

FINANCE & RECORDS

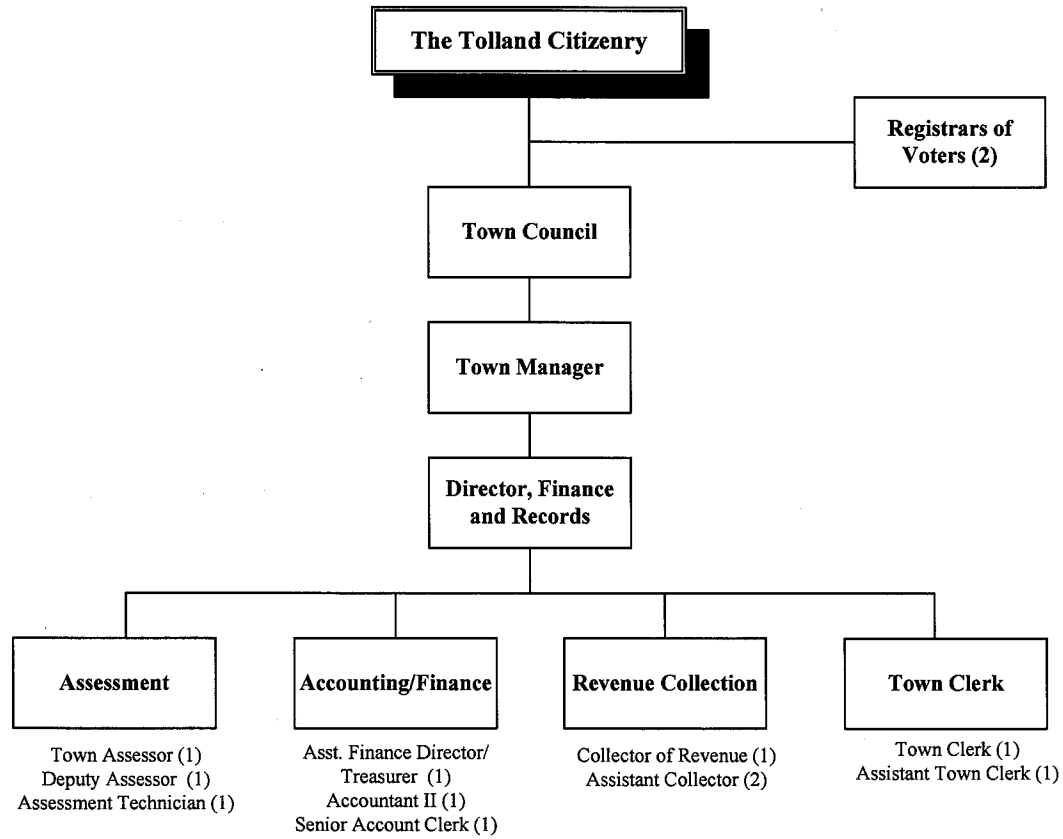
FINANCE AND RECORDS

The Town's financial operations, which include Accounting Services, Assessment Services, Revenue Collection and Town Clerk, operate from several independent offices, all under the supervision of the Director of Finance and Records. The Accounting Office handles all financial transactions and administers financial control by balancing appropriations and expenditures with revenues. The Office of the Assessor compiles and updates valuation of all property within Tolland's borders. It is also responsible for preparing a yearly Grand List that identifies all taxable Real and Personal Property located in Tolland. The Collector of Revenue is responsible for the billing and the prompt collection of all levied taxes. This department is also responsible for the billing of miscellaneous accounts. The Town Clerk's Office renders professional, timely and courteous service to all residents and the general public with an emphasis on providing accurate information pursuant to state and local laws.

Account Code	Descriptions	2013-2014 Department Request	2013-2014 Manager Proposed	2013-2014 Adopted Budget
810-00	Accounting Services	300,602	301,122	301,122
820-00	Assessment Services	232,295	193,900	193,900
830-00	Board of Assessment Appeals	850	850	850
850-00	Independent Audit	23,500	23,500	23,500
860-00	Registrar of Voters	40,075	40,075	40,075
870-00	Revenue Services	166,171	166,226	166,226
880-00	Town Clerk	140,436	140,436	140,436
890-00	Contingency	209,237	173,158	173,158
	Subtotal -- Finance and Records	1,113,166	1,039,267	1,039,267

Division of Finance and Records

Organization Chart



PROGRAM	ACCOUNTING SERVICES	810-00
----------------	----------------------------	---------------

Program Explanation:

The primary responsibility of the Accounting Department is to maintain accurate records of all receipts and disbursements of the Town of Tolland. It administers financial control by certifying the availability of funds for proposed expenditures and manages funds to provide for an adequate cash flow while attaining the greatest investment return possible. It is responsible for preparing payroll and paying bills in a timely manner. This department also assists the Town Manager in preparing the annual budget, prepares quarterly and annual financial reports, maintains the inventory of Town property and reconciles bank statements.

Budget Change Commentary:

The program budget increased overall by \$4,318. The increase was mainly due to a delayed increase in contractual support/maintenance fees for the financial system software. The software vendor initiated a one-time price freeze in fiscal year 2013 and this year's increase reflects the normal indexing increase for the services.

Program Objectives and Goals FY 2014:

- Revise the Town's purchasing policy in order to streamline the purchasing process and create efficiencies in staff efforts. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**
- Review as many existing contracts as possible and rebid where feasible in order to achieve savings. **(Council Goal: Review contracts with vendors for possible cost savings including possible rebids.)**
- Identify areas where technology use can create efficiencies. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**
- Cross train staff to assist with other divisions of the Finance Department during busy seasons where extra assistance is necessary. **(Council Goals: Budget Goal – Examine cost benefit of alternative ways of delivering services; Identify ways for efficiency improvements excluding eliminating staffing.)**

Program Accomplishments FY 2013:

- Received the award for excellence in financial reporting in July for the FY 2011 CAFR
- Received the GFOA Distinguished Budget Award for FY 2013 budget document
- Completed an analysis of the town-wide copiers and printers. Reviewed copier contracts and negotiated a new all-inclusive plan for printer/copier supplies and maintenance. This process reduced inventory, consolidated certain printing, faxing and copying functions and reduced costs by about \$1,800 per year. **(Council Goals met: Budget Goal – Examine cost benefit of alternative ways of delivering services; Review contracts with vendors for possible cost savings including possible rebids; Identify ways for efficiency improvements excluding eliminating staffing.)**
- Began a review and should be completed by June 30, 2013 of the postage handling process. Have begun to change routines and methodologies to generate cost savings. We are also reviewing various governmental contractual agreements to determine if there is better pricing available on our postage meter rental. **(Council Goals met: Budget Goal – Examine cost benefit of alternative ways of delivering services; Review contracts with vendors for possible cost savings including possible rebids; Identify ways for efficiency improvements excluding eliminating staffing.)**

Program Accomplishments FY 2013(cont'd):

- In conjunction with the Town Manager's Office and several other Towns we entered into a joint health insurance self-insurance program. Savings will be identified after the completion of the fiscal year. The program also limits the risk and provides greater discounts by the various Towns joining together as one larger group. This in turn has reduced the impact of the increases on our budget for the FY 2012-13. **(Council Goals met: Budget Goal – Examine cost benefit of alternative ways of delivering services & examine the consolidation of functions; Review contracts with vendors for possible cost savings including possible rebids.)**
- Prepared an in-depth analysis of the Sewer Operations and Assessment funds and presented it to the WPCA. This information provided clear guidance of what decisions the Commission needs to make regarding the financial stresses on their budget. **(Council Goal: Work with WPCA and TWC on issues impacting the functioning of the Commissions.)**

Assigned Positions:

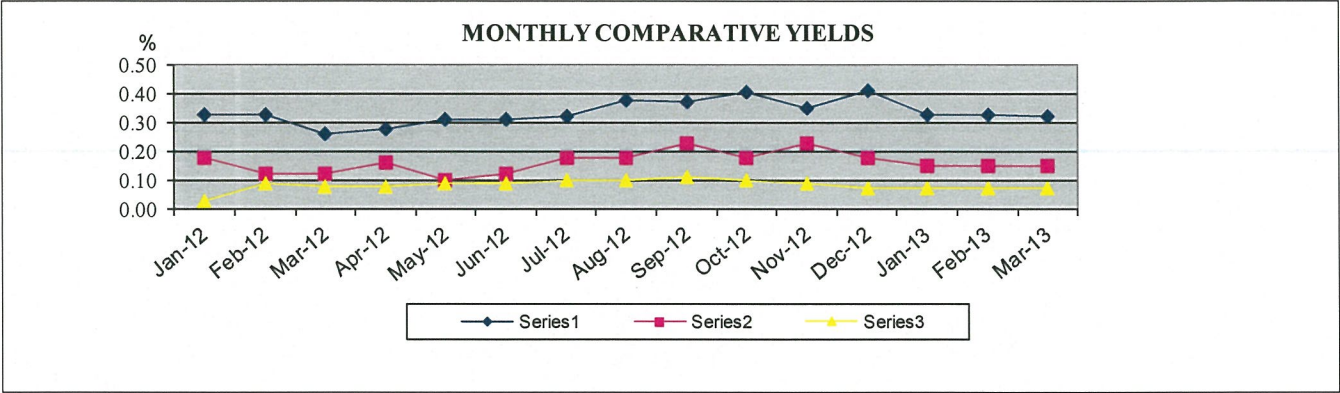
2011-2012		2012-2013		Position Title	2013-2014	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Director of Finance and Records	1.0	1.0
1	1.0	1	1.0	Assistant Finance Director/Treasurer	1.0	1.0
1	1.0	1	1.0	Accountant II	1.0	1.0
1	1.0	1	1.0	Senior Account Clerk/IT Technician	1.0	1.0

Performance Data	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Estimated 2012-2013	Anticipated 2013-2014
Accounts payable checks issued	4,308	4,223	4,250	4,275	4,275
Purchase orders issued	517	485	460	525	525
Dollar cost per AP transaction	3.69	3.69	3.75	3.80	3.80
Invoices processed	7,605	7,725	7,750	7,800	7,800
Percentage of vendor invoices paid within 14 days	62%	63%	65%	70%	70%
Percentage of vendor invoices paid within 30 days	80%	94%	95%	95%	95%
Total number of payroll checks and direct deposits	3,539	3,504	3,765	3,770	3,750
% of payroll that is direct deposit	55%	62%	67%	67%	68%
W-2s prepared	233	237	245	245	245
Bank accounts maintained	31	31	31	32	32
Percentage of bank deposits made within 24 hours *	99%	99%	99%	98%	98%
Reconcile bank statements within 1 week after month end	100%	100%	100%	99%	99%
Issue CAFR within 6 months following the end of the fiscal year	Nov.	Nov.	Dec.	Nov.	Nov.
G.O. bond rating (Standard and Poors / Fitch)	AA/AA+	AA/AA+	AA/AA+	AA/AA+	AA/AA+
Long Term Bonded Debt per capita**	2,566	2,355	2,294	3,546	2,654
Unreserved Fund Balance as % of expenditures	11.6	11.6	12	13	13

* Town follows the Revenue policy approved by the Director of Finance and Records. Deposits which are not placed in the bank within 24 hours consists of library or recreation miscellaneous deposits.

**Based on Ratio of Bonded Debt to Grand List and Bonded Debt Per Capita

Investment Performance: the Town invests its available pooled cash on a daily basis in the State Treasurer’s Short-term Investment Fund, MBIA Class Plus Investment, certificates of deposit, savings, checking and money market accounts in qualified institutions in accordance with the Town’s Investment policy and CT General Statutes 3-27c 3-27e.



FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Accounting Services			Accounting Services			810-00
Line Item Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Amended	2013-2014 Manager Proposed	2013-2014 Adopted Budget
REGULAR PAYROLL	248,554	244,452	252,531	259,822	263,187	263,187	263,187
Director of Finance and Records							
Assistant Finance Director / Treasurer							
Accountant II							
Senior Account Clerk / IT Administrator							
PROFESSIONAL SERVICES	24,301	25,605	26,904	26,507	25,922	29,900	29,900
COMMUNICATIONS	229	185	34	150	150	175	175
SERVICE CONTRACTS	249	0	0	0	0	0	0
DUES AND MEMBERSHIPS	760	760	255	765	265	815	815
OTHER SERVICES AND FEES	0	425	425	500	0	520	520
TRAINING AND DEVELOPMENT	2,490	2,160	3,920	2,875	4,460	3,875	3,875
TRAVEL REIMBURSEMENT	800	240	44	280	280	300	300
OFFICE SUPPLIES	1,551	2,144	2,164	1,700	1,700	1,435	1,435
BOOKS AND SUBSCRIPTIONS	686	716	776	840	840	915	915
OFFICE MACHINES	0	0	5,000	0	0	0	0
PAYROLL EXPENDITURES	248,554	244,452	252,531	259,822	263,187	263,187	263,187
OPERATING EXPENDITURES	31,067	32,235	39,522	33,617	33,617	37,935	37,935
TOTAL ACCOUNTING SERVICES	279,622	276,687	292,053	293,439	296,804	301,122	301,122

PROGRAM	ASSESSMENT SERVICES	820-00
----------------	----------------------------	---------------

Program Explanation:

The Office of the Assessor is a department within the Division of Finance and Records. The Assessor's primary duty is to determine the market value of all taxable and tax exempt Real and Personal Property for the purpose of equitable tax distribution throughout the Town of Tolland. Real Property is assessed at 70% of value as established by the last completed revaluation in 2009. Taxable Personal Property and Motor Vehicles are assessed at 70% of the annual market value. All exemptions are reviewed annually. A Grand List of all taxable and exempt property is printed annually. All record cards are updated annually to reflect any change in ownership or mailing addresses. Tax maps are updated to reflect property boundary line changes or subdivisions.

Budget Change Commentary:

The program budget decreased \$40,865 from the prior year. We were able to cut \$38,400 from the revaluation budget due to decreased bid prices. We were also able to find a new GIS/Mapping vendor at a lower cost.

Program Objectives and Goals FY 2014:

- Prepare RFP's for revaluation for Grand List 2014, consider and propose an in-house revaluation project. **(Council Goal: Review contracts with vendors for possible cost savings including possible rebids.)**
- Integrate working relationship with the Building Department to include shared C.O. inspections. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**
- Explore new software with Revaluation Vendor for potential multi-department software. **(Council Goal: Review contracts with vendors for possible cost savings including possible rebids.)**
- Refresh training of staff on Administrative software. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**
- Explore new updates to website for increased taxpayer awareness/convenience. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**

Program Accomplishments FY 2013:

- Update Assessor web-site information including downloadable personal property declaration forms. **(Council Goal: Examine the cost/benefit of alternative ways of delivering services.)**
- Changed town GIS/Map vendor; reduced budget \$2,500 per year without cutting services. **(Council Goal: Review contracts with vendors for possible cost savings including possible rebids.)**
- Implement quadrennial ownership update for Building Departments View Permit software. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**

Assigned Positions:

2011-2012		2012-2013		Position Title	2013-2014	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Assessor	1	1.0
1	1.0	1	1.0	Deputy Assessor	1	1.0
1	1.0	1	1.0	Assessment Technician	1	1.0

Performance Data	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Estimated 2012-2013	Anticipated 2013-2014
Building Permits Reviewed	1,652	1,470	1,840	1,920	1900
Field Inspections	5,977	763	1,060	1,100	1200
Elderly Circuit Breaker/Disabled Program Participants	182	187	210	220	225
Personal Property	819	818	780	831	850
Motor Vehicles	15,864	15,930	15,735	15,690	15,750
Property Transfers	265	280	310	325	340
Property Splits	9	5	14	15	15
Decreases	155	95	46	40	40
Meetings Attended	71	60	76	85	95
Elderly (Freeze/Reapplications)	205	220	214	220	225
Supplemental Motor Vehicle List	3,433	3,500	2,304	2,300	2,300
Sales Ratio Analysis Completed	261	275	268	300	300
Map Revisions	34	25	34	35	35

FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Assessment Services			Assessment Services			820-00
Line Item Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Amended	2013-2014 Manager Proposed	2013-2014 Adopted Budget
REGULAR PAYROLL Assessor Deputy Assessor Assessment Technician	165,556	169,508	170,667	170,169	166,560	166,580	166,580
PROFESSIONAL SERVICES	83,495	60,208	60,462	60,150	60,150	19,250	19,250
SERVICE CONTRACTS	394	94	84	90	90	95	95
PRINTING	343	261	248	280	280	280	280
ADVERTISING	173	173	252	250	250	250	250
DUES AND MEMBERSHIPS	775	780	835	842	842	870	870
TRAINING AND DEVELOPMENT	1,648	2,578	2,496	2,795	2,795	2,855	2,855
OFFICE SUPPLIES	367	643	818	540	540	250	250
MINOR TOOLS	0	0	0	70	70	70	70
BOOKS AND SUBSCRIPTIONS	2,959	3,210	3,108	3,168	3,168	3,400	3,400
PAYROLL EXPENDITURES	165,556	169,508	170,667	170,169	166,560	166,580	166,580
OPERATING EXPENDITURES	90,154	67,948	68,303	68,185	68,185	27,320	27,320
TOTAL ASSESSMENT SERVICES	255,711	237,456	238,970	238,354	234,745	193,900	193,900

PROGRAM	BOARD OF ASSESSMENT APPEALS	830-00
----------------	------------------------------------	---------------

Program Explanation:

The Board of Assessment Appeals consists of three appointed members plus two alternates. The responsibility of this Board is to make decisions concerning taxpayer appeals of assessments.

Budget Change Commentary:

The program budget is flat compared to the prior year.

Program Objectives and Goals FY 2014:

- 25 appeals are expected to be filed with the board requesting a review/reduction on Real Estate, Motor Vehicle and Personal Property
- New members to attend training classes. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**

Program Accomplishments FY 2013:

- Scheduled 19 hearing dates in March and 3 in September. Assessor's Office reserved space for meetings and provided all necessary documents **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**
- 22 appeals for assessment received for Real Estate, Motor Vehicles and Personal Property
- Reductions granted for 5 accounts
- \$61,893 reduction in assessment granted

Performance Data	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Estimated 2012-2013	Anticipated 2013-2014
Assessor's Valuation	1,231,679,185	1,268,414,724	1,282,095,781	1,295,852,986	1,297,000,000
Sessions Conducted	3	8	4	4	4
Appeals Heard	21	147	16	22	20
Increases	4	109	0	0	0
Reductions	11	29	8	5	5
Additions in \$ (assessments)	28,430	0	0	0	0
Reductions in \$ (assessments)	144,490	259,095	134,600	61,893	50,000
Supplemental Motor Vehicle List	10,572,579	12,012,329	12,088,795	13,078,339	12,500,000
Final Net Grand List	1,242,135,570	1,280,167,958	1,294,195,781	1,305,369,432	1,309,000,000

FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Board of Assessment Appeals			Board of Assessment Appeals			830-00
Line Item Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Amended	2013-2014 Manager Proposed	2013-2014 Adopted Budget
ADVERTISING	228	220	228	250	250	250	250
TRAINING AND DEVELOPMENT	200	400	500	500	500	500	500
OFFICE SUPPLIES	0	0	0	100	100	100	100

PROGRAM	INDEPENDENT AUDIT	850-00
----------------	--------------------------	---------------

Program Explanation:

Annually, the Town Council designates a Certified Public Accountant or firm of Independent Public Accountants to audit the books and accounts of the Town of Tolland. This audit is performed in accordance with generally accepted accounting standards and the standards applicable to financial audits contained in the Government Auditing Standard – a publication issued by the Comptroller General of the United States.

Budget Change Commentary:

The budget is flat compared to the prior year.

Program Objectives and Goals FY 2014:

- To complete the FY2014 audit review in a timely manner with a clean opinion

Program Accomplishments FY 2013:

- The audit was completed in early November and the CAFR issued in the beginning of December. There were no findings of material weaknesses and a clean opinion was issued

FUNCTION		ACTIVITY			PROGRAM			CODE
Finance and Records		Independent Audit			Independent Audit			850-00
Line Item Description		2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Amended	2013-2014 Manager Proposed	2013-2014 Adopted Budget
PROFESSIONAL SERVICES		19,600	27,500	27,500	23,500	23,500	23,500	23,500
OPERATING EXPENDITURES		19,600	27,500	27,500	23,500	23,500	23,500	23,500
TOTAL INDEPENDENT AUDIT		19,600	27,500	27,500	23,500	23,500	23,500	23,500

PROGRAM	REGISTRARS OF VOTERS	860-00
----------------	-----------------------------	---------------

Program Explanation:

The Registrars of Voters are elected officials authorized by the Connecticut General Statutes to conduct elections, maintain the records of all registered voters and to hold special registration sessions for new voters. Voter information is maintained by the Registrars on a statewide database. The Registrars supervise and run all elections, primaries and special referendums for the Town of Tolland in accordance with State Statutes and maintains voting machine use in these elections.

Budget Change Commentary:

The program budget decreased \$215. This is due to a decrease in certain line items because of the number of elections and the types of elections held this year, while the increases are due to the need to replace memory cards for the Tabulator Voting system and the annual maintenance of the Tabulators which is now a town expenditure.

Program Objectives and Goals FY 2014:

- Streamline election reporting process to be able to get election results in a more timely manner
- Automate election process where possible to gain greater efficiencies and possible cost savings. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staff.)**
- Implement Election Day Registration legislation

Program Accomplishments FY 2013:

- Developed audit process for all election types that was efficient and cost effective. **(Council Goal: Identify ways for efficiency improvements excluding eliminating staff.)**
- Was a test town for the new Automated Audit Program developed by UConn
- Had a trouble-free Presidential Election and handled Presidential Ballots for the Town Clerk as a precursor to Election Day Registration

Assigned Positions:

2011-2012		2012-2013		Position Title	2013-2014	
Positions	FTE	Positions	FTE		Positions	FTE
2	.71	2	.71	Registrars of Voters	2	.71

Performance Data	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Estimated 2012-2013	Anticipated 2013-2014
Registered Voters (active)	9,800	9,300	9,350	9,600	9,500
New Voter Registrations	650	289	400	650	200
Voters Removed from Active Status	400	487	500	400	350
Changes – All types of changes processed (address, name, party affiliation, corrections, status)	900	826	800	1,400	700

FUNCTION		ACTIVITY			PROGRAM		CODE
Finance and Records		Registrar of Voters			Registrar of Voters		860-00
Line Item Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Amended	2013-2014 Manager Proposed	2013-2014 Adopted Budget
REGULAR PAYROLL Registrar of Voter (2)	20,959	23,461	21,005	22,642	23,030	23,430	23,430
TEMPORARY HELP	6,740	13,700	6,550	8,450	8,950	7,250	7,250
PROFESSIONAL SERVICES	200	753	508	200	200	3,550	3,550
COMMUNICATIONS	0	0	0	2,550	2,550	1,450	1,450
PRINTING	193	3,921	3,000	4,310	3,810	1,900	1,900
DUES AND MEMBERSHIPS	100	100	110	150	150	150	150
OTHER SERVICES AND FEES	364	460	718	100	100	125	125
TRAINING AND DEVELOPMENT	674	1,170	1,058	1,270	1,270	1,270	1,270
OFFICE SUPPLIES	160	201	170	500	500	500	500
FOOD AND CLOTHING	532	1,038	682	530	530	450	450
PAYROLL EXPENDITURES	27,699	37,161	27,555	31,092	31,980	30,680	30,680
OPERATING EXPENDITURES	2,222	7,643	6,245	9,610	9,110	9,395	9,395
TOTAL REGISTRAR OF VOTERS	29,921	44,804	33,800	40,702	41,090	40,075	40,075

PROGRAM	REVENUE SERVICES	870-00
----------------	-------------------------	---------------

Program Explanation:

The Office of the Collector of Revenue is a part of the Division of Finance and Records. The Collector operates in accordance with the General Statutes of Connecticut (Sec. 12-130 et seq.) to bill, collect, process, deposit and account for property taxes. This office is the central depository of revenue for all Town departments and is also responsible for the collection of special assessments for sewers and potentially other types of projects. The Collector must enforce payment of delinquent taxes as required by State Statute. The office must maintain accurate collection records and controls. The office also secures the maximum collection of revenue due to the Town of Tolland. The Office collects certain sewer assessments and water assessments.

Budget Change Commentary:

The program budget showed a slight decrease of \$460 due to small decreases in various lines.

Program Objectives and Goals FY 2014:

- Continue to improve cash flow and efficiency
- Continue to improve visibility and security
- Enforce delinquent collections with the tools approved by the Town Council, including Tax Sales
- Implement on-line payments and/or ACH payments with minimum or no cost to the Town for efficiency and enhanced customer service.
(Council Goal: Identify ways for efficiency improvements excluding eliminating staff.)
- Provide on-line access to the Tax Collection database for research and payment information and history for efficiency and enhanced customer Service. (Council Goal – Identify ways for efficiency improvements excluding eliminating staff.)
- Convert more banks and leasing companies to wired deposits of escrowed funds and e-mailed payment files. (Council Goals: Identify ways for efficiency improvements excluding eliminating staff.)
- Continue to fine-tune utility accounts listing, work with other agencies to clarify issues and needs

Program Accomplishments FY 2013:

- Consideration has been given to on-line access of and payment on tax accounts
- Collection rates were retained and/or surpassed during a fourth difficult year of widespread fiscal downturn
- Opening and processing of mail more quickly was assisted greatly by resumption of seasonal help during July only
- Comprehensive list of water and sewer accounts has been made to help staff to assist searchers and homeowners
- A \$5 reporting fee was established for unpaid motor vehicle accounts reported to DMV for enforcement
- A Tax Sale is underway to enforce collection of delinquent real estate taxes
- Monthly reconciliation of accounts has been established between Tax and Finance. (Council Goals: Identify ways for efficiency improvements excluding eliminating staff.)

Assigned Positions:

2011-2012		2012-2013		Position Title	2013-2014	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Collector of Revenue	1	1.0
2	2.0	2	2.0	Assistant Collector of Revenue	2	2.0

Performance Data	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Estimated 2012-2013	Anticipated 2013-2014
Tax Bills Sent	24,155	24,150	25,040	24,782	24,700
Current Taxes Collectible per Budget	35,909,276	36,412,908	37,641,605	38,417,281	38,390,931
Current Taxes Collected	36,045,689	36,706,615	37,629,583	37,502,724	N/A
Percent Collected of Current Tax Budget	100.79	100.80	99.9	100.00	100
Prior Year Taxes Collectible per Budget	145,000	150,000	200,000	250,000	285,000
Prior Year Taxes Collected	270,833	270,000	200,000	205,299	N/A
Interest and Fees Collectible per Budget	64,353	107,648	141,507	122,678	196,710
Interest and Fees Collected	178,861	197,407	141,507	86,001	N/A
Taxes Suspended	8,952	4,000	12,421	4,000	2,500
Motor Vehicle Reporting Fee				10,000	10,000
Motor Vehicle Reporting Fees Collected				5,362	N/A

FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Revenue Services			Revenue Services			870-00
Line Item Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Amended	2013-2014 Manager Proposed	2013-2014 Adopted Budget
REGULAR PAYROLL	133,841	137,165	131,695	139,854	141,123	141,117	141,117
Collector of Revenue							
Assistant Collector of Revenue (2)							
PROFESSIONAL SERVICES	7,894	8,069	7,793	9,020	9,020	9,075	9,075
COMMUNICATIONS	6,442	7,220	7,329	7,340	7,340	7,305	7,305
SERVICE CONTRACTS	225	225	225	225	225	225	225
PRINTING	4,458	4,120	5,770	5,770	5,770	5,875	5,875
ADVERTISING	1,157	1,062	1,086	990	990	1,085	1,085
DUES AND MEMBERSHIPS	205	175	190	235	235	205	205
OTHER SERVICES AND FEES	9,310	0	0	0	0	0	0
TRAINING AND DEVELOPMENT	609	887	840	914	914	914	914
TRAVEL REIMBURSEMENT	225	0	62	75	75	75	75
OFFICE SUPPLIES	1,276	1,633	1,762	1,000	1,000	350	350
PAYROLL EXPENDITURES	133,841	137,165	131,695	139,854	141,123	141,117	141,117
OPERATING EXPENDITURES	31,801	23,391	25,057	25,569	25,569	25,109	25,109
TOTAL REVENUE SERVICES	165,642	160,556	156,751	165,423	166,692	166,226	166,226

PROGRAM	TOWN CLERK	880-00
----------------	-------------------	---------------

Program Explanation:

The Town Clerk's Office is responsible for the maintenance of Town records: Town Code Book (charter, ordinances and policies), recording, scanning and microfilming of all land records, maps, minutes and servicemen's discharges, trade name certificates, peddler's licenses, liquor licenses, sexton reports, minutes of official meetings, notaries; issues dog and sport licenses, assist in the registration of new electors, swear in elected officials and appointed Board and Commission members and newly appointed Justices of the Peace, is responsible in the assistance of preparations for all elections, primaries, and referendums, prepares legal notices for such and is responsible for issuing absentee ballots. As Registrar of Vital Statistics issues birth certificates for home births, marriage licenses and burial permits, certified copies of birth, marriage and death certificates, and issues all certified copies of vitals to the State of Connecticut and other towns that have occurred in the Town of Tolland.

Budget Change Commentary:

The program budget increased by \$9,039. There was an increase in code updates of \$1,405 due to seeing more codes being updating more frequently. There is also an increase in Printing of \$7,634 due to an increase in the scanning and microfilming line because of timing of expenditures.

Program Objectives and Goals FY 2014:

- Will apply for the State Preservation Grant for FY2014 which will be for \$4,000. This project entails documents being scanned from microfilm and images of all related documents are then downloaded onto a computer for the public to search and copy from. The goal for this on-going project will eventually take the computer based search capability back to Volume 158 - July 1977. **(Council Goal: Examine cost benefit of alternative ways of delivering services.)**
- We continue to work with Adkins to have mylar maps scanned and downloaded onto a computer for the public to view and to print copies on 11 X 17 paper. **(Council Goal: Examine cost benefit for alternative ways of delivering services.)**
- Would like to have copies of land records obtained online. Lawyers, Title Searchers, and others would have to give their charge card information to ACS now known as Xerox Corp and pay them \$2 for each copy obtained. At the end of each month, Xerox Corp would split the total amount collected with the Town. There will be no upfront cost for the Town to implement this process and will maintain the same funds received presently. **(Council Goal: Examine cost benefit for alternative ways of delivering services.)**

Program Accomplishments FY 2013:

- Completed the Historic Preservation Grant for \$4,000 received July 2012. This Grant covers land records from Volume 570 back to Volume 503. Microfilm was scanned and images of the documents downloaded onto computers for the public and employees to access property information and have the ability to make copies which saves wear and tear on the books. **(Council Goal: Examine cost benefit of alternative ways of delivering services.)**
- Utilized preservation monies to have birth and death records from 2008-2011 scanned and added to indexviewer which allows the Town Clerk and Assistant Town Clerk to print certified copies for the public. Also had Volume 9 of DD214's, Servicemen's Discharge papers, scanned and downloaded to obtain copies from. **(Council Goal: Examine cost of benefit of alternative ways of delivering services.)**

Assigned Positions:

2011-2012		2012-2013		Position Title	2013-2014	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Town Clerk/Registrar of Vital Statistics	1	1.0
1	1.0	1	1.0	Assistant Town Clerk/Assistant Registrar of Vital Statistics	1	1.0

Performance Data	Actual 2009-2010	Actual 2010-2011	Actual 2011-2012	Estimated 2012-2013	Anticipated 2013-2014
Land instruments recorded	3,063	3,493	3,338	3,350	3,400
Births recorded	117	108	88	95	92
Marriages recorded	70	83	76	85	82
Civil Unions recorded	0	0	0	0	0
Deaths recorded	128	115	103	107	120
Servicemen's discharge papers (DD 214's)	26	31	17	20	18
Dog and kennel licenses (also includes replacement tags & transfers from other towns)	2,271	2,433	2,158	2,250	2,200
Sport licenses issued	419	478	475	200	350
Trade name certificates	37	47	39	37	35
Liquor licenses recorded	10	15	15	15	15
Marriage licenses issued	44	41	42	45	43
Civil Union licenses issued (as of October 1, 2010 Civil Unions will no longer be issued)	0	0	0	0	0
Maps recorded	33	41	24	10	12
Peddler's licenses issued	1	2	1	1	1
Elections, referendums & primaries	3	6	5	4	5
Notaries recorded	33	42	46	42	43

FUNCTION		ACTIVITY			PROGRAM		CODE
Finance and Records		Town Clerk			Town Clerk		880-00
Line Item Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Budget	2012-2013 Amended	2013-2014 Manager Proposed	2013-2014 Adopted Budget
REGULAR PAYROLL	98,750	101,096	102,323	103,052	104,371	104,371	104,371
Town Clerk							
Assistant Town Clerk							
PROFESSIONAL SERVICES	0	3,021	3,500	4,000	4,000	4,000	4,000
SERVICE CONTRACTS	0	94	84	95	95	95	95
PRINTING	18,153	22,543	21,592	14,366	14,366	22,000	22,000
ADVERTISING	2,282	1,314	0	0	0	0	0
CODE UPDATES	5,099	5,977	8,081	5,595	5,595	7,000	7,000
DUES AND MEMBERSHIPS	410	420	450	210	210	210	210
OTHER SERVICES AND FEES	294	230	228	400	400	400	400
TRAINING AND DEVELOPMENT	290	30	421	750	750	750	750
OFFICE SUPPLIES	441	999	643	750	750	750	750
PROGRAM MATERIALS	0	0	0	860	860	860	860
PAYROLL EXPENDITURES	98,750	101,096	102,323	103,052	104,371	104,371	104,371
OPERATING EXPENDITURES	26,969	34,629	34,999	27,026	27,026	36,065	36,065
TOTAL TOWN CLERK	125,719	135,725	137,322	130,078	131,397	140,436	140,436

PROGRAM	CONTINGENCY	890-00
----------------	--------------------	---------------

Program Explanation:

The program budget increased \$86,450. Personnel Adjustment increased due to union contract not being settled yet and estimated raises being put in this account rather than the individual budgets.

FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Contingency			Contingency			890-00
Line Item Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Adopted	2012-2013 Amended	2013-2014 Manager Proposed	2013-2014 Adopted Budget
CONTINGENCY	92,052	33,095	3,697	15,000	15,000	15,000	15,000
PERSONNEL ADJUSTMENT	21,556	26,275	39,658	58,908	28,023	143,858	143,858
TOWN HISTORIAN	94	0	200	200	200	200	200
PERMANENT CELEBRATION COMMITTEE	5,081	10,098	5,119	5,100	5,100	5,100	5,100
HISTORIC DISTRICT COMMISSION	0	70	350	0	0	0	0
PRIOR YEAR TAX REFUNDS	0	12,820	35,827	7,500	7,500	9,000	9,000
FEMA I - AUGUST	0	0	72,445	0	0	0	0
FEMA II - OCTOBER	0	0	486,034	0	0	0	0
STORM - JUNE 22, 2012	0	0	32,544	0	0	0	0
OPERATING EXPENDITURES	118,783	82,358	675,874	86,708	55,823	173,158	173,158
TOTAL CONTINGENCY	118,783	82,358	675,874	86,708	55,823	173,158	173,158