

GENERAL FUND BUDGET FY 2019/2020

	2018 Actual Expense	2019 Adopted Budget	2019 Amended Budget	2020 Dept Head Requested	2020 Bd Selectmen Proposed	2020 Bd Finance Approved	Adopted	Amended
118 - Finance Department								
100 Personnel Services								
111 Treasurer	12,686	12,687	12,941	13,231	13,231	13,231	4.29%	2.24%
211 Finance Director	78,634	78,671	78,671	80,441	80,441	80,441	2.25%	2.25%
212 HR/Office Coordinator	46,545	46,503	47,415	31,897	31,897	31,897	-31.41%	-32.73%
213 Staff Accountant	0	0	0	13,857	13,857	13,857		
311 Accounts Clerk/Fiscal Assistants	138,720	132,748	135,671	141,339	141,339	141,339	6.47%	4.18%
316 Longevity	1,400	1,300	1,300	950	950	950	-26.92%	-26.92%
412 PT Clerical	417	1,700	1,700	1,700	1,700	1,700	0.00%	0.00%
Personnel Services Total	278,403	273,609	277,698	283,415	283,415	283,415	3.58%	2.06%
200 Services-Contracted/Operating								
215 Maint Ofc Equipment	8,240	6,990	6,990	6,690	6,690	6,690	-4.29%	-4.29%
Services-Contracted Total	8,240	6,990	6,990	6,690	6,690	6,690	-4.29%	-4.29%
300 Operating Expenses								
242 Professional Conventions/Conf	305	675	675	675	675	675	0.00%	0.00%
246 Transportation Allowance	13	540	540	540	540	540	0.00%	0.00%
296 Wellness	0	50	50	0	0	0	-100.00%	-100.00%
320 Misc Supplies	3,920	5,630	5,630	5,630	5,630	5,630	0.00%	0.00%
Operating Expenses Total	4,237	6,895	6,895	6,845	6,845	6,845	-0.73%	-0.73%
Finance Department Total	290,880	287,494	291,583	296,950	296,950	296,950	3.29%	1.84%
					Revenue Net Budget	296,950		

TOWN OF EAST LYME

FY 2019/2020

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

Budget Input
29-Apr-19

Acct.	Account Description	19/20 Budget	Supporting Description of Activity
100 Personnel Services			
111	Treasurer	13,231	Elected part-time position. 2019/20 2.25% COLA's approved by Board of Selectmen 1/16/19. 2018/19 COLA approved 2% subsequent to budget process, funds included in dept 120.
211	Finance Director	80,441	Department Head, non-union position. 2019/20 2.25% COLA's approved by Board of Selectmen 1/16/19. 2018/19 2% COLA approved subsequent to budget process, 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	31,897	Base workweek is 20 hours. This is a non-union position. 2019/20 of 2.25% COLA approved by BoS 1/16/19.
213	Staff Accountant	13,857	The primary responsibility of the staff accountant is to perform the bank and tax collection reconciliations. Funded at 8 hours per week. This was a previous Audit recommendation.
311	Accounts Clerk	141,339	Includes funding for three full time positions: Fiscal Assistant/Payroll (37.5 hours), Fiscal Assistant/Revenue (37.5 hours) and Accounts Clerk/Accounts Payable (current 30 hours, requesting 32.5 hours). All positions are in UPSEU United Public Service Employees Union Contract through 6/30/21 a successor agreement to be negotiated. Annual salaries are \$51,792 \$51,792 and \$37,755 respectively. Wage increase 2.25%.
316	Longevity	950	Per section 16.1 of union contract. One employee (15 to 19 years of employment) \$350, one employee (10 to 14 years) \$250. Non-affiliated \$350.
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.
nel Services Total		<u>283,415</u>	

Acct.	Account Description	19/20 Budget	Supporting Description of Activity
215	Maintenance of Equipment	6,690	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%.
Operating Expenses Total		<u>6,690</u>	
300 Operating Expenses			
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	0	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.
Operating Expenses Total		<u>6,845</u>	
Finance Dept Total		<u>296,950</u>	