

**GENERAL FUND BUDGET FY 2023/2024**

	2022 Actual Expense	2023 Adopted Budget	2023 Amended Budget	2024 Dept Head Requested	2024 1st Selectmen Proposed	2024 Bd Selectmen Proposed	2024 Bd Finance Approved	Amended
<b>118 - Finance Department</b>								
<b>100 Personnel Services</b>								
111 Treasurer	13,833	13,833	13,833	14,213	14,213	14,213		2.75%
211 Finance Director	85,648	84,103	78,000	80,145	80,145	80,145		2.75%
213 Staff Accountant (Convert to FT Pu)	12,520	13,857	13,857	72,000	72,000	72,000		419.59%
311 Accounts Clerk/Fiscal Assistants	150,708	153,836	165,107	172,107	172,107	172,107		4.24%
316 Longevity	1,450	1,450	1,450	1,100	1,100	1,100		-24.14%
Overtime	0	0	0	20,653	15,000	15,000		
412 PT Clerical	63	2,000	2,000	2,500	2,500	2,500		25.00%
<b>Personnel Services Total</b>	<b>264,222</b>	<b>269,079</b>	<b>274,247</b>	<b>362,718</b>	<b>357,065</b>	<b>357,065</b>	<b>0</b>	30.20%
<b>200 Services-Contracted/Operating</b>								
215 Maint Ofc Equipment	6,363	48,431	48,431	60,000	60,000	60,000		23.89%
<b>Services-Contracted Total</b>	<b>6,363</b>	<b>48,431</b>	<b>48,431</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>0</b>	23.89%
<b>300 Operating Expenses</b>								
242 Professional Conventions/Conf	250	575	575	600	600	600		4.35%
246 Transportation Allowance	0	250	250	250	100	100		-60.00%
320 Misc Supplies	5,514	5,000	5,000	6,000	6,000	6,000		20.00%
<b>Operating Expenses Total</b>	<b>5,764</b>	<b>5,825</b>	<b>5,825</b>	<b>6,850</b>	<b>6,700</b>	<b>6,700</b>	<b>0</b>	15.02%
<b>Finance Department Total</b>	<b>276,349</b>	<b>323,335</b>	<b>328,503</b>	<b>429,568</b>	<b>423,765</b>	<b>423,765</b>	<b>0</b>	29.00%
						<b>Revenue</b>		01-08-800-823
						<b>Net Budget</b>	<b>0</b>	

Department Total 429,568

**TOWN OF EAST LYME**

**FY 2023/2024**

Dept No. 118

Budget Input

Dept Name Finance Dept

15-Dec-22

Acct.	Account Description	22/23 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
111	Treasurer	14,213	Elected part-time position.
211	Finance Director	80,145	Department Head, non-union position. Salary is subsidized 40% by the Water (Fund 7) and Sewer Department (Fund 6) budgets.
213	Staff Accountant	72,000	The primary responsibility of the staff accountant is to perform the bank and tax collection reconciliations. With new position, purchasing will be centralized within the Finance Office. Additional responsibilities overseeing day to day operations and supervising staff in absence of Finance Director
311	Accounts Clerk	172,107	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).
316	Longevity	1,100	Per section 16.1 of union contract. One employee (20 to 24 years of employment) \$650, one employee (15 to 19 years of employment) \$450. Non-affiliated \$550.
	Overtime	20,653	
412	PT Clerical	2,500	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>362,718</u></b>	

215	Maintenance of Equipment	60,000	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.
<b>Operating Expenses Total</b>		<u>60,000</u>	
<b>300 Operating Expenses</b>			
242	Professional Conventions/Conf	600	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	6,000	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>6,850</u>	
<b>Finance Dept Total</b>		<u><u>429,568</u></u>	