

## **GENERAL FUND BUDGET FY 2018/2019**

	2017 Actual Expense	2018 Adopted Budget	2018 Amended Budget	2019 Dept Head Requested	2019 Bd Selectmen Proposed	2019 Bd Finance Approved	
<b>118 - Finance Department</b>							
<b>100 Personnel Services</b>							
111 Treasurer	12,377	12,377	12,686	12,687	12,687	12,687	2.50%
211 Finance Director	74,953	74,989	78,634	78,671	78,671	78,671	4.91%
212 HR/Office Coordinator	44,603	44,646	46,481	46,503	46,503	46,503	4.16%
311 Accounts Clerk/Fiscal Assistants	140,747	135,564	138,124	132,748	132,748	132,748	-2.08%
316 Longevity	1,400	1,050	1,050	1,300	1,300	1,300	23.81%
412 PT Clerical	0	1,900	1,900	1,700	1,700	1,700	-10.53%
<b>Personnel Services Total</b>	<b>274,081</b>	<b>270,526</b>	<b>278,875</b>	<b>273,609</b>	<b>273,609</b>	<b>273,609</b>	1.14%
<b>200 Services-Contracted/Operating</b>							
215 Maint Ofc Equipment	9,195	8,920	8,920	6,990	6,990	6,990	-21.64%
<b>Services-Contracted Total</b>	<b>9,195</b>	<b>8,920</b>	<b>8,920</b>	<b>6,990</b>	<b>6,990</b>	<b>6,990</b>	-21.64%
<b>300 Operating Expenses</b>							
242 Professional Conventions/Conf	255	750	750	675	675	675	-10.00%
246 Transportation Allowance	79	600	600	540	540	540	-10.00%
296 Wellness	100	50	50	50	50	50	0.00%
320 Misc Supplies	6,125	5,926	5,926	5,630	5,630	5,630	-4.99%
<b>Operating Expenses Total</b>	<b>6,559</b>	<b>7,326</b>	<b>7,326</b>	<b>6,895</b>	<b>6,895</b>	<b>6,895</b>	-5.88%
<b>Finance Department Total</b>	<b>289,835</b>	<b>286,772</b>	<b>295,121</b>	<b>287,494</b>	<b>287,494</b>	<b>287,494</b>	0.25%
					<b>Revenue</b>	<b>70,000</b>	
					<b>Net Budget</b>	<b>217,494</b>	

# TOWN OF EAST LYME

**FY 2018/2019**

Dept No. 118  
 Dept Name Finance Dept

Budget Input  
 30-Apr-18

Acct.	Account Description	18/19 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	Treasurer	12,687	Elected part-time position. COLA's approved by Board of Selectmen. No 2018/19 COLA approved at this time, provision in dept 120 Contingency.
211	Finance Director	78,671	Department Head, non-union position. COLA's approved by Board of Selectmen. No 2018/19 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	46,503	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. No 2018/19 COLA approved at this time, provision in dept 120.
311	Accounts Clerk	132,748	Includes funding for three full time positions: Fiscal Assistant/Payroll, Fiscal Assistant/Revenue and Accounts Clerk/Accounts Payable (reduced to 30 hours per week). All positions are in UPSEU United Public Service Employees Union Contract expires 6/30/18 a successor agreement to be negotiated. Annual salaries are \$49,667 \$49,667 and \$33,415 respectively. Salaries are 2017/18, we will be negotiating a successor agreement.
316	Longevity	1,300	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 \$700.
412	PT Clerical	1,700	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. In addition, with an accounting software update there may be need for additional hours of work.
<b>nel Services Total</b>		<u><u>273,609</u></u>	

Acct.	Account Description	18/19 Budget	Supporting Description of Activity
215	Maintenance of Equipment	6,990	Software support annual maintenance contract with accounting software vendor Edmunds and Associates as well as maintenance for Tax Collection bridge. Includes payroll, accounts payable, general ledger and human resources packages. The town pays 54% and Water and Sewer Departments pay 46%.
<b>Operating Expenses Total</b>		<u>6,990</u>	
<b>300 Operating Expenses</b>			
242	Professional Conventions/Conf	675	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 of 10% from prior year request.
246	Transportation Allowance	540	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. Reduction of 10% from prior year request.
296	Wellness	50	To support wellness programs for all town employees.
320	Miscellaneous Supplies	5,630	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 of 5% from prior year request.
<b>Operating Expenses Total</b>		<u>6,895</u>	
<b>Finance Dept Total</b>		<u>287,494</u>	