

## GENERAL FUND BUDGET FY 2022/2023

	2021 Actual Expense	2022 Adopted Budget	2022 Amended Budget	2023 Dept Head Requested	2023 Bd Selectmen Proposed	2023 Bd Finance Approved	Adopted
<b>118 - Finance Department</b>							
<b>100 Personnel Services</b>							
111 Treasurer	13,529	13,833	13,833	13,833	13,833		0.00%
211 Finance Director	82,182	84,103	84,103	84,103	84,103		0.00%
213 Staff Accountant	11,225	13,182	13,182	13,857	13,857		5.12%
311 Accounts Clerk/Fiscal Assistants	142,243	147,765	147,765	153,836	153,836		4.11%
316 Longevity	950	1,450	1,450	1,450	1,450		0.00%
412 PT Clerical	558	1,380	1,380	2,000	2,000		44.93%
<b>Personnel Services Total</b>	<b>250,686</b>	<b>261,713</b>	<b>261,713</b>	<b>269,079</b>	<b>269,079</b>	<b>0</b>	2.81%
<b>200 Services-Contracted/Operating</b>							
215 Maint Ofc Equipment	6,556	6,690	6,690	48,431	48,431		623.93%
<b>Services-Contracted Total</b>	<b>6,556</b>	<b>6,690</b>	<b>6,690</b>	<b>48,431</b>	<b>48,431</b>	<b>0</b>	623.93%
<b>300 Operating Expenses</b>							
242 Professional Conventions/Conf	190	575	575	575	575		0.00%
246 Transportation Allowance	0	250	250	250	250		0.00%
320 Misc Supplies	4,520	5,000	5,000	5,000	5,000		0.00%
<b>Operating Expenses Total</b>	<b>4,710</b>	<b>5,825</b>	<b>5,825</b>	<b>5,825</b>	<b>5,825</b>	<b>0</b>	0.00%
<b>Finance Department Total</b>	<b>261,952</b>	<b>274,228</b>	<b>274,228</b>	<b>323,335</b>	<b>323,335</b>	<b>0</b>	17.91%

# TOWN OF EAST LYME

**FY 2022/2023**

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

**Budget Input**  
**9-Mar-22**

Acct.	Account Description	22/23 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	Treasurer	13,833	Elected part-time position. No increase for 22/23 has been approved by BoS at this time. Funding included in department 120 wage contingency.
211	Finance Director	84,103	Department Head, non-union position. Salary is subsidized 40% by the Water (Fund 7) and Sewer Department (Fund 6) budgets. No increase for 22/23 has been approved by BoS at this time. Funding included in department 120 in wage contingency.
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. No increase for 22/23 has been approved by BoS at this time. Funding included in department 120 in wage contingency.
311	Accounts Clerk	153,836	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 32.5 hours, requesting 37.5 hours). Reason for increase to provide additional staff support. There have been increasing demands on Finance Director time for example; accounting for pandemic related funds, Pension Plan changes, large scale projects. Employees are part of the UPSEU union and contract expires 6/30/22, thus a successor agreement will need to be negotiated. Estimated wage increase funding included in department 120 contingency.
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	2,000	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.
<b>nel Services Total</b>		<b><u>269,079</u></b>	

<b>Acct.</b>	<b>Account Description</b>	<b>22/23 Budget</b>	<b>Supporting Description of Activity</b>
215	Maintenance of Equipment	48,431	Old Software support annual maintenance contract vendor Edmunds and Associates as well as maintenance for Tax Collection bridge \$6,990. Includes payroll, accounts payable, general ledger and human resources packages. The town pays 54% and Water and Sewer Departments pay 46%. Also includes partial maintenance for new MUNIS software \$16,309. For our new accounting system we are using a web-based hosting server \$12,411. We are in transition. And, half year maintenance for NOVAtime time and attendance system \$12,721.
<b>Operating Expenses Total</b>		<u>48,431</u>	
<b>300 Operating Expenses</b>			
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.
<b>Operating Expenses Total</b>		<u>5,825</u>	
<b>Finance Dept Total</b>		<u><u>323,335</u></u>	