

<b>ACCOUNTING</b>	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC	FY2019 FIN COM REC
<i>Salaries</i>										
5111 Regular Salaries	202,388	202,387	209,197	207,282	217,053	216,393	228,425	232,890	232,890	
5120 Temp Part-Time Salaries	4,144	3,739	2,800	2,250	2,800	2,785	2,800	2,800	2,800	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	
<b>Total Salaries</b>	<b>206,532</b>	<b>206,126</b>	<b>211,997</b>	<b>209,532</b>	<b>219,853</b>	<b>219,177</b>	<b>231,225</b>	<b>235,690</b>	<b>235,690</b>	
Water Enterprise Fund Allocation	(5,246)	(5,246)	(5,329)	(5,329)	(5,506)	(5,506)	(5,711)	(5,822)	(5,822)	
Sewer Enterprise Fund Allocation	(5,246)	(5,246)	(5,329)	(5,329)	(5,506)	(5,506)	(5,711)	(5,822)	(5,822)	
<b>Total Salaries Net of Allocations</b>	<b>196,040</b>	<b>195,634</b>	<b>201,339</b>	<b>198,874</b>	<b>208,841</b>	<b>208,165</b>	<b>219,803</b>	<b>224,046</b>	<b>224,046</b>	
<i>Operating</i>										
5240 Repairs and Maintenance	1,055	845	1,372	1,084	1,522	859	1,522	1,522	1,522	
5270 Lease and Contracts	1,910	1,687	1,687	1,687	1,687	1,687	1,687	1,687	1,687	
5310 Professional Services	-	-	-	-	-	-	-	-	-	
5340 Communications	740	707	801	764	821	666	-	-	-	
5420 Office Supplies	2,800	2,785	5,129	5,024	2,800	1,533	2,800	2,800	2,800	
5429 Computer Equipment/Software	-	-	-	-	-	-	-	-	-	
5501 Munis Software	160,961	160,654	161,529	160,849	164,680	164,034	161,755	156,755	156,755	
5701 Travel	725	725	1,344	1,316	2,506	1,624	2,506	2,506	2,506	
5703 Dues	345	345	595	505	505	375	585	585	585	
5790 Staff Development	1,705	1,404	4,358	3,848	2,300	1,270	2,300	2,300	2,300	
<b>Total Operating</b>	<b>170,241</b>	<b>169,152</b>	<b>176,815</b>	<b>175,077</b>	<b>176,820</b>	<b>172,048</b>	<b>173,155</b>	<b>168,155</b>	<b>168,155</b>	
Water Enterprise Fund Allocation	(4,345)	(4,345)	(4,333)	(4,333)	(4,404)	(4,404)	(4,329)	(4,329)	(4,329)	
Sewer Enterprise Fund Allocation	(4,345)	(4,345)	(4,333)	(4,333)	(4,404)	(4,404)	(4,329)	(4,329)	(4,329)	
<b>Total Operating Net of Allocations</b>	<b>161,551</b>	<b>160,462</b>	<b>168,149</b>	<b>166,411</b>	<b>168,012</b>	<b>163,240</b>	<b>164,497</b>	<b>159,497</b>	<b>159,497</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>								
<b>Total Budget</b>	<b>376,773</b>	<b>375,278</b>	<b>388,811</b>	<b>384,610</b>	<b>396,673</b>	<b>391,226</b>	<b>404,380</b>	<b>403,845</b>	<b>403,845</b>	
<b>Total Budget Net of Allocations</b>	<b>357,591</b>	<b>356,096</b>	<b>369,487</b>	<b>365,286</b>	<b>376,853</b>	<b>371,406</b>	<b>384,300</b>	<b>383,543</b>	<b>383,543</b>	<b>-</b>

	FY2015 BUDGETED	FY2016 BUDGETED	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC	FY2019 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 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	10	119,469				119,469
Pam Alfano	Accountant	8/8/2011	8	7	72,107	1,000	1,000		74,107
Nicole Doyle	Senior Account Clerk	8/16/2017	B1	3	4,731				4,731
Nicole Doyle	Senior Account Clerk	8/16/2018	B1	4	34,582				34,582
									-
									-
									-
									-
<b>Total Regular Salaries</b>					230,890	1,000	1,000	-	232,890

**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>									235,690
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**FISCAL YEAR 2019  
ACCOUNTING DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Certification	Longevity \$	Wage Def.	Total Salary
Ron Florino	Finance Director	9/12/2016	13	10	119,469				119,469
Pam Alfano	Accountant	8/8/2011	8	7	72,107	1,000	1,000		74,107
Nicole Doyle	Senior Account Clerk	8/16/2017	B1	3	4,731				4,731
Nicole Doyle	Senior Account Clerk	8/16/2018	B1	4	34,582				34,582
									-
									-
									-
									-
<b>Total Regular Salaries</b>					230,890	1,000	1,000	-	232,890

**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>									235,690
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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
									-
									-
									-
<b>Total Regular Salaries</b>					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				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>									231,225
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**FISCAL YEAR 2017  
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	9/3/2016	13	10	113,355		494		113,849
Pam Alfano	Accountant	8/1/2011	8	5	66,967	1,000	901		68,867
Nicole Doyle	Senior Account Clerk	8/16/2016	B1	2	34,336				34,336
									-
									-
<b>Total Regular Salaries</b>					214,658	1,000	1,395	-	217,053

**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>									219,853
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**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5240 Repairs and Maintenance*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
1,055	845	1,372	1,084	1,522	859	1,522	1,522	1,522

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					916.56		917	917
due to increased # of copies								
					<i>Total 5240 Repairs and Maintenance:</i>		1,522	1,522

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*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
1,910	1,687	1,687	1,687	1,687	1,687	1,687	1,687	1,687

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



**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5340 Communications*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
740	707	801	764	821	666	-	-	-

**(Finance Director Cellphone Moved to Town Hall Budget)**

*Total 5340 Communications:* - -

**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5420 Office Supplies*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
2,800	2,785	5,129	5,024	2,800	1,533	2,800	<b>2,800</b>	<b>2,800</b>

Copy Paper	1,152	1,152
Misc. Supplies	1,648	1,648

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

*Total 5420 Office Supplies*                      2,800                      2,800

**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5429 Computer Equipment and Software*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
-	-	-		-		-	-	-

*Total 5429 Computer Equipment: - -*



**DESCRIPTION/DETAIL**

**ACCOUNTING OPERATING**

*5701 Travel*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
725	725	1,344	1,316	2,506	1,624	2,506	<b>2,506</b>	<b>2,506</b>

Annual school 2 people @ \$475 per person for (\$100) mileage and (\$375)lodging	950	950
Summer Conference 2 person @ \$110 for mileage and \$475 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*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
345	345	595	505	505	375	585	<b>585</b>	<b>585</b>
			MGFOA				60	60
			MMAAAA	(added Sr. Acct. Clk)			170	170
			EMMAAA	(added Sr. Acct. Clk)			105	105
			GFOA				150	150
			MCTA				100	100
							<i>Total 5703 Dues and Memberships:</i>	<b>585</b>
								<b>585</b>

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*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
1,705	1,404	4,358	3,848	2,300	1,270	2,300	<b>2,300</b>	<b>2,300</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 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*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
-		-		-		-	-	-

*Total 5833 Capital Outlay:*

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-