

**TOWN OF STRATFORD  
PROPOSED OPERATING BUDGET  
FISCAL YEAR 2010**

**01 - GENERAL FUND  
105 - CHIEF ADMINISTRATIVE OFFICER**

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 MAYOR PROPOSED	PERCENT CHANGE
<b>CHIEF ADMINISTRATIVE OFFICER</b>								
01105	6003	Payroll - Regular	-	102,911	233,090	212,781	220,604	3.68%
01105	6061	Education	-	2,402	1,703	2,500	2,500	0.00%
01105	6102	Printing & Stationery	-	4,394	11,137	8,330	8,100	-2.76%
01105	6341	Transportation	-	-	53	490	490	0.00%
01105	6399	Miscellaneous Outside Service	-	6,692	158	3,788	3,788	0.00%
01105	6503	Printing /Reports	-	2,254	3,320	3,430	3,430	0.00%
			-	<b>118,652</b>	<b>249,461</b>	<b>231,319</b>	<b>238,912</b>	<b>3.28%</b>



**PROGRAM DESCRIPTION**

The Chief Administrative Officer (CAO) possesses and exercises all administrative powers vested in the Town, except as directed by the Mayor and limited by the Charter.

Personnel	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Approved	FY 10 Mayor Proposed
Positions	0.0	2.0	3.0	3.0	3.0

**BASIC BUDGET LINE ITEM JUSTIFICATION**

**Department** **Chief Administrative Officer** **2010 Proposed Budget**

**105-6061** **Education** **\$ 2,500**

Professional membership in ICMA and CTCMA for Chief Administrative Officer; cost of travel and registration fees for conferences and seminars; cost of professional dues and publications.

**105-6102** **Printing & Stationery** **\$ 8,100**

This account provides for office supplies for the Grant Writer and CAO.

**105-6399** **Outside Services** **\$ 3,788**

This account provides for MUNIS training and provides temporary secretarial services due to project work and staff absences.

**105-6503** **Printing / Reports** **\$ 3,430**

This account provides for the printing of all proposed and adopted budget documents, which had been reallocated from the Office of the Mayor in FY09.

