

ACCOUNTING	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	209,197	207,282	217,053	216,393	228,425	228,420	233,873	182,038	182,038	
5120 Temp Part-Time Salaries	2,800	2,250	2,800	2,785	-		2,800	25,000	25,000	
5160 Sick Leave Buy-Back	-	-	-	-	-		-	-	-	
Total Salaries	211,997	209,532	219,853	219,177	228,425	228,420	236,673	207,038	207,038	
Water Enterprise Fund Allocation	(5,329)	(5,329)	(5,506)	(5,506)	(5,711)	(5,711)	(5,822)	(5,159)	(5,159)	
Sewer Enterprise Fund Allocation	(5,329)	(5,329)	(5,506)	(5,506)	(5,711)	(5,711)	(5,822)	(5,159)	(5,159)	
Total Salaries Net of Allocations	201,339	198,874	208,841	208,165	217,003	216,998	225,029	196,720	196,720	
<i>Operating</i>										
5240 Repairs and Maintenance	1,372	1,084	1,522	859	847	847	1,522	1,360	1,360	
5270 Lease and Contracts	1,687	1,687	1,687	1,687	1,687	1,687	1,687	1,681	1,681	
5310 Professional Services	-	-	-	-	-	-	-	-	-	
5340 Communications	801	764	821	666	40	-	-	-	-	
5420 Office Supplies	5,129	5,024	2,800	1,533	2,800	2,601	2,800	2,800	2,800	
5429 Computer Equipment/Software	-	-	-	-	2,674	2,576	-	-	-	
5501 Munis Software	161,529	160,849	164,680	164,034	160,965	158,813	156,755	159,720	159,720	
5701 Travel	1,344	1,316	2,506	1,624	1,337	1,337	2,506	2,506	2,506	
5703 Dues	595	505	505	375	585	240	585	275	275	
5790 Staff Development	4,358	3,848	2,300	1,270	1,470	1,470	2,300	2,300	2,300	
Total Operating	176,815	175,077	176,820	172,048	172,405	169,571	168,155	170,642	170,642	
Water Enterprise Fund Allocation	(4,333)	(4,333)	(4,404)	(4,404)	(4,329)	(4,329)	(4,329)	(4,266)	(4,266)	
Sewer Enterprise Fund Allocation	(4,333)	(4,333)	(4,404)	(4,404)	(4,329)	(4,329)	(4,329)	(4,266)	(4,266)	
Total Operating Net of Allocations	168,149	166,411	168,012	163,240	163,747	160,913	159,497	162,110	162,110	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Capital Outlay	-	-								
Total Budget	388,811	384,610	396,673	391,226	400,830	397,991	404,828	377,680	377,680	
Total Budget Net of Allocations	369,487	365,286	376,853	371,406	380,750	377,911	384,526	358,830	358,830	-

	FY2016 BUDGETED	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Finance Director	1	1	1	1	0.25	0.25	
Town Accountant					1	1	
Assistant Town Accountant	1	1	1	1	1	1	
Senior Account Clerk	1	1	1	1	1	1	
Total Staffing	3	3	3	3	3.25	3.25	0

**FISCAL YEAR 2020
ACCOUNTING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Vacant	Finance Director	9/12/2016	13	10	-				-
Pam Alfano (27.2)	Town Accountant	1/7/2019	10	7	46,783	1,000	1,000		48,783
Pam Alfano (25.0)	Town Accountant	1/7/2020	10	8	44,078				44,078
Nicole Doyle (27.2)	Assistant Accountant	1/7/2019	6	1	28,585				28,585
Nicole Doyle (25.0)	Assistant Accountant	1/7/2020	6	2	26,933				26,933
Vacant	Senior Account Clerk	3/31/19?	B1	1	24,359				24,359
		3/31/20?	B1	2	8,606				8,606
Subtotal					179,343	1,000	1,000	-	181,343
Extra Day					687	4	4	-	695
Total Regular Salaries					180,030	1,004	1,004	-	182,038

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vacant	Clerical Assistance				-				-
Ron Florino	Finance Director				25,000				25,000
Total Temporary Part-Time Salaries					25,000	-	-	-	25,000

Sick-Buy Back

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

Department Total					205,030	1,004	1,004	-	207,038
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**FISCAL YEAR 2020
ACCOUNTING DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Vacant	Finance Director	9/12/2016	13	10	-				-
Pam Alfano (27.2)	Town Accountant	1/7/2019	10	7	46,783	1,000	1,000		48,783
Pam Alfano (25.0)	Town Accountant	1/7/2020	10	8	44,078				44,078
Nicole Doyle (27.2)	Assistant Accountant	1/7/2019	6	1	28,585				28,585
Nicole Doyle (25.0)	Assistant Accountant	1/7/2020	6	2	26,933				26,933
Vacant	Senior Account Clerk	3/31/19?	B1	1	24,359				24,359
		3/31/20?	B1	2	8,606				8,606
Subtotal					179,343	1,000	1,000	-	181,343
Extra Day					687	4	4	-	695
Total Regular Salaries					180,030	1,004	1,004	-	182,038

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vacant	Clerical Assistance				-				-
Ron Florino	Finance Director				25,000				25,000
Total Temporary Part-Time Salaries					25,000	-	-	-	25,000

Sick-Buy Back

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

Department Total					205,030	1,004	1,004	-	207,038
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FISCAL YEAR 2019
ACCOUNTING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Ron Florino	Finance Director	9/12/2016	13	9	23,470				23,470
Ron Florino	Finance Director	9/12/2017	13	10	98,187				98,187
Pam Alfano	Accountant	8/8/2011	8	6	72,111	1,000	1,000		74,111
Nicole Doyle	Senior Account Clerk	2/16/2016	B1	2	4,322				4,322
Nicole Doyle	Senior Account Clerk	8/15/2017	B1	3	33,783				33,783
									-
									-
									-
Total Regular Salaries					231,873	1,000	1,000	-	233,873

Temporary Part-Time Salaries

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

Sick-Buy Back

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

Department Total									236,673
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FISCAL YEAR 2018
ACCOUNTING DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Ron Florino	Finance Director	9/12/2016	13	9	22,862				22,862
Ron Florino	Finance Director	9/12/2017	13	10	96,035				96,035
Pam Alfano	Accountant	8/8/2011	8	6	70,352	1,000	1,000		72,352
Nicole Doyle	Senior Account Clerk	2/16/2016	B1	2	4,217				4,217
Nicole Doyle	Senior Account Clerk	8/15/2017	B1	3	32,959				32,959
									-
									-
									-
Total Regular Salaries					226,425	1,000	1,000	-	228,425

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	Clerical Assistance				-				-
Total Temporary Part-Time Salaries									-

Sick-Buy Back

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

Department Total									228,425
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DESCRIPTION/DETAIL

ACCOUNTING OPERATING

5240 Repairs and Maintenance

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
1,372	1,084	1,522	859	847	847	1,522	1,360	1,360

Annual copier maintenance 340/quarter = 1,360 1,360

Total 5240 Repairs and Maintenance: 1,360 1,360

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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
1,687	1,687	1,687	1,687	1,687	1,687	1,687	1,681	1,681

Ricoh lease 140.07/month 1,681 1,681

Total 5270 Leases and contracts: 1,681 1,681

DESCRIPTION/DETAIL

ACCOUNTING OPERATING

5310 Professional Services

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
-		-		-	-	-	-	-

Total 5310 Professional Services: - -

DESCRIPTION/DETAIL

ACCOUNTING OPERATING

5340 Communications

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
801	764	821	666	40	-	-	-	-

(Finance Director Cellphone Moved to Town Hall Budget)

Total 5340 Communications: - -

DESCRIPTION/DETAIL

ACCOUNTING OPERATING
5420 Office Supplies

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
5,129	5,024	2,800	1,533	2,800	2,601	2,800	2,800	2,800

Copy Paper	1,150	1,150
Misc. Supplies (binders, file folders, labels, pens, etc.)	1,650	1,650

Total 5420 Office Supplies 2,800 2,800

DESCRIPTION/DETAIL

ACCOUNTING OPERATING

5501 Munis Software

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
161,529	160,849	164,680	164,034	160,965	158,813	156,755	159,720	159,720

Munis Support	149,243 X 3%=	153,720
Munis Training		<u>6,000</u>

Total 5501 Munis Software: 159,720 159,720

DESCRIPTION/DETAIL

ACCOUNTING OPERATING

5701 Travel

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
1,344	1,316	2,506	1,624	1,337	1,337	2,506	2,506	2,506

Annual school 2 people @ \$475 per person (\$100 for mileage and \$375 for lodging)	950	950
Summer Conference 2 person @ \$585 per person (\$110 for mileage and \$475 for lodging)	1,170	1,170
Fall Conference 1 person @ \$300 for mileage and lodging	300	300
Miscellaneous mileage 150 miles @ \$0.575	86	86

Total 5701 Travel: 2,506 2,506

DESCRIPTION/DETAIL

ACCOUNTING OPERATING

5703 Dues and Memberships

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
595	505	505	375	585	240	585	275	275

MMAAAA	Town Acct (\$80), Asst Town Acct (\$45) & Senior Clerk (\$45)	170	170
EMMAAA	Town Acct, Asst Town Acct & Senior Clerk (\$35 each)	105	105

Total 5703 Dues and Memberships: 275 275

Senior Account Clerk not previously member of MMAAAA or EMMAAA
 Position added so that they can attend trainings to increase knowledge of
 government accounting and principals

DESCRIPTION/DETAIL

ACCOUNTING OPERATING
5790 Staff Development

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
4,358	3,848	2,300	1,270	1,470	1,470	2,300	2,300	2,300

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 2 person @ \$550 for meals and registration	1,100	1,100
Miscellaneous seminars, MUNIS, DOR, MSCPA, and MMA	210	210

Total 5790 Staff Development: 2,300 2,300

DESCRIPTION/DETAIL

ACCOUNTING

5805 Capital Outlay

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
-		-		-		-	-	-

Total 5833 Capital Outlay:

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