

GENERAL FUND BUDGET FY 2020/2021

	2019 Actual Expense	2020 Adopted Budget	2020 Amended Budget	2021 Dept Head Requested	2021 Bd Selectmen Proposed	2021 Bd Finance Approved	Adopted
118 - Finance Department							
100 Personnel Services							
111 Treasurer	12,940	13,231	13,231	13,529	13,529	13,529	2.25%
211 Finance Director	78,671	80,441	80,441	82,252	82,252	82,252	2.25%
212 HR/Office Coordinator	46,236	31,897	31,897	0	0	0	-100.00%
213 Staff Accountant	0	13,857	13,857	12,892	12,892	12,892	-6.96%
311 Accounts Clerk/Fiscal Assistants	135,671	141,339	141,339	144,524	144,524	144,524	2.25%
316 Longevity	1,300	950	950	950	950	950	0.00%
412 PT Clerical	1,976	1,700	1,700	1,380	1,380	1,380	-18.82%
Personnel Services Total	276,794	283,415	283,415	255,527	255,527	255,527	-9.84%
200 Services-Contracted/Operating							
215 Maint Ofc Equipment	5,990	6,690	6,690	6,690	6,690	6,690	0.00%
Services-Contracted Total	5,990	6,690	6,690	6,690	6,690	6,690	0.00%
300 Operating Expenses							
242 Professional Conventions/Conf	675	675	675	675	675	675	0.00%
246 Transportation Allowance	388	540	540	340	340	340	-37.04%
320 Misc Supplies	5,298	5,630	5,630	5,000	5,000	5,000	-11.19%
Operating Expenses Total	6,361	6,845	6,845	6,015	6,015	6,015	-12.13%
Finance Department Total	289,145	296,950	296,950	268,232	268,232	268,232	-9.67%
					Revenue Net Budget	268,232	

TOWN OF EAST LYME

FY 2020/2021

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

Budget Input
14-May-20

Acct.	Account Description	20/21 Budget	Supporting Description of Activity
100 Personnel Services			
111	Treasurer	13,529	Elected part-time position. 2020/21 2.25% COLA's approved by Board of Selectmen 1/15/20.
211	Finance Director	82,252	Department Head, non-union position. 2019/20 2.25% COLA's approved by Board of Selectmen 1/15/20. Salary is subsidized 40% by the Water (Fund 7) and Sewer Department (Fund 6) budgets.
212	Human Resources/Finance Coordinator	0	This position has moved to department 106 to be independent.
213	Staff Accountant	12,892	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	144,524	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 \$52,962 \$52,962 and \$38,600 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	1,380	To have funding available to obtain additional assistance when payroll staff person is on vacation. In addition, with an accounting software update there may be need for additional hours of work.
nel Services Total		<u>255,527</u>	

Acct.	Account Description	20/21 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%. Once new software is installed, expect an increase for 2021/22 fiscal year.
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.
246	Transportation Allowance	340	Transportation allowance to attend Government Finance Officers Association quarterly seminars to keep abreast of ongoing municipal finance issues. To attend other seminars that are pertinent of municipal finance.
320	Miscellaneous Supplies	5,000	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. Reduction for allocation to HR Department.
Operating Expenses Total		<u>6,015</u>	
Finance Dept Total		<u>268,232</u>	