

**GENERAL FUND BUDGET FY 2026/2027**

	2025 Actual Expense	2026 Adopted Budget	2026 Amended Budget	2027 Dept Head Requested	2027 1st Selectmen Proposed	2027 Bd Selectmen Proposed	2027 Bd Finance Proposed	Amended
<b>1054147 - Town Clerk</b>								
<b>Personnel Services</b>								
51616 Town Clerk	93,602	94,451	94,451	97,049	97,049	97,049		2.75%
51619 Asst Town Clerks	60,294	58,695	61,893	61,968	61,968	61,968		0.12%
51630 Overtime	0	1,000	1,000	1,000	1,000	1,000		0.00%
51905 Longevity	350	1,850	1,850	1,250	1,250	1,250		-32.43%
51620 PT Clerical Support	1,558	2,400	2,400	2,400	2,400	2,400		0.00%
<b>Personnel Services Total</b>	<b>155,805</b>	<b>158,396</b>	<b>161,594</b>	<b>163,667</b>	<b>163,667</b>	<b>163,667</b>	<b>0</b>	1.28%
<b>Services - Contracted/Operations</b>								
53520 Contracted Land Record Mgt	14,424	16,000	16,000	16,000	16,000	16,000		0.00%
53521 Records Storage	1,500	1,500	1,500	1,500	1,500	1,500		0.00%
<b>Services Contracted/Operations Total</b>	<b>15,924</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>17,500</b>	<b>0</b>	0.00%
<b>Operating Expenses</b>								
58100 Dues in Prof Organization	150	225	225	225	225	225		0.00%
53200 Professional Conv/Conf	325	700	700	700	700	700		0.00%
56115 Printing - Dogs License & Ball	4,989	5,000	5,000	5,000	5,000	5,000		0.00%
56100 Misc Supplies	2,177	2,800	2,800	2,800	2,800	2,800		0.00%
<b>Operating Expenses Total</b>	<b>7,642</b>	<b>8,725</b>	<b>8,725</b>	<b>8,725</b>	<b>8,725</b>	<b>8,725</b>	<b>0</b>	0.00%
<b>Town Clerk Department Total</b>	<b>179,370</b>	<b>184,621</b>	<b>187,819</b>	<b>189,892</b>	<b>189,892</b>	<b>189,892</b>	<b>0</b>	1.10%
						<b>Revenue Net Budget</b>	<b>189,892</b>	

**Town of East Lyme**

**FY 2026/2027**

Dept 1054147

Budget Input

**Department - Town Clerk**

Acct.	Account Description	26/27 Budget	Supporting Description of Activity
<b>Personnel Services</b>			
51616	Town Clerk	97,049	Salary
51619	Asst Town Clerk	61,968	This amount is based on the Union Contract.
51630	Overtime	1,000	This is a two person office, at times the Assistant Town Clerk has to work overtime. The Town Clerk is a salaried employee so does not receive overtime.
51905	Longevity	1,250	The Assistant Town Clerk is eligible \$450.00 (15 years of service), pursuant to the Union Contract. The Town Clerk is eligible \$800.00 (Over 25 Years of Service)
51620	PT Clerical Support	2,400	This line item was added 2018/2019 FY when a position was eliminated from the Town Clerk's Office Budget.
<b>Personnel Services Total</b>		<b>163,667</b>	

**Services - Contracted Operations**

53520	Land Record Management	16,000	This is contracted records management with Avenu, our land records company. This number is based on a flat fee (\$1601.25). There are credits every month on that amount due to online copies obtained through US Land Records (online land record service).
53521	Records Storage	1,500	Film storage charge for our land records, vital statistics, Town Meeting Books, Minutes, Survey Maps (Avenu and Adkins).
<b>Contract Operating Total</b>		<b>17,500</b>	

**Operating Expenses**

58100	Dues in Professional Organization	225	Connecticut Town Clerk's Association (\$150.00) and New London County Town Clerk's Association (\$75.00)
53200	Professional Conventions/Cont	700	Conferences (Fall and Spring) and Classes offered from CT Town Clerk's Association.
56115	Printing - Dogs License & Ballots	5,000	Annual Printing of Dog Licenses and Dog License Post Cards. We print these, but we need special paper for both. We also are required to buy the dog license tags. This line item includes absentee ballots for Elections, Primaries and Referendums.
56100	Miscellaneous Supplies	2,800	General supplies for the running of the office.

**Professional/Technical Total** **8,725**

**Town Clerk Total** **189,892**