

<b>ACCOUNTING</b>	FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2016 DEPT REQ	FY2016 TM REC	FY2016 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	189,737	185,265	201,722	201,490	205,736	205,736	210,831	207,967	207,967	
5120 Temp Part-Time Salaries	-	-	127	127	3,140	3,140	2,800	2,800	2,800	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	
<b>Total Salaries</b>	<b>189,737</b>	<b>185,265</b>	<b>201,849</b>	<b>201,617</b>	<b>208,876</b>	<b>208,876</b>	<b>213,631</b>	<b>210,767</b>	<b>210,767</b>	
Water Enterprise Fund Allocation	(5,095)	(5,095)	(4,958)	(4,958)	(5,143)	(5,143)	(5,246)	(5,329)	(5,329)	
Sewer Enterprise Fund Allocation	(5,095)	(5,095)	(4,958)	(4,958)	(5,143)	(5,143)	(5,246)	(5,329)	(5,329)	
<b>Total Salaries Net of Allocations</b>	<b>179,547</b>	<b>175,075</b>	<b>191,933</b>	<b>191,701</b>	<b>198,590</b>	<b>198,590</b>	<b>203,139</b>	<b>200,109</b>	<b>200,109</b>	
<i>Operating</i>										
5240 Repairs and Maintenance	91	91	-	-	250	249	605	1,372	1,372	
5270 Lease and Contracts	12,600	12,598	11,390	11,390	9,002	6,457	1,687	1,687	1,687	
5310 Professional Services	-	-	-	-	-	-	-	-	-	
5340 Communications	-	-	-	-	674	674	689	689	689	
5420 Office Supplies	3,366	3,364	3,191	3,142	3,596	3,526	1,750	1,750	1,750	
5429 Computer Equipment/Software	15,040	15,040	-	-	833	833	-	-	-	
5501 Munis Software	-	-	9,911	9,911	164,699	161,598	164,162	164,162	164,162	
5701 Travel	358	358	214	214	1,571	1,571	1,344	1,344	1,344	
5703 Dues	810	430	275	275	560	560	825	595	595	
5790 Staff Development	3,475	3,475	998	998	3,142	3,142	1,725	1,725	1,725	
<b>Total Operating</b>	<b>35,740</b>	<b>35,355</b>	<b>25,979</b>	<b>25,930</b>	<b>184,327</b>	<b>178,610</b>	<b>172,787</b>	<b>173,324</b>	<b>173,324</b>	
Water Enterprise Fund Allocation	(116)	(116)	(132)	(132)	(4,259)	(4,259)	(4,345)	(4,333)	(4,333)	
Sewer Enterprise Fund Allocation	(116)	(116)	(132)	(132)	(4,259)	(4,259)	(4,345)	(4,333)	(4,333)	
<b>Total Operating Net of Allocations</b>	<b>35,508</b>	<b>35,123</b>	<b>25,715</b>	<b>25,666</b>	<b>175,809</b>	<b>170,092</b>	<b>164,097</b>	<b>164,658</b>	<b>164,658</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>								
<b>Total Budget</b>	<b>225,477</b>	<b>220,620</b>	<b>227,828</b>	<b>227,548</b>	<b>393,203</b>	<b>387,486</b>	<b>386,418</b>	<b>384,091</b>	<b>384,091</b>	
<b>Total Budget Net of Allocations</b>	<b>215,055</b>	<b>210,198</b>	<b>217,648</b>	<b>217,368</b>	<b>374,399</b>	<b>368,682</b>	<b>367,236</b>	<b>364,767</b>	<b>364,767</b>	<b>-</b>

	FY2012 BUDGETED	FY2013 BUDGETED	FY2014 BUDGETED	FY2015 BUDGETED	FY2016 DEPT REQ	FY2016 TM REC	FY2016 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Finance Director	1	1	1	1	1	1	
Town Accountant	1	1	1	1	1	1	
Senior Account Clerk	1	1	1	1	1	1	
<b>Total Staffing</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>

**FISCAL YEAR 2016  
ACCOUNTING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Karen Kucala	Finance Director	1/3/2012	A-1		108,243				108,243
Pam Alfano	Accountant	8/1/2011	A-7		62,808	certification	1,000		63,808
Cheryl Schofield	Senior Account Clerk	12/2/2014	B1	3	14,589				14,589
Cheryl Schofield	Senior Account Clerk	12/2/2014	B1	4	21,327				21,327
									-
									-
<b>Total Regular Salaries</b>					206,967	-	1,000	-	207,967

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	Clerical Assistance				2,800				2,800
<b>Total Temporary Part-Time Salaries</b>									2,800

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
				-		-	-	-
<b>Total Sick-Buy Back</b>								-

<b>Department Total</b>									210,767
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**FISCAL YEAR 2016  
ACCOUNTING DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Karen Kucala	Finance Director	1/3/2012	A-1		108,243				108,243
Pam Alfano	Accountant	8/1/2011	A-7		62,808	certification	1,000		63,808
Cheryl Schofield	Senior Account Clerk	12/2/2014	B1	3	14,589				14,589
Cheryl Schofield	Senior Account Clerk	12/2/2014	B1	4	21,327				21,327
									-
									-
<b>Total Regular Salaries</b>					206,967	-	1,000	-	207,967

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	Clerical Assistance				2,800				2,800
<b>Total Temporary Part-Time Salaries</b>									2,800

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
				-		-	-	-
<b>Total Sick-Buy Back</b>								-

<b>Department Total</b>									210,767
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**FISCAL YEAR 2015  
ACCOUNTING DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Karen Kucala	Finance Director	1/3/2012	A-1		108,243				108,243
Pam Alfano	Accountant	8/1/2011	A-7		57,807	Certification	1,000		58,807
Karen Brekalis	Senior Account Clerk	3/27/2006	B1	7	42,780		1,000		43,780
									-
									-
									-
<b>Total Regular Salaries</b>					208,831	-	2,000	-	210,831

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	Clerical Assistance				2,800				2,800
<b>Total Temporary Part-Time Salaries</b>									2,800

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
				-		-	-	-
<b>Total Sick-Buy Back</b>								-

<b>Department Total</b>									213,631
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**FISCAL YEAR 2014  
ACCOUNTING DEPARTMENT SALARY INFORMATION BUDGETED**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Karen Kucala	Finance Director	1/3/2012	A-1		106,121				106,121
Pam Alfano	Accountant	8/1/2011	A-7		56,674				56,674
Karen Brekalis	Senior Account Clerk	3/27/2006	B1	7	41,941		1,000		42,941
									-
									-
	Out of Grade								-
<b>Total Regular Salaries</b>					204,736	-	1,000	-	205,736

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	Clerical Assistance				3,140				3,140
<b>Total Temporary Part-Time Salaries</b>									3,140

**Sick-Buy Back**

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
				-		-	-	-
<b>Total Sick-Buy Back</b>								-

<b>Department Total</b>									208,876
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**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5240 Repairs and Maintenance*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
91	91	-	-	250	249	605	<b>1,372</b>	<b>1,372</b>

Toner Cartridges Copier								
black					2 @ \$82=164		164	164
3 individual colors					1 ea (3) @ \$122= 366		366	366
Toner Cartridges Fax					1 @ \$75		75	75
Annual copier maintenance					767		767	767
					<i>Total 5240 Repairs and Maintenance:</i>		1,372	1,372

cost of copier cartridges is up due to copier having color and more expensive black cartridge  
 first year for copier maintenance was free; now we must pay for the annual maintenance

**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5270 Lease and Contracts*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
12,600	12,598	11,390	11,390	9,002	6,457	1,687	<b>1,687</b>	<b>1,687</b>

Ricoh lease	140.59/month	1687.08					1,687.00	1,687
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*Total 5270 Leases and contracts:* 1,687 1,687



**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5310 Professional Services*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
-	-	-	-	-	-	-	-	-

- -

*Total 5310 Professional Services:* - -



**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5420 Office Supplies*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
<b>3,366</b>	3,364	3,191	3,142	3,596	3,526	1,750	<b>1,750</b>	<b>1,750</b>

Copy Paper	540	540
Misc Supplies	1,210	1,210

Additional misc supplies for proper filing, acct backup (i.e.-binders, file folders, labels, etc)

<i>Total 5420 Office Supplies</i>	1,750	1,750
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**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5501 Munis Software*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2016 DEPT REQ	FY2016 TM REC
-	-	9,911	9,911	164,699	161,598	164,162	<b>164,162</b>	<b>164,162</b>

1 year Munis Maintenance  
Munis Training

164,162      164,162

Total 5501 Munis Software:

164,162      164,162

**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5701 Travel*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
<b>358</b>	358	214	214	1,571	1,571	1,344	<b>1,344</b>	<b>1,344</b>

Annual school 2 people @ \$425 per person for (\$100) mileage and (\$325)lodging	850	850
Summer Conference 1 person @ \$110 for mileage and lodging	110	110
Fall Conference 1 person @ \$300 for mileage and lodging	300	300
Miscellaneous mileage 150 miles @ \$0.56	84	84

*Total 5701 Travel:* 1,344 1,344

**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5703 Dues and Memberships*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
<b>810</b>	430	275	275	560	560	825	<b>595</b>	<b>595</b>
			MGFOA				60	60
			MMAAAA				125	125
			EMMAAA				60	60
			GFOA				250	250
			MCTA				100	100
							<i>Total 5703 Dues and Memberships:</i>	595
								595

**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5790 Staff Development*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
<b>3,475</b>	3,475	998	998	3,142	3,142	1,725	<b>1,725</b>	<b>1,725</b>

MMAAA annual school 2 people @ \$345 per person for meals and registration	690	690
MMAAA Fall conference 1 person @ \$300 for meals and registration	300	300
MMAAA Summer conference 1 person @ \$550 for meals, lodging and registration	550	550
Miscellaneous seminars, MUNIS, DOR, MSCPA, and MMA	185	185

*Total 5790 Staff Development:* 1,725 1,725

**DESCRIPTION/DETAIL**

**ACCOUNTING**

*5805 Capital Outlay*

FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2013 EXPENDED	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	<b>FY2016 DEPT REQ</b>	<b>FY2016 TM REC</b>
-	-	-		-		-	-	-

- -

*Total 5833 Capital Outlay:* - -