

## FINANCE



#### <u>Divisions</u>

- Financial & Records/Accounting Services
- Miscellaneous Support Services/Information Technology
- Revenue Services
- Property Assessment & Board of Assessment Appeals
- Town Clerk



#### **FINANCE & RECORDS RESPONSIBILITIES**

- Financial Administration
- Long Term Financial Planning
- Audit
- Debt Management
- Payroll
- Town & Capital Budgets
- Financial Reporting
- Grant Reporting
- Central Office Services

- Accounts Payable/Purchasing
- Cash Management
- General Accounting
- Information Technology Services
- Financial Liaison to WPCA, Tolland Water Commission, Tolland Non-Profit Housing & Library Board
- Prepare Financial Policies
- Special Projects



Budget

Finance & Records:

#### **ACCOUNTING SERVICES**

**\$CHANGE** 

(\$4,498)

The salaries account increased by \$5,190 for wage increases implemented in FY 15-16 that were funded in another line item of the budget. The wage account does not reflect any wage increase for FY 16-17. Funds have been set aside in another line item within the budget and will be allocated once the union negotiations and administrative raises are determined.

The operating expenditures decreased overall by \$9,688. A majority of this decrease is due to a new forms processing software that works with our current financial software system (MUNIS). This was included in our previous year budget and was a one time purchase. Increases in our annual financial software maintenance contract offsets some of the savings.



**Budget** 

Finance & Records:

<u>\$CHANGE</u> \$0

#### **INDEPENDENT AUDIT**

There is no change in the Town's share of the Independent Audit budget.

In 2015, the Town solicited quotes for audit services and the Town Council approved a 5 year audit firm contract. The amount quoted will remain flat over the next four years. The Town and Board of Education pay 50% each of the total audit cost. The total annual cost for the Town and Board of Education is \$50,500.

FUNCTION	ACTIV	TTY		PROGRAM	I			CODE
Finance and Records	Accou	nting Service	s	Accounting	g Services			810-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
REGULAR PAYROLL	263,026	267,229	278,923	279,896	279,896	285,086	285,086	
Director of Finance and Records								
Assistant Finance Director / Treasurer								
Accountant II								
Senior Account Clerk / IT Administrator								
PROFESSIONAL SERVICES	25,922	28,118	30,979	41,979	41,979	32,188	32,188	
	100			1.00-	1.00-			
COMMUNICATIONS	100	624	600	1,207	1,207	1,315	1,315	
	0	0	0	1 500	1 500	0	1.000	
PRINTING	0	0	0	1,500	1,500	0	1,800	
	255	200	400	100	100	405	475	
DUES AND MEMBERSHIPS	255	380	428	400	400	425	475	
OTHER SERVICES AND FEES	0	944	1.065	1.065	1.065	1.090	1 100	
OTHER SERVICES AND FEES	0	944	1,065	1,065	1,065	1,080	1,100	
TRAINING AND DEVELOPMENT	4,935	5,794	3,987	3,875	3,875	4,000	4,000	
IRAINING AND DEVELOTIVIENT	4,933	5,794	3,987	3,873	3,873	4,000	4,000	
TRAVEL REIMBURSEMENT	265	147	363	300	300	300	300	
	203	147	505	500	500	500	300	
OFFICE SUPPLIES	1,713	1,435	1,599	1,600	1,600	1,600	950	
	1,715	1,455	1,577	1,000	1,000	1,000	250	
BOOKS AND SUBSCRIPTIONS	425	491	885	915	915	1,025	1,025	
	123	191	005	715	715	1,025	1,025	
PAYROLL EXPENDITURES	263,026	267,229	278,923	279,896	279,896	285,086	285,086	
OPERATING EXPENDITURES	,	37,932	39,905	52,841	52,841	41,933	43,153	
TOTAL ACCOUNTING SERVICES	296,641	305,161	318,828	332,737	332,737	327,019	328,239	-1.35%



# Major Projects to be completed by June 30, 2016

• Implemented the new check and form printing software to create efficiencies and savings.



## MISCELLANEOUS SUPPORT SERVICES





**Miscellaneous Support Services:** 

**\$Change** (\$1,395)

**Service Contracts** – Decrease in service contracts of \$420 for the elimination of the phone system maintenance.

Office Supplies - \$500 increase for increased paper and other supply costs.

**Machinery & Equipment Parts -** \$1,000 for anticipated increase in aging vehicle repair costs.

Fuel and Oil – Decrease of \$2,475 for the cost of gasoline.

FUNCTION	ACTIV	TTY		PROGRAM	1			CODE
Town Administration	Admin	istrative Sup	port Service	s Miscellar	eous Suppor	t Services		140-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
PROFESSIONAL SERVICES	10	0	0	0	0	0	0	
COMMUNICATIONS	15,397	18,503	19,904	18,500	18,500	18,500	18,500	
SERVICE CONTRACTS	8,936	20,945	19,652	21,204	21,204	21,369	20,784	
OTHER SERVICES AND FEES	600	0	0	425	425	425	425	
OFFICE SUPPLIES	7,160	2,783	3,720	4,900	4,900	5,400	5,400	
		· · · · ·		· · · · ·				
MACHINERY AND EQUIPMENT PARTS	2,483	2,485	4,526	3,000	3,000	4,000	4,000	
	2,100	2,100	.,020	2,000	2,000	.,	.,	
FUEL AND OIL	9,041	9,584	7,055	8,250	8,250	5,775	5,775	
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,504	7,055	0,250	0,250	5,115	5,115	
OPERATING EXPENDITURES		54,300	54,857	56,279	56,279	55,469	54,884	
TOTAL MISCELLANEOUS SUPPORT SERVICES	43,627	54,300	54,857	56,279	56,279	55,469	54,884	-2.48%



## **IT/TELECOMMUNICATIONS**



### <u>Budget</u>

**IT/Telecommunications:** 



**Professional Services** – Increased by \$2,000 for (South Windsor) IT service contract.

**Communications** – Decreased by \$16,736 for the anticipated Hicks telephone provider savings resulting from the Town-wide Fiber Project.

**Training & Development** – Increased by \$4,555 to provide training on various office software products in accordance with the Strategic Technology Plan.

**Computer Software** – Increased by \$3,405 for the annual fee for the AppGEO GIS software that was previously funded in the Planning & Zoning budget.

**Other Equipment** – Decreased by \$7,611. We have purchased several new computers and will not need to replace as many next year. We are also addressing some Information Technology Plan initiatives such as an uninterrupted power supply for Town Hall.

FUNCTION	ACTIV	TTY		PROGRAM	I			CODE
Town Administration	Inform	ation Techno	ology	IT / Teleco	mmunicatio	ns		140-10
Line Item Description	2012-2013		2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
PROFESSIONAL SERVICES	28,697	61,800	63,172	76,000	76,000	78,000	78,000	
COMMUNICATIONS	35,567	37,635	39,757	53,336	53,336	47,000	36,600	
TRAINING AND DEVELOPMENT	0	115	0	180	180	4,735	4,735	
COMPUTER SOFTWARE	4,113	6,000	12,087	22,800	22,800	66,650	26,205	
OTHER EQUIPMENT	19,159	43,740	17,335	13,450	13,450	33,000	5,839	
OPERATING EXPENDITURES			132,351	165,766	165,766	229,385		
TOTAL IT / TELECOMMUNICATIONS	87,536	149,290	132,351	165,766	165,766	229,385	151,379	-8.68%



## **REVENUE SERVICES**

## **RESPONSIBILITIES**

- Process file for tax billing and collection and processing of Town taxes
- Maintain a 99% collection rate
- Daily and monthly reconciliation
- Delinquent tax collection
- Bill and collect on Rehab Loans, Tolland Non-profit Housing and sewer and water assessments
- Receive, account for and deposit funds from other departments and programs

- Provide assistance to Auditors
- Prepare tax office budget
- Ensure tight cash controls
- Issue Legal Notices and tax office notifications
- Provide exceptional customer service to taxpayers, attorneys, banks and tax accountants



# Budget <u>\$Change</u>

#### **Revenue Services:**

#### +\$2,584

The overall budget showed an increase of \$2,584.

The salaries account increased by \$1,684 for wage increases implemented in FY 15-16 that were funded in another line item of the budget. The wage account does not reflect any wage increase for FY 16-17.

The program budget increased by \$900 due to an increase in our tax service, postage and office supplies.

#### Revenue:

Continuation of the \$5 DMV reporting fee for delinquent motor vehicle accounts resulting in an estimated \$15,000 additional revenue.

Started working with a debt collection agency to collect on Suspense; to date \$11,339 has been collected in taxes, interest and fees in FY 15-16.

FUNCTION	ACTIV	TTY		PROGRAM	1			CODE
Finance and Records	Revent	ue Services		Revenue Se	ervices			870-00
Line Item Description		2013-2014	2014-2015			2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
REGULAR PAYROLL	141,300	119,325	135,163	136,874	138,855	138,558	138,558	
Collector of Revenue								
Assistant Collector of Revenue (2)								
PROFESSIONAL SERVICES	8,864	8,251	11,915	10,750	10,750	10,950	10,950	
		'						
COMMUNICATIONS	7,185	7,304	6,750	6,750	6,750	7,550	7,550	
	225	225	225	225	225	005	225	
SERVICE CONTRACTS	225	225	225	225	225	225	225	
	5 770	6 (0)	5.075	6 275	6.025	( )75	6 275	
PRINTING	5,778	6,698	5,875	6,275	6,025	6,275	6,275	
ADVERTISING	1 1 2 0	1.095	1 1 2 0	1 1 2 0	1 100	1 1 0 0	1 1 9 0	
ADVERHSING	1,139	1,085	1,180	1,180	1,180	1,180	1,180	
DUES AND MEMBERSHIPS	240	160	205	205	205	205	205	
DUES AND WEWDERSHIPS	240	100	205	205	205	205	205	
TRAINING AND DEVELOPMENT	1,352	594	878	1,702	1,607	1,302	1,302	
IRAINING AND DEVELOI MENT	1,352	374	070	1,702	1,007	1,302	1,302	
TRAVEL REIMBURSEMENT	54	373	328	200	295	200	200	
	5-	515	520	200	275	200	200	
OFFICE SUPPLIES	556	344	545	400	650	700	700	
		51.		100	020	100	100	
PAYROLL EXPENDITURES	, , ,	119,325	135,163	136,874	138,855	138,558	138,558	
OPERATING EXPENDITURES		25,034	27,901	27,687	27,687	28,587	28,587	
TOTAL REVENUE SERVICES	166,694	144,358	163,064	164,561	166,542	167,145	167,145	1.57%



## ASSESSMENT SERVICES Presentation March 17, 2016

## <u>RESPONSIBILITIES</u>

- Assessment Administration
- Discover, List, Value
- Mapping Updates
- Education
- Exemptions
- Veterans/Homeowners

- Revaluation
- Annual Budget
- Annual Reports
- Grand List
- Building Permits
- Administer PA490 program

## <u>Budget</u>

#### \$Change

**Assessment Services:** 

\$2,666

The salaries account increased by \$2,526 for wage increases implemented in FY 15-16 that were funded in another line item of the budget. The wage account does not reflect any wage increase for FY 17-18. Funds have been set aside in another line item within the budget and will be allocated once the union negotiations and administrative raises are determined.

Books & Subscriptions and Professional Services have increased by \$140.

FUNCTION	ACTIVI	ГТҮ		PROGRAM				CODE
Finance and Records	1	ment Services		Assessment	Services			820-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
	i							
REGULAR PAYROLL	166,579	170,092	177,407	179,127	183,328	181,653	181,653	
Assessor	I							
Deputy Assessor								
Assessment Technician								
PROFESSIONAL SERVICES	54,865	19,250	46,133	65,600	65,600	70,685	65,685	
SERVICE CONTRACTS	84	84	84	95	95	95	95	
PRINTING	249	258	221	250	250	250	250	
ADVERTISING	181	244	187	260	260	260	260	
DUES AND MEMBERSHIPS	475	260	505	495	495	500	500	
	1							
TRAINING AND DEVELOPMENT	4,550	2,851	3,076	3,135	3,135	3,135	3,135	
OFFICE SUPPLIES	4,981	249	240	250	250	250	250	
BOOKS AND SUBSCRIPTIONS	2,797	3,346	3,513	4,169	4,169	4,219	4,219	
	1							
	1							
	i							
PAYROLL EXPENDITURES		170,092	177,407	179,127	183,328	181,653	181,653	
OPERATING EXPENDITURES	1	26,543	53,959	74,254	74,254	79,394	74,394	
TOTAL ASSESSMENT SERVICES	234,761	196,635	231,366	253,381	257,582	261,047	256,047	1.05%

## <u>Significant Projects Anticipated</u> <u>over Next 2 Years</u>

- 2016 Prepare and administer personal property audits.
- 2017 Investigate options for new Building Permit software.



## BOARD OF ASSESSMENT APPEALS Presentation March 17, 2016

## **Responsibilities**

- The Board of Assessment Appeals is an appointed three member board.
- The responsibility of this Board is to make decisions concerning taxpayer appeals of assessments.

## <u>Budget</u>

• Training and Development has been reduced \$150 due to decreased training class fees

FUNCTION	ACT	VITY		PRC	OGRAM			CODE
Finance and Records	Boar	d of Assess	ment Appea	als Boa	rd of Asses	sment App	eals	830-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016			2016-2017	
<b>I</b>	Actual	Actual	Actual	Adopted		Department		Over
				F		Proposed		Adopted
						Toposee	Troposed	Thepreu
ADVERTISING	228	235	235	300	300	300	300	
	220	233	233	500	500	500	500	
TRAINING AND DEVELOPMENT	0	0	400	400	400	250	250	
IRAINING AND DEVELOI MENT	0	0	400	400	400	230	230	
OFFICE SUPPLIES	621	509	35	50	50	50	50	
OFFICE SUPPLIES	021	309	55	50				
	0.42							
OPERATING EXPENDITURES	849	744	669	750	750	600	600	
TOTAL BOARD OF ASSESSMENT APPEALS	849	744	669	750	750	600	600	-20.00%



## **TOWN CLERK**



## **Responsibilities**

- Preserves Historical Records
- Indexes Land Records
- Records Property Maps
- Issues Various Permits
- Sports/Dog Licenses
- Updates Town Code Book
- Maintains Town Minutes

- Prepares Ballots
- Issues Absentee Ballots
- Assists in Registering Voters
- Appoints Unaffiliated JPS
- Campaign Finance Filing
- Administers Oaths of Office



## **Responsibilities**

- Issues Marriage Licenses
- Assists Genealogists
- Certifies Birth, Death & Marriage Certificates
- Issues Burial & Cremation Permits
- Notarial Services

- Files Veteran's Discharge Papers
- Trade Name Certificates
- State Preservation Grant



#### **Budget**

#### Town Clerk:

<u>\$ Change</u> (\$746)

The salaries account was increased by \$1,914 for wage increases implemented in FY 15-16 that were funded in another line item of the budget. The wage account does not reflect way increases for FY 16-17. Funds have been set aside in another line item within the budget and will be allocated once union negotiations and administrative raises are determined. Professional Services was increased by \$1,000 due to an increase in State grant monies. Operating expenditures were reduced by \$2660 due mainly to improved operating efficiencies.

FUNCTION	ACTIV	ТҮ		PROGRAM				CODE
Finance and Records	Town C			Town Clerk				880-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Budget	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
REGULAR PAYROLL	104,613	105,719	105,385	106,204	109,201	108,118	108,118	
Town Clerk								
Assistant Town Clerk								
PROFESSIONAL SERVICES	4,000	4,000	5,000	3,000	3,000	4,000	4,000	
SERVICE CONTRACTS	84	84	84	95	95	95	95	
PRINTING	19,810	22,147	22,999	24,000	24,000	22,000	22,000	
CODE UPDATES	5,180	6,457	7,350	7,350	6,650	6,350	6,350	
DUES AND MEMBERSHIPS	150	145	130	230	230	235	235	
OTHER SERVICES AND FEES	280	288	292	1,400	1,800	400	400	
TRAINING AND DEVELOPMENT	621	316	633	1,150	1,150	1,485	1,485	
OFFICE SUPPLIES	928	773	1,183	1,000	1,300	1,000	1,000	
PROGRAM MATERIALS	1,149	1,846	2,021	900	900	900	900	
PAYROLL EXPENDITURES	104,613	105,719	105,385	106,204	109,201	108,118	108,118	
OPERATING EXPENDITURES	32,201	36,055	39,692	39,125	39,125	36,465	36,465	
TOTAL TOWN CLERK	136,814	141,774	145,077	145,329	148,326	144,583	144,583	-0.51%



## <u>Major Projects to be Completed by</u> <u>June 30, 2016</u>

- Installation of new online dog licensing software including data population
- Scan and merge an additional 67,550 pages of land records to the existing electronic indices. Upon completion of this project, Tolland's land records will be available online and through our public access terminal back to July 1, 1970



## GENERAL GOVERNMENT Presentation March 17, 2016

## <u>Budget</u>

**Town Manager:** 

\$Change

+\$5,156

Increase mainly due to budgeted salary increases.

Payroll – 20% of Executive Assistant position funded by Tolland Water Commission

FUNCTION	ACTIVITY PROGRAM							CODE
Town Administration	Town M	lanager		Town Manag	er			110-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
REGULAR PAYROLL	209,892	201,140	203,450	203,642	214,642	208,698	208,698	
Town Manager								
Executive Secretary								
Executive Secretary / Web Master (.5)								
PROFESSIONAL SERVICES	1,000	0	0	900	900	900	900	
COMMUNICATIONS	2,333	2,249	2,471	2,770	2,770	2,770	2,770	
SERVICE CONTRACTS	84	84	84	95	84	84	84	
PRINTING	2,547	1,998	1,250	1,800	1,800	1,800	1,800	
DUES AND MEMBERSHIPS	1,555	1,531	1,576	1,560	1,577	1,577	1,577	
TRAINING AND DEVELOPMENT	3,522	230	4,530	2,800	2,800	2,800	2,800	
OFFICE SUPPLIES	713	448	1,129	1,600	1,600	1,700	1,700	
FOOD AND CLOTHING	359	488	533	600	600	600	600	
BOOKS AND SUBSCRIPTIONS	211	239	41	300	294	294	294	
PAYROLL EXPENDITURES	209,892	201,140	203,450	203,642	214,642	208,698	208,698	
OPERATING EXPENDITURES	12,324	7,267	11,614	12,425	12,425	12,525	12,525	
TOTAL TOWN MANAGER	222,217	208,407	215,064	216,067	227,067	221,223	221,223	



## **TOWN COUNCIL**

## **RESPONSIBILITIES**

Under the Council-Manager form of government prescribed in the Town Charter, the Town Council is the legislative or policy determining branch of the municipal government. This legislative body is composed of seven members who are elected at-large for two-year terms. The Town Council provides the oversight and leadership required to establish policies that guide the direction of the Town and ensure the optimum delivery of services to residents in the most cost effective manner possible. The policies that are established by the Town Council are delegated to the Office of the Town Manager for execution.

**Town Council:** 

#### \$Change

\$433

**Dues and Memberships** – Increase due mainly to change in dues for municipal associations.

FUNCTION	ACTIVITY PROGRAM							CODE
Town Administration	Town C	ouncil		Town Counc	il			100-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
PROFESSIONAL SERVICES	4,730	5,070	4,590	5,120	5,960	6,800	5,120	
PRINTING	3,618	1,190	3,215	3,300	3,300	3,300	3,300	
ADVERTISING	6,508	6,194	4,719	6,000	6,000	6,000	6,000	
DUES AND MEMBERSHIPS	19,783	19,883	19,883	21,759	21,759	22,192	22,192	
OTHER SERVICES AND FEES	2,025	954	994	1,500	1,500	1,500	1,500	
TRAINING AND DEVELOPMENT	80	25	105	100	100	100	100	
OFFICE SUPPLIES	478	337	265	500	500	500	500	
PROGRAM MATERIALS	600	561	2,100	600	600	600	600	
					<b>a</b> a = : -			
OPERATING EXPENDITURES			35,871	38,879	39,719		39,312	
TOTAL TOWN COUNCIL	37,823	34,214	35,871	38,879	39,719	40,992	39,312	1.11%



### **ECONOMIC DEVELOPMENT Presentation March 17, 2016**

**Economic Development Commission:** 

\$Change

\$117

**Office Supplies** – Increase to \$150.

FUNCTION	ACTIVITY PROGRAM							CODE
Town Administration	Econom	ic Developme	nt	Economic De	velopment			120-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
TEMPORARY HELP	770	560	700	700	700	700	700	
Recording Clerk								
PROFESSIONAL SERVICES	5,950	21,000	3,000	1,500	1,166	1,166	1,166	
PRINTING	0	7	31	250	225	225	225	
DUES AND MEMBERSHIPS	350	425	175	300	292	292	292	
TRAINING AND DEVELOPMENT	164	0	0	0	0	0	0	
			-					
TRAVEL REIMBURSEMENT	0	0	0	0	334	334	334	ı
						1.70	1.50	
OFFICE SUPPLIES	0	0	0	0	33	150	150	
PAYROLL EXPENDITURES	770	560	700	700	700	700	700	
OPERATING EXPENDITURES	6,464	21,432	3,206	2,050	2,050	2,167	2,167	
TOTAL ECONOMIC DEVELOPMENT	7,234	21,992	3,906	2,750	2,750	2,867	2,867	4.25%



### HUMAN RESOURCE ADMINISTRATION HUMAN RESOURCE BENEFITS

#### Major Adjustments

#### HR Administration:

Training and Development – Decrease of (\$750) Communications – Increase of +\$600 Payroll – budgeted salary increases +\$3,666

#### HR Benefits:

FICA, Medicare and Pension – due to salary adjustments +\$31,000 Worker's Compensation – projected increases and salary +\$3,532 Unemployment Compensation – +\$8,500 Health Insurance – 4.3% increase is offset by census changes and use of prior year funding resulting in overall reduction (\$22,228)

#### Town wide Insurance:

Increased cost for Liability Insurance

<u>\$Change</u>

+\$3,306

+\$27,929

+\$11,304

FUNCTION	ACTIV		CODE					
Town Administration	HR and	Benefits Adm	ninistration	HR and Benefits Administration			130-00	
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
REGULAR PAYROLL	108,617	99,775	112,703	113,428	118,878	117,094	117,094	
Director of Administrative Services								
Executive Secretary / Web Master (.5)								
PROFESSIONAL SERVICES	2,448	2,938	3,984	2,683	2,683	2,683	2,683	
COMMUNICATIONS	0	0	0	0	0	600	600	
ADVERTISING	3,078	4,034	3,045	4,500	4,500	4,500	4,500	
DUES AND MEMBERSHIPS	651	674	686	700	700	490	490	
TRAINING AND DEVELOPMENT	334	977	503	1,750	1,160	1,500	1,000	
OFFICE SUPPLIES	309	38	125	300	890	300	300	
FOOD AND CLOTHING	0	0	0	500	500	500	500	
BOOKS AND SUBSCRIPTIONS	281	474	356	250	250	250	250	
					_ ·			
PAYROLL EXPENDITURES	108,617	99,775	112,703		118,878	117,094	117,094	
OPERATING EXPENDITURES	7,100	9,135	8,698		10,683	10,823	10,323	
TOTAL HR & BENEFITS ADMINISTRATION	115,717	108,910	121,400	124,111	129,561	127,917	127,417	2.66%

FUNCTION	ACTIVITY PROGRAM							CODE
Town Administration	HR and	Benefits Adm	ninistration	Employee Be	nefits			131-11
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
FICA	253,161	244,762	249,575	276,000	276,000	290,000	290,000	
MEDICARE	63,590	62,382	64,512	71,000	71,000	75,000	75,000	
EMPLOYEE PENSIONS	241,884	248,070	255,003	272,000	272,000	285,000	285,000	
WORKER'S COMPENSATION	180,497	192,959	185,185	203,019	203,019	216,551	206,551	
UNEMPLOYMENT COMPENSATION	4,000	12,552	23,999	4,500	4,500	13,000	13,000	
	· · · · ·	y		y	y			
HEALTH INSURANCE	956,020	971,718	1,089,465	1,076,000	1,076,000	1,114,176	1,053,772	
	>00,020	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1,007,100	1,070,000	1,070,000	1,11 ,170	1,000,772	
LIFE INSURANCE	23,122	26,323	30,510	31,000	31,000	34,000	39,000	
	23,122	20,323	50,510	51,000	51,000	5 1,000	59,000	
DISABILITY INSURANCE	17,727	18,185	15,762	16,500	16,500	14,700	14,700	
DISADILITTINGURANCE	17,727	10,105	15,762	10,500	10,500	14,700	14,700	
OTHER POST EMPLOYMENT BENEFITS	491	54	1,350	525	525	1,775	1,450	
OTHER TOST ENH LOTMENT DENEFTIS	491	54	1,550	525	525	1,775	1,430	
		1	10170-	1.050.5.1	1.0-0	0.011.000	1.050.455	
OPERATING EXPENDITURES		1,777,005	1,915,361	1,950,544	1,950,544	2,044,202	1,978,473	1.1001
TOTAL EMPLOYEE BENEFITS	1,740,492	1,777,005	1,915,361	1,950,544	1,950,544	2,044,202	1,978,473	1.43%

FUNCTION	ACTIV	ТҮ				CODE		
Town Administration	Insurar	ice		General Cove	erage Insurar	nce		150-12
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
						-	- -	
PROPERTY AND LIABILITY INSURANCE	157,314	164,036	167,881	179,615	179,615	190,919	190,919	
MICELLANEOUS INSURANCE	4,765	2,528	4,904	3,000	3,000	3,000	3,000	
	y ·	y	y					
PUBLIC OFFICIAL INSURANCE	3,568	4,610	2,387	2,797	2,797	2,797	2,797	
	5,500	-,,010	2,307	2,191	2,191	2,191	2,171	
	165 647	171 174	175 172	105 (12)	105 412	106 71 6	106 71 6	
OPERATING EXPENDITURES	165,647	171,174	175,172		185,412	196,716		
TOTAL GENERAL COVERAGE INSURANCE	165,647	171,174	175,172	185,412	185,412	196,716	196,716	6.10%



### **LEGAL SERVICES**

Legal Services: Personnel

\$Change

Budget remains the same.

Legal Services: Town Attorney

+\$4,000

Increase due to Bond Counsel fees.

FUNCTION	ACTIV	ПУ		PROGRAM				CODE
Town Administration	Legal S			Personnel				160-19
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
PROFESSIONAL SERVICES	44,495	33,534	35,999	20,000	20,000	20,000	20,000	
OPERATING EXPENDITURES	44,495	33,534	35,999	20,000	20,000	20,000	20,000	
TOTAL PERSONNEL	44,495	33,534	35,999	20,000	20,000	20,000	20,000	0.00%

FUNCTION	ACTIV	TIVITY PROGRAM						CODE
Town Administration	Legal S			Town Attorn	ev			160-15
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
				_		Proposed	Proposed	Adopted
							•	
PROFESSIONAL SERVICES	37,449	48,933	44,566	40,000	40,000	40,000	40,000	
OTHER SERVICES AND FEES	70	0	0	2,000	2,000	12,000	6,000	
		-		_,	_,	,	-,	
OPERATING EXPENDITURES	37,519	48,933	44,566	42,000	42,000	52,000	46,000	
TOTAL TOWN ATTORNEY	37,519	48,933	44,566		42,000	52,000		9.52%
	51,519	то,755	,500	±2,000	±2,000	52,000	-0,000	1.5410



### **PROBATE SERVICES**

# RESPONSIBILITIES

The Probate Court operates in accordance with the General Statutes of the State of Connecticut. The court has jurisdiction over the probate of wills and the administration of the estates of deceased persons domiciled in the towns of Tolland, Willington, Coventry and Mansfield. Adoptions, parental rights matters, guardianship, conservatorship, trust estates, commitments, marriage waivers and name changes are all within the province of the Probate Court. Residents of Tolland, Willington, Coventry and Mansfield elect the Judge of Probate for a four-year term. The towns, by statute, must support the court by providing office space and by funding office expenses. The expenses of the court are shared by the four towns in the probate district. The allocation is based on the grand list of each town.

# Budget

#### **Probate Services:**

#### <u>\$Change</u>

+\$327

The program budget increased by \$327. The increase in Communications is due to a switch from dial up to cable internet capability and the increase in Document Maintenance is due to State mandated recording and storage requirements.

FUNCTION	ACTIV		CODE					
Town Administration		Services		Probate Serv	ices			170-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
COMMUNICATIONS	3,780	4,722	4,974	5,033	6,053	6,360	6,360	
SERVICE CONTRACTS	534	415	566	685	685	685	685	
DOCUMENT MAINTENANCE	3,060	2,156	2,757	3,500	2,280	3,500	2,500	
	2,000	2,100	_,,,,,,,	2,200	2,200	5,500	2,000	
OTHER SERVICES AND FEES	532	680	550	700	700	700	700	
	552	000	550	/00	/00	/00	/00	
OFFICE SUPPLIES	1,517	2,424	1,667	1 500	1 500	2 500	1,500	
OFFICE SUFFLIES	1,517	2,424	1,007	1,500	1,500	2,500	1,500	
FURNITURE AND FIXTURES	0	0	0	500	700	500	500	
FURNITURE AND FIATURES	0	0	0	500	700	500	300	
OPERATING EXPENDITURES	9,423	10,396	10,514	11,918	11,918	14,245	12,245	
TOTAL PROBATE SERVICES		10,396	10,514		11,918		12,245	2.74%
I VIALI KODATE SERVICES	9,423	10,590	10,514	11,910	11,910	14,243	12,243	2.74/0



### **REGISTRAR OF VOTERS**

# Budget

#### **Registrar of Voters:**

\$Change

\$15,455

• Budget is developed for 1 election, 1 primary and 2 referendums

Payroll – Salary adjustment for Registrars	\$6,000
Temporary Help – Presidential Election instead of Municipal	\$2,150
Printing – Presidential Election instead of Municipal	\$4,105
Training – State mandated Certification Program for Registrars	\$3,200

FUNCTION	ACTIVITY PROGRAM							CODE
Finance and Records	Registr	ar of Voters		Registrar of	Voters			860-00
Line Item Description	2012-2013	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2016-2017	% Increase
	Actual	Actual	Actual	Adopted	Amended	Department	Manager	Over
						Proposed	Proposed	Adopted
REGULAR PAYROLL	22,873	21,378	22,631	29,000	29,000	35,000	35,000	
Registrar of Voter (2)								
TEMPORARY HELP	11,290	5,290	7,300	9,000	9,000	11,150	11,150	
PROFESSIONAL SERVICES	250	2,378	3,060	2,980	2,980	2,310	2,310	
COMMUNICATIONS	1,853	1,409	2,265	2,450	2,450	2,950	2,950	
			,	,			,	
PRINTING	5,577	3,460	4,689	3,375	3,375	7,100	7,100	
	-,	-,	.,	-,	-,	.,=	.,	
DUES AND MEMBERSHIPS	110	150	150	140	160	160	160	
	110	150	150	140	100	100	100	
OTHER SERVICES AND FEES	65	65	95	100	100	100	100	
OTHER SERVICES AND FEES	05	05	93	100	100	100	100	
	1 0 1 7	1.070	1.070	1 470	1 470	5 000	5 000	
TRAINING AND DEVELOPMENT	1,217	1,278	1,870	1,470	1,470	5,000	5,000	
OFFICE SUPPLIES	518	123	488	500	480	500	500	
FOOD AND CLOTHING	887	531	631	600	600	800	800	
RELOCATING POLLING PLACE	0	0	1,186	0	0	0	0	
PAYROLL EXPENDITURES	34,163	26,668	29,931	38,000	38,000	46,150		
OPERATING EXPENDITURES	10,477	9,394	14,434		11,615	18,920	18,920	
TOTAL REGISTRAR OF VOTERS	44,640	36,061	44,365	49,615	49,615	65,070	65,070	31.15%

