

GENERAL FUND BUDGET FY 2024/2025

	2023 Actual Expense	2024 Adopted Budget	2024 Amended Budget	2025 Dept Head Requested	2025 1st Selectmen Proposed	2025 Bd Selectmen Proposed	2025 Bd Finance Approved	Amended
118 - Finance Department								
100 Personnel Services								
111 Treasurer	14,214	14,213	14,213	14,213	14,213	14,213		0.00%
211 Finance Director	98,278	80,145	90,000	93,000	93,000	93,000		3.33%
212 Deputy Finance Director/Purchasing Agent		72,000	87,500	87,500	87,500	87,500		0.00%
213 Senior Accountant/Consultant	13,253	0	0	36,000	36,000	36,000		
311 Accounts Clerk/Fiscal Assistants	169,358	172,107	172,107	180,205	180,205	180,205		4.70%
314 Overtime	1,505	15,000	15,000	15,000	6,000	6,000		0.00%
316 Longevity	900	1,100	1,100	650	650	650		-40.91%
412 PT Clerical	1,107	2,500	2,500	2,500	0	0		0.00%
Personnel Services Total	298,613	357,065	382,420	429,068	417,568	417,568	0	12.20%
200 Services-Contracted/Operating								
215 Maint Ofc Equipment	73,173	60,000	60,000	106,000	106,000	106,000		76.67%
Services-Contracted Total	73,173	60,000	60,000	106,000	106,000	106,000	0	76.67%
300 Operating Expenses								
242 Professional Conventions/Conf	0	600	600	600	600	600		0.00%
246 Transportation Allowance	26	100	100	100	100	100		0.00%
320 Misc Supplies	8,372	6,000	6,000	6,000	6,000	6,000		0.00%
Operating Expenses Total	8,398	6,700	6,700	6,700	6,700	6,700	0	0.00%
Finance Department Total	380,184	423,765	449,120	541,768	530,268	530,268	0	18.07%
						Revenue Net Budget	0	01-08-800-823

Department Total 538,768

TOWN OF EAST LYME

FY 2024/2025

Dept No. 118

Budget Input

Dept Name Finance Dept

Acct.	Account Description	24/25 Budget	Supporting Description of Activity
100 Personnel Services			
111	Treasurer	14,213	Elected part-time position.
211	Finance Director	90,000	Department Head, non-union position. Salary is subsidized 40% by the Water (Fund 7) and Sewer Department (Fund 6) budgets.
	Deputy Finance Director/Purchasing Agent	87,500	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
213	Senior Accountant	36,000	The primary responsibility of the staff accountant is to perform the bank and tax collection reconciliations.
311	Accounts Clerk	180,205	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).
314	Overtime	15,000	Reduction from \$15,000 to \$12,000 by proposing to make one fiscal clerk into a salary, staff accountant position
316	Longevity	650	Per section 16.1 of union contract. One employee (20 to 24 years of employment) \$650
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.
Personnel Services Total		426,068	

215	Maintenance of Equipment	106,000	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%. This year the town has to pay Novatime (\$28,000) and MUNIS (\$60,000)+ MCSJ (\$18,000)
Operating Expenses Total		<u>106,000</u>	
300 Operating Expenses			
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	100	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.
Operating Expenses Total		<u>6,700</u>	
Finance Dept Total		<u><u>538,768</u></u>	

Finance Department
Salary Breakdown

Position	FY23					FY24				
	Annual Salary	60% GF	20% Water	20% Sewer	Total	Annual Salary	60% GF	20% Water	20% Sewer	Total
Finance Director	\$ 155,000	\$ 93,000	\$ 31,000	\$ 31,000	\$155,000	\$ 155,000	\$ 93,000	\$ 31,000	\$ 31,000	\$ 155,000

Position	Annual Salary	90% GF	5% Water	5% Sewer	Total	Hours/Wk	Weeks	Hourly Rate
Purchasing Agent/Sr. Accountant	\$ 87,500	\$ 78,750	\$ 4,375	\$ 4,375	\$ 87,500	37.5	52	\$ 44.87

Fiscal Assistants	FY24 Hourly Rate	FY25 Hourly Rate	Finance Director Proposed FY25	Hours/Wk	Weeks	Salary	OT Hours	OT \$
Payroll	\$ 28.59	\$ 30.10	\$ 30.10	37.5	52	\$ 58,695	104	\$ 4,696
Accounts Receivable	\$ 31.60	\$ 33.29	\$ 33.29	37.5	52	\$ 64,916	104	\$ 5,193
Accounts Payable	\$ 25.30	\$ 26.63	\$ 26.63	37.5	52	\$ 51,929	104	\$ 4,154
		\$ 58,695				\$ 175,539		\$ 14,043
		\$ 64,916						
		\$ 51,925						
		\$ 175,536						
Plan to Convert AR Clerk to Staff Accountant		\$ 4,669						
Staff Accountant Salaried UPSEU Step 7 (\$67,887)		\$ 180,205						

	FY24 Hourly Rate	FY25 Hourly Rate	Finance Director Proposed FY24	Hours/Wk	Weeks	Salary	OT Hours	OT \$
PT Senior Accountant	\$ 33.31	\$ 35.00	\$ 35.00	10	52	\$ 18,200		\$ -