Reduction.
246	Transportation Allowance	600	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. Reduction.
296	Wellness	50	To support wellness programs for all town employees.
320	Miscellaneous Supplies	5,926	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, 1095C forms for Affordable Health Care Reporting, 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. Reduction. <b><u>BoF reduction by FS</u></b>
<b>Operating Expenses Total</b>		<u>7,326</u>	
<b>Finance Dept Total</b>		<u>286,772</u>	