

GENERAL FUND BUDGET FY 2021/2022

	2020 Actual Expense	2021 Adopted Budget	2021 Amended Budget	2022 Dept Head Requested	2022 Bd Selectmen Proposed	2022 Bd Finance Approved	Adopted
118 - Finance Department							
100 Personnel Services							
111 Treasurer	13,231	13,529	13,529	13,833	13,833	13,833	2.25%
211 Finance Director	80,407	82,252	82,252	84,103	84,103	84,103	2.25%
212 HR/Office Coordinator	38,399	0	0	0	0	0	
213 Staff Accountant	12,761	12,892	12,892	13,182	13,182	13,182	2.25%
311 Accounts Clerk/Fiscal Assistants	141,055	144,524	144,524	144,524	147,765	147,765	2.24%
316 Longevity	950	950	950	1,450	1,450	1,450	52.63%
412 PT Clerical	1,779	1,380	1,380	1,380	1,380	1,380	0.00%
Personnel Services Total	288,583	255,527	255,527	258,472	261,713	261,713	2.42%
200 Services-Contracted/Operating							
215 Maint Ofc Equipment	6,178	6,690	6,690	6,690	6,690	6,690	0.00%
Services-Contracted Total	6,178	6,690	6,690	6,690	6,690	6,690	0.00%
300 Operating Expenses							
242 Professional Conventions/Conf	255	675	675	575	575	575	-14.81%
246 Transportation Allowance	115	340	340	250	250	250	-26.47%
320 Misc Supplies	5,559	5,000	5,000	5,000	5,000	5,000	0.00%
Operating Expenses Total	5,929	6,015	6,015	5,825	5,825	5,825	-3.16%
Finance Department Total	300,690	268,232	268,232	270,987	274,228	274,228	2.24%

Revenue 79,500 01-08-800-823
 Net Budget 194,728

TOWN OF EAST LYME

FY 2021/2022

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

Budget Input
26-Apr-21

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
100 Personnel Services			
111	Treasurer	13,833	Elected part-time position. 2021/22 COLA's of 2.25% approved by BoS 1/20/21.
211	Finance Director	84,103	Department Head, non-union position. 2021/2 COLA of 2.25% approved by BoS on 1/20/21. Salary is subsidized 40% by the Water (Fund 7) and Sewer Department (Fund 6) budgets.
212	Human Resources/Finance Coordinator	0	Moved to department 106
213	Staff Accountant	13,182	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. 2.25% COLA approved by BoS on 1/20/21.
311	Accounts Clerk	147,765	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. BoS updated UPSEU one year contract extension 2.25% COLA.
316	Longevity	1,450	Per section 16.1 of union contract. One employee (20 to 24 years of employment) \$550, one employee (15 to 19 years of employment) \$350. Non-affiliated \$550.
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>261,713</u>	

Acct.	Account Description	21/22 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	575	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	250	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>5,825</u>	
Finance Dept Total		<u>274,228</u>	