

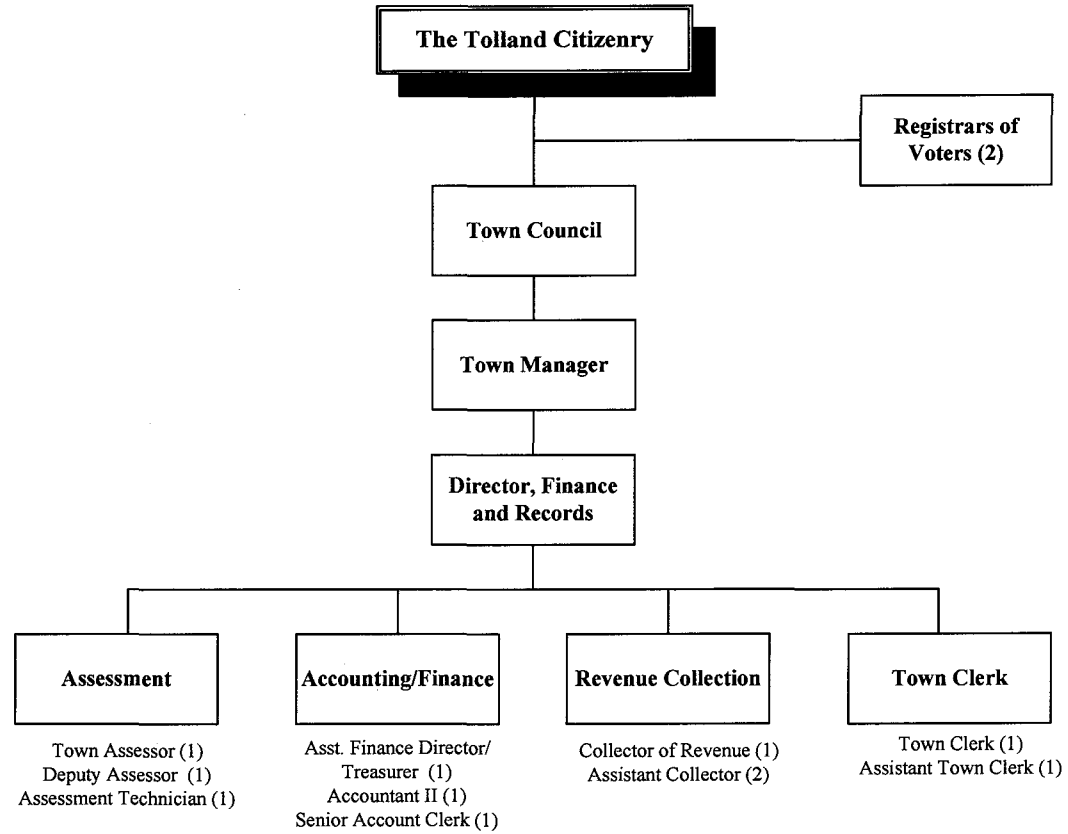
FINANCE AND RECORDS

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	2015-2016 Department Request	2015-2016 Manager Proposed	2015-2016 Adopted Budget
810-00	Accounting Services	345,557	332,737	332,737
820-00	Assessment Services	253,381	253,381	253,381
830-00	Board of Assessment Appeals	750	750	750
850-00	Independent Audit	25,250	25,250	25,250
860-00	Registrar of Voters	44,247	49,615	49,615
870-00	Revenue Services	164,561	164,561	164,561
880-00	Town Clerk	144,329	145,329	145,329
890-00	Contingency	164,759	153,049	153,049
	Subtotal -- Finance and Records	1,142,834	1,124,672	1,124,672

Division of Finance and Records

Organization Chart



PROGRAM	ACCOUNTING SERVICES	810-00
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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 \$12,932. A majority of this increase is due to a new forms processing software that works with our current financial software system (MUNIS). This software is a required link to be able to print checks, advices, purchase orders, etc., from our system. It is needed because the printer hardware industry has changed and we are unable to print checks etc., on the new style printers. We have a very old printer that we currently print our checks on but if that fails then we are unable to replace it. MUNIS's answer to this problem is to use their forms printing module.

Program Objectives and Goals FY 2016:

- Implement new check and form printing software to be able to appropriately print forms as well as to possibly implement new methods of sending forms electronically to save on printing costs. – ***Council Goal: Expand and review of operational policies for increased revenue potentials and operational cost savings***
Implement Strategic Information Technology Plan. – ***Council Goal: Expand and review of operational policies for increased revenue potentials and operational cost savings***
- Review as many existing contracts as possible and rebid where feasible in order to achieve savings
- Identify areas where technology use can create efficiencies
- Continue to cross train staff to assist with other divisions of the Finance Department during busy seasons where extra assistance is necessary

Program Accomplishments FY 2015:

- Received the award for excellence in financial reporting in July for the FY 2013 CAFR
- Received the GFOA Distinguished Budget Award for FY 2015 budget document
- Assisted staff to draft a plan that the Town Council and Board of Education can support to uncover and implement the consolidation of Town and BOE functions and services (i.e. IT services, building operations and systems monitoring, maintenance and operations etc.) – ***Council Goal: Draft a plan that the Town Council and the Board of Education can support to uncover and implement consolidation of Town and BOE functions and services***
- Assisted staff to expand the review of operational policies for increased revenue potentials and operational cost savings) i.e. the renting of Town facilities, schools, ball fields, parks to private groups, etc.) – ***Council Goal: Expand and review of operational policies for increased revenue potentials and operational cost savings***
- Trained all Town Staff on the revised purchasing policy– ***Council Goal: Expand and review of operational policies for increased revenue potentials and operational cost savings***
- Established a new Debt Service Fund to provide for strategic debt management planning to ease the burden of future debt issuance on the budget. – ***Council Goal: Expand and review of operational policies for increased revenue potentials and operational cost savings***
- Revised the Town's Bond Post Issuance Compliance Policy
- Had a successful Bond Rating process and retained AAA rating with Standard and Poor's Rating Agency

- Had a successful bond refunding which saved the Town in excess of \$500,000 in debt savings– **Council Goal: Expand and review of operational policies for increased revenue potentials and operational cost savings**
- Continued to review as many existing contracts as possible and rebid where feasible in order to achieve savings
- Continued to identify areas where technology use can create efficiencies – Town Wide Fiber Optic Project, MUNIS System
- Continued to cross train staff to assist with other divisions of the Finance Department during busy seasons where extra assistance is necessary

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
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 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Accounts payable checks issued	4,250	3,955	3,902	3,900	3,850
Purchase orders issued	460	389	393	400	400
Invoices processed	7,750	7,776	7,753	7,700	7,700
Percentage of vendor invoices paid within 7 days	65%	69%	75%	75%	75%
Percentage of vendor invoices paid within 30 days	95%	96%	98.5%	98%	98%
Total number of payroll checks and direct deposits	3,765	3,484	3,387	3,778	3,800
% of payroll that is direct deposit	67%	85%	90%	90%	90%
Percentage of bank deposits made within 24 hours*	99%	99%	99%	99%	99%
Reconcile bank statements within 1 week after month end	100%	100%	100%	100%	100%
Issue CAFR within 6 months following the end of the fiscal year	Dec.	Nov.	Dec.	Oct.	Oct.
G.O. bond rating (Standard and Poors/Fitch)	AA/AA+	AA/AA+	AAA/AA+	AAA/AA+	AAA/AA+
Long Term Bonded Debt per capita**	2,602	2,396	2,230	2,230	2,230
Unreserved Fund Balance as % of expenditures	12	11.8	12.4	12.5	12.5

* 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

FUNCTION	ACTIVITY			PROGRAM				CODE
Finance and Records	Accounting Services			Accounting Services				810-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL	252,531	263,026	267,229	268,241	278,908	279,896	279,896	
Director of Finance and Records								
Assistant Finance Director / Treasurer								
Accountant II								
Senior Account Clerk / IT Administrator								
PROFESSIONAL SERVICES	26,904	25,922	28,118	30,979	30,979	41,979	41,979	
COMMUNICATIONS	34	100	624	775	775	1,207	1,207	
PRINTING	0	0	0	0	0	1,500	1,500	
DUES AND MEMBERSHIPS	255	255	380	400	428	400	400	
OTHER SERVICES AND FEES	425	0	944	1,065	1,065	1,065	1,065	
TRAINING AND DEVELOPMENT	3,920	4,935	5,794	3,875	3,875	3,875	3,875	
TRAVEL REIMBURSEMENT	44	265	147	300	300	300	300	
OFFICE SUPPLIES	2,164	1,713	1,435	1,600	1,600	1,600	1,600	
BOOKS AND SUBSCRIPTIONS	776	425	491	915	888	915	915	
OFFICE MACHINES	5,000	0	0	0	0	0	0	
PAYROLL EXPENDITURES	252,531	263,026	267,229	268,241	278,908	279,896	279,896	
OPERATING EXPENDITURES	39,522	33,615	37,932	39,909	39,910	52,841	52,841	
TOTAL ACCOUNTING SERVICES	292,053	296,641	305,161	308,150	318,818	332,737	332,737	7.98%

PROGRAM	ASSESSMENT SERVICES	820-00
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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 market value as established by the last completed revaluation in 2014. 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 annually to reflect property boundary line changes or subdivisions.

Budget Change Commentary:

The program budget increased \$20,051 from the prior year. The increase was primarily due to Revaluation costs for the 2019 Grand List.

Program Objectives and Goals FY 2016:

- Perform audits on several Personal Property accounts
- Learn GIS software
- Explore new software with Revaluation vendor for potential multi-department use
- Explore new updates to web-site for increased taxpayer awareness/convenience

Program Accomplishments FY 2015:

- Planned and executed a successful In-House Revaluation. Saving the town \$60,000-\$90,000 depending on court appeals
- Attended school and obtained CCMA II designation
- Continued success with Building Official on shared C.O. inspections
- Successfully defended Assessed value in court against MJB Realty
- Staff attended off-site training for our administrative software

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
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 2012-2013	Actual 2013-2014	Actual 2014-2015	Anticipated 2015-2016
Building Permits Reviewed	1,840	1,920	1,358	1,500
Field Inspections	1,060	1,100	6,500	1,100
Elderly Circuit Breaker/Disabled Program Participants	210	220	203	210
Personal Property	780	831	786	800
Motor Vehicles	15,735	15,690	15,741	15,800
Property Transfers	310	325	362	380
Property Splits	14	15	8	10
Decreases	46	40	5085/REVAL	10
Meetings Attended	76	85	56	60
Elderly (Freeze/Reapplications)	214	202	201	205
Supplemental Motor Vehicle List	2,304	2,312	2,442	2,400
Sales Ratio Analysis Completed	268	300	254	280
Map Revisions	34	35	23	30

FUNCTION	ACTIVITY			PROGRAM				CODE
Finance and Records	Assessment Services			Assessment Services				820-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL Assessor Deputy Assessor Assessment Technician	170,667	166,579	170,092	169,780	177,392	179,127	179,127	
PROFESSIONAL SERVICES	60,462	54,865	19,250	46,218	46,218	65,600	65,600	
SERVICE CONTRACTS	84	84	84	95	95	95	95	
PRINTING	248	249	258	280	280	250	250	
ADVERTISING	252	181	244	260	260	260	260	
DUES AND MEMBERSHIPS	835	475	260	505	505	495	495	
TRAINING AND DEVELOPMENT	2,496	4,550	2,851	2,945	2,945	3,135	3,135	
OFFICE SUPPLIES	818	4,981	249	250	320	250	250	
MINOR TOOLS	0	0	0	70	0	0	0	
BOOKS AND SUBSCRIPTIONS	3,108	2,797	3,346	3,580	3,580	4,169	4,169	
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PROGRAM	BOARD OF ASSESSMENT APPEALS	830-00
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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 2016:

- 40 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.

Program Accomplishments FY 2015:

- Scheduled 9 hearing dates in March and 5 in September. Assessor's Office reserved space for meetings and provided all necessary documents
- 7 appeals for assessment received for Real Estate, 6 Motor Vehicles and 1 for Personal Property
- Reductions granted for 5 accounts
- \$12,175 reduction in assessment granted

Performance Data	Actual 2012-2013 2011 GL	Actual 2013-2014 2012 GL	Actual 2014-2015 2013 GL	Estimated 2015-2016 2014 GL	Anticipated 2016-2017 2015 GL
Assessor's Valuation	1,293,240,010	1,295,797,756	1,300,919,626	1,255,231,338	1,267,750,000
Sessions Conducted	4	4	4	4	4
Appeals Heard	22	8	14	40	20
Increases	0	0	0	0	0
Reductions	5	4	5	15	5
Additions in \$ (assessments)	0	0	0	0	0
Reductions in \$ (assessments)	61,893	4,184	12,175	3,000,000	30,000
Supplemental Motor Vehicle List	13,078,339	13,580,663	14,508,415	14,000,000	14,500,000
Final Net Grand List	1,306,318,349	1,309,378,419	1,315,428,041	1,269,231,338	1,282,250,000

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PROGRAM	INDEPENDENT AUDIT	850-00
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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:

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 five years. The annual amount increased by \$3,500. The Town and Board of Education pay 50% each of the total audit cost. The annual cost is \$50,500.

Program Objectives and Goals FY 2016:

- To complete the FY2015 audit review in a timely manner with a clean opinion

Program Accomplishments FY 2015:

- 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	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
PROFESSIONAL SERVICES	27,500	23,500	23,500	23,500	23,500	25,250	25,250	

PROGRAM	REGISTRARS OF VOTERS	860-00
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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 \$2,835. This is due to a Municipal Election year vs a State Election; and reduction of funds needed to establish a new polling place set up.

Program Objectives and Goals FY 2016:

- Open new polling place to replace Hicks polling place
- 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

Program Accomplishments FY 2015:

- Implemented and used Electronic Poll Books for faster election day checkoff and reporting
- Developed audit process for all election types that was efficient and cost effective

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
2	.71	2	.71	Registrars of Voters	2	.71

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Registered Voters (active)	9,350	9,415	9,271	9,400	9,600
New Voter Registrations	400	N/A	N/A	N/A	N/A
Voters Removed from Active Status	500	N/A	N/A	N/A	N/A
Changes – All types of changes processed (address, name, party affiliation, corrections, status)	800	N/A	N/A	N/A	N/A

FUNCTION	ACTIVITY			PROGRAM				CODE
Finance and Records	Registrar of Voters			Registrar of Voters				860-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL Registrar of Voter (2)	21,005	22,873	21,378	23,128	23,128	29,000	29,000	
TEMPORARY HELP	6,550	11,290	5,290	9,800	9,800	9,000	9,000	
PROFESSIONAL SERVICES	508	250	2,378	3,060	3,060	2,980	2,980	
COMMUNICATIONS	0	1,853	1,409	2,450	2,450	2,450	2,450	
PRINTING	3,000	5,577	3,460	4,200	4,200	3,375	3,375	
DUES AND MEMBERSHIPS	110	110	150	160	160	140	140	
OTHER SERVICES AND FEES	718	65	65	100	100	100	100	
TRAINING AND DEVELOPMENT	1,058	1,217	1,278	1,330	1,330	1,470	1,470	
OFFICE SUPPLIES	170	518	123	500	500	500	500	
FOOD AND CLOTHING	682	887	531	500	500	600	600	
RELOCATING POLLING PLACE	0	0	0	2,150	2,150	0	0	
PAYROLL EXPENDITURES	27,555	34,163	26,668	32,928	32,928	38,000	38,000	
OPERATING EXPENDITURES	6,245	10,477	9,394	14,450	14,450	11,615	11,615	
TOTAL REGISTRAR OF VOTERS	33,800	44,640	36,061	47,378	47,378	49,615	49,615	4.72%

PROGRAM	REVENUE SERVICES	870-00
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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 decrease of \$216 due to small decreases in various lines.

Program Objectives and Goals FY 2016:

- 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
- Continue to promote on-line access to the Tax Collection database for online Credit Card/ACH payments for efficiency and enhanced customer service
- Continue to fine tune utility accounts listing; work with other agencies to clarify issues and needs
- Suspense List sent to a Collection Agency to increase collections

Program Accomplishments FY 2015:

- Collection rates were retained and/or surpassed during the fifth difficult year of widespread fiscal downturn
- Online ACH and Credit Card payments have surpassed prior years
- Continuation of the \$5 reporting fee for unpaid motor vehicle accounts reported to DMV
- Comprehensive list of water and sewer accounts has been updated to help staff assist searchers and homeowners
- Billing of Water Assessment accounts has been added to Access
- A Tax Sale is underway to enforce collection of delinquent real estate taxes
- Continue monthly reconciliation of accounts between Tax and Finance to improve efficiency
- Tax Office Procedure Manual has been completed and will be updated as needed

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
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 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Tax Bills Sent	25,040	24,639	24,816	24,844	24,945
Current Taxes Collectible per Budget	37,641,605	38,417,281	38,768,306	40,039,972	
Current Taxes Collected	37,743,231	38,505,983	38,885,680	40,076,007	N/A
Percent Collected of Current Tax Budget	100.27	100.23	100.30	100.09	100.00
Prior Year Taxes Collectible per Budget	200,000	250,000	285,000	300,000	
Prior Year Taxes Collected	347,342	356,041	375,210	300,000	
Interest and Fees Collectible per Budget	141,507	122,678	196,710	213,414	
Interest and Fees Collected	199,545	209,320	199,032	200,000	
Taxes Suspended	12,421	26,732	36,475	10,000	10,000
Motor Vehicle Reporting Fee		15,000	8,000	8,500	8,500
Motor Vehicle Reporting Fees Collected		13,539	15,525	8,500	8,500

FUNCTION	ACTIVITY			PROGRAM				CODE
Finance and Records	Revenue Services			Revenue Services				870-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL	131,695	141,300	119,325	133,054	135,505	136,874	136,874	
Collector of Revenue								
Assistant Collector of Revenue (2)								
PROFESSIONAL SERVICES	7,793	8,864	8,251	12,279	11,879	10,750	10,750	
COMMUNICATIONS	7,329	7,185	7,304	6,750	6,750	6,750	6,750	
SERVICE CONTRACTS	225	225	225	225	225	225	225	
PRINTING	5,770	5,778	6,698	5,875	5,875	6,275	6,275	
ADVERTISING	1,086	1,139	1,085	1,180	1,180	1,180	1,180	
DUES AND MEMBERSHIPS	190	240	160	205	205	205	205	
TRAINING AND DEVELOPMENT	840	1,352	594	914	914	1,702	1,702	
TRAVEL REIMBURSEMENT	62	54	373	75	375	200	200	
OFFICE SUPPLIES	1,762	556	344	400	500	400	400	
PAYROLL EXPENDITURES	131,695	141,300	119,325	133,054	135,505	136,874	136,874	
OPERATING EXPENDITURES	25,057	25,394	25,034	27,903	27,903	27,687	27,687	
TOTAL REVENUE SERVICES	156,751	166,694	144,358	160,957	163,408	164,561	164,561	2.24%

PROGRAM	TOWN CLERK	880-00
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Program Explanation:

The Town Clerk's Office is responsible for the maintenance and preservation of town records such as the Town Code Book (charter, ordinances and policies). We record, scan and microfilm all land records, maps, meeting minutes and servicemen's discharges; issue trade name certificates, peddler's permits, liquor licenses, dog licenses and sports licenses; record sexton reports and notary certificates; assist in the registration of new electors; swear in newly elected officials and Justices of the Peace; assist in the preparations for all elections, primaries, and referenda including ballot preparation and issuing absentee ballots. As Registrar of Vital Statistics, the Town Clerk's Office issues birth certificates for home births, marriage licenses, burial and cremation permits; creates certified copies of birth, marriage and death certificates; and provides certified copies of vital records to the State of Connecticut and other towns for events occurring within the Town of Tolland.

Budget Change Commentary:

Professional Services has been reduced by \$2,000 due to a reduction in State grant monies. Dues and Memberships has been increased by \$20 due to a \$75 increase in dues which was offset by the cancelation of membership in the New England Town Clerk's Association. Training and Development was increased by \$400 due to increases in registration fees and continuing education class fees. Other Services and Fees was increased by \$1,000 in order to purchase software and to host an on-line dog licensing system.

Program Objectives and Goals FY 2016:

- Apply for a \$3,000 State Preservation Grant to convert historical land record books into electronic records
- Work with Adkins Co. to create electronic files of all recorded maps preserving them and making them more accessible to the public (approx. 250)
- Offer eRecording capabilities to our customers
- Ensure that all permanent board and commission minutes are microfilmed and preserved on archival paper/binders
- Utilize preservation monies to have all map images married to their corresponding indices within 20/20 Vision® land records software
- Procure and install software to enable residents the ability to renew dog licenses online

Program Accomplishments FY 2015:

- Currently in the process of utilizing the FY2015 Historic Preservation Grant of \$5,000 which will convert over 100 land record books into electronic records
- Performed audit of microfilm records stored offsite as required by State Statute
- Adkins Co. scanned 29 maps making them available to the public electronically

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
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 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Land Instruments Recorded	3,338	3,628	2,755	2,950	3,150
Births Recorded	88	117	84	75	80
Marriages Recorded	76	69	78	85	80
Deaths Recorded	103	139	110	112	115
Servicemen's Discharge Papers (DD 214's)	17	20	16	20	20
Dog and Kennel Licenses (includes replacement tags & transfers from other towns)	2,158	2,158	2,206	2,150	2,180
Sport Licenses Issued	475	365	227	252	230
Trade Name Certificates	39	43	50	32	35
Liquor Licenses Recorded	15	12	11	11	11
Marriage Licenses Issued	42	47	45	46	48
Maps Recorded	24	21	29	32	30
Peddler's Licenses Issued	1	1	3	3	2
Elections, Referenda & Primaries	5	3	2	4	4
Notaries Recorded	46	46	42	32	35

FUNCTION	ACTIVITY			PROGRAM				CODE
Finance and Records	Town Clerk			Town Clerk				880-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Budget	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL	102,323	104,613	105,719	105,379	105,379	106,204	106,204	
Town Clerk								
Assistant Town Clerk								
PROFESSIONAL SERVICES	3,500	4,000	4,000	5,000	5,000	3,000	3,000	
SERVICE CONTRACTS	84	84	84	95	95	95	95	
PRINTING	21,592	19,810	22,147	24,000	24,000	24,000	24,000	
CODE UPDATES	8,081	5,180	6,457	7,350	7,350	7,350	7,350	
DUES AND MEMBERSHIPS	450	150	145	210	130	230	230	
OTHER SERVICES AND FEES	228	280	288	400	300	1,400	1,400	
TRAINING AND DEVELOPMENT	421	621	316	750	750	1,150	1,150	
OFFICE SUPPLIES	643	928	773	1,000	1,180	1,000	1,000	
PROGRAM MATERIALS	0	1,149	1,846	900	900	900	900	
PAYROLL EXPENDITURES	102,323	104,613	105,719	105,379	105,379	106,204	106,204	
OPERATING EXPENDITURES	34,999	32,201	36,055	39,705	39,705	39,125	39,125	
TOTAL TOWN CLERK	137,322	136,814	141,774	145,084	145,084	145,329	145,329	0.17%

PROGRAM	CONTINGENCY	890-00
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Program Explanation:

The overall program budget decreased by \$38,841. Personnel Adjustment decreased due to union contracts being settled. In FY 2014-15 estimated raises were put in this account rather than the individual budgets. The regular Contingency account increased slightly by \$5,000 to provide funding for unanticipated emergency expenditures and to possibly provide funding for public safety needs for the Tolland 300th Celebration.

FUNCTION	ACTIVITY			PROGRAM			CODE	
Finance and Records	Contingency			Contingency			890-00	
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
CONTINGENCY	3,697	43,610	14,274	30,000	30,000	35,000	35,000	
PERSONNEL ADJUSTMENT	39,658	11,912	180,498	130,840	59,042	86,499	86,499	
TOWN HISTORIAN	200	340	82	200	200	200	200	
PERMANENT CELEBRATION COMMITTEE	5,119	5,093	5,099	5,500	5,500	6,000	6,000	
HISTORIC DISTRICT COMMISSION	350	0	490	350	350	350	350	
PRIOR YEAR TAX REFUNDS	35,827	6,563	30,027	25,000	25,000	25,000	25,000	
FEMA I - AUGUST	72,445	0	0	0	0	0	0	
FEMA II - OCTOBER	486,034	0	0	0	0	0	0	
STORM - JUNE 22, 2012	32,544	0	0	0	0	0	0	
OPERATING EXPENDITURES	675,874	67,518	230,471	191,890	120,092	153,049	153,049	
TOTAL CONTINGENCY	675,874	67,518	230,471	191,890	120,092	153,049	153,049	-20.24%