

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

FINANCE

ACCOUNT SUMMARY	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010	PERCENT CHANGE
					MAYOR PROPOSED	
FINANCE ADMIN	105,430	143,742	156,733	153,120	162,389	6.05%
FINANCE ACCT & TREAS.	305,822	273,411	339,689	354,676	353,481	-0.34%
FINANCE PURCHASING	156,762	123,194	135,096	135,135	136,298	0.86%
TAX ASSESSMENT	394,495	393,996	371,193	449,702	429,575	-4.48%
TAX COLLECTOR	396,742	420,056	429,555	481,668	477,068	-0.96%
FINANCE TOTALS	1,359,251	1,354,399	1,432,266	1,574,301	1,558,811	-0.98%



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

**01 - GENERAL FUND
301 - FINANCE ADMINISTRATION**

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 MAYOR PROPOSED	PERCENT CHANGE
FINANCE ADMINISTRATION								
01301	6003	Payroll - Regular	103,092	141,951	154,071	151,009	160,384	6.21%
01301	6061	Education	1,455	578	1,113	974	900	-7.60%
01301	6102	Printing & Stationery	642	709	1,005	637	605	-5.02%
01301	6302	Equipment Service	141	213	248	200	200	0.00%
01301	6509	Dues & Subscriptions	100	290	295	300	300	0.00%
			105,430	143,742	156,733	153,120	162,389	6.05%



PROGRAM DESCRIPTION

The Finance Department is responsible for the administration of Town revenues, expenditures, investments and assets. The Director's Office provides general management and supervision to the four divisions and offices comprising the Finance Department.

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

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Finance Administration	2010 Proposed Budget
301-6061	Education	\$ 900
This account provides funds for professional seminars and local Government Finance Officers meetings and educational materials.		
301-6102	Printing & Stationery	\$ 605
This account provides for printing and stationery needs, including all office supplies, copier supplies, receipt books, invoices and letterhead.		
301-6509	Dues & Subscriptions	\$ 300

This account provides funds for professional memberships and dues and publications relating to the field of municipal finance, including: Government Accounting Standards Board (GASB); Government Finance Officers Association (GFOA); and the CCH Payroll Services Guide.



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

**01 - GENERAL FUND
302 - FINANCE ACCOUNTING & TREASURY**

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 MAYOR PROPOSED	PERCENT CHANGE
FINANCE/ACCT/TREASURY								
01302	6003	Payroll - Regular	266,457	230,721	293,061	307,656	307,544	-0.04%
01302	6004	Payroll - Part Time	-	-	-	-	-	0.00%
01302	6020	Payroll - Overtime	904	868	1,735	1,500	1,200	-20.00%
01302	6061	Education	1,498	904	3,033	978	980	0.20%
01302	6102	Printing & Stationery	3,587	2,665	4,265	2,940	2,940	0.00%
01302	6302	Equipment Service	-	-	-	-	-	0.00%
01302	6399	Miscellaneous Outside Service	846	4,741	1,998	4,900	2,400	-51.02%
01302	6468	Temporary Help	-	-	-	-	-	0.00%
01302	6499	Contractual Services	32,530	33,513	35,098	36,702	38,417	4.67%
01302	6731	Furniture & Fixtures	-	-	498	-	-	0.00%
			305,822	273,411	339,689	354,676	353,481	-0.34%



PROGRAM DESCRIPTION

The Accounting & Treasury Division is responsible for the financial and accounting management of all Town Funds. These functions include cash and investment management, cash disbursements, payroll/pension functions, management of capital assets as well as financial statement preparation and overseeing the Town Audit.

Personnel	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Approved	FY 10 Mayor Proposed
Positions	5.0	4.0	5.0	5.0	5.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Finance Accounting & Treasury	2010 Proposed Budget
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302-6061	Education	\$ 980
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This account provides for memberships in GFOA and other professional organizations; registration fees and travel expenses related to attending municipal finance seminars and conferences.

302-6102	Printing & Stationery	\$ 2,940
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This account provides for vendor checks, payroll checks, W-2 forms, quarterly payroll continuation sheets, ledger binders, journals, storage files, analysis pads, pencils, pens, envelopes, folders and miscellaneous supplies.

302-6399	Outside Services	\$ 2,400
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This account provides for the provision of bank charges, computer form modifications, printer maintenance and shredding charges.

302-6499	Contractual Services	\$ 38,417
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This account provides for the yearly maintenance contract for the financial accounting software (MUNIS).



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

**01 - GENERAL FUND
303 - FINANCE PURCHASING**

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 MAYOR PROPOSED	PERCENT CHANGE
FINANCE PURCHASING								
01303	6003	Payroll - Regular	150,056	114,358	121,096	125,900	127,363	1.16%
01303	6020	Payroll - Overtime	-	-	-	-	-	0.00%
01303	6061	Education	-	500	305	1,000	750	-25.00%
01303	6102	Printing & Stationery	785	693	718	735	735	0.00%
01303	6302	Equipment Service	-	445	352	500	450	-10.00%
01303	6502	Advertising	5,921	7,198	12,625	7,000	7,000	0.00%
			156,762	123,194	135,096	135,135	136,298	0.86%



PROGRAM DESCRIPTION

The Purchasing Department provides operating departments with quality goods and services in a timely manner, as efficiently as possible, and at the lowest overall cost while maintaining a high standard of professional ethics.

Personnel	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Approved	FY 10 Mayor Proposed
Positions	1.5	2.0	2.0	2.0	2.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Finance Purchasing	2010 Proposed Budget
303-6102	Printing & Stationery	\$ 735
Purchase orders and other forms, envelopes, folders, typewriter supplies, general office supplies, copier, fax and printer supplies.		
303-6502	Advertising	\$ 7,000

This account provides funds for legal advertisements for bids as required by Town Charter.



**TOWN OF STRATFORD
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FISCAL YEAR 2010**

**01 - GENERAL FUND
304 - TAX ASSESSMENT**

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 MAYOR PROPOSED	PERCENT CHANGE
TAX ASSESSMENT								
01304	6003	Payroll - Regular	322,604	302,408	296,506	367,228	360,160	-1.92%
01304	6004	Payroll - Part Time	-	-	7,708	17,100	3,500	-79.53%
01304	6020	Payroll - Overtime	2,299	16,073	11,593	3,600	3,600	0.00%
01304	6061	Education	2,785	5,268	3,442	3,500	3,500	0.00%
01304	6102	Printing & Stationery	5,717	5,902	6,463	5,880	6,500	10.54%
01304	6157	Gas & Oil	927	713	2,392	1,514	1,815	19.88%
01304	6302	Equipment Service	371	329	598	1,000	600	-40.00%
01304	6309	Auto Maintenance	100	585	148	480	500	4.17%
01304	6382	Audit Fees	50,000	19,634	20,000	20,000	20,000	0.00%
01304	6499	Contractual Services	9,692	43,083	22,342	29,400	29,400	0.00%
			394,495	393,996	371,193	449,702	429,575	-4.48%



PROGRAM DESCRIPTION

The Tax Assessor's Office is responsible for the discovery, listing, valuation and equalization of all properties in the Town of Stratford. This office is also responsible for the maintenance of assessment records and the annual calculation of the taxable Grand List.

Personnel	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Approved	FY 10 Mayor Proposed
Positions	6.0	6.0	6.0	6.0	6.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Tax Assessment	2010 Proposed Budget
304-6020	Payroll - Overtime	\$ 3,600
Provides for compensation for anticipated overtime in connection with records maintenance and the facilitation of the elderly exemption programs.		
304-6061	Education	\$ 3,500
Professional association memberships and educational courses required by the State of Connecticut to maintain certifications for the Assessor and related staff professional development.		
304-6102	Printing and Stationery	\$ 6,500
Provides funds for office supplies, printing and binding of the Grand List.		
304-6382	Audit Fees (Personal Property Audit)	\$ 20,000
This account provides funding for the professional audit of businesses for the purpose of insuring accurate personal property declarations. Funding will provide for forty (40) audits.		



304-6499 Contractual Services \$ 29,400

This account provides funding for software maintenance for Vision Appraisal and Quality Data.

SIGNIFICANT CHANGES AND COMMENTARY

In FY09, the Town of Stratford began a physical revaluation of all residential and commercial real property. The revaluation will be completed by December 31, 2009.



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

**01 - GENERAL FUND
305 - TAX COLLECTOR**

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2010 MAYOR PROPOSED	PERCENT CHANGE
TAX COLLECTOR								
01305	6003	Payroll - Regular	327,347	339,635	325,358	345,068	346,998	0.56%
01305	6004	Payroll - Part Time	-	3,215	-	4,000	3,000	-25.00%
01305	6020	Payroll - Overtime	8,886	10,390	8,703	12,000	11,000	-8.33%
01305	6061	Education	1,835	1,918	1,931	2,450	1,900	-22.45%
01305	6102	Printing & Stationery	7,780	6,720	46,576	57,820	54,000	-6.61%
01305	6302	Equipment Service	1,809	832	1,229	2,000	2,000	0.00%
01305	6397	Lockbox Service	3,479	2,720	6,517	4,500	4,500	0.00%
01305	6399	Outside Service	39,592	46,273	30,454	45,500	45,340	-0.35%
01305	6502	Advertising	6,014	8,353	8,787	8,330	8,330	0.00%
			396,742	420,056	429,555	481,668	477,068	-0.96%



PROGRAM DESCRIPTION

The Tax Collector's Office is responsible for the collection and processing of all revenues, including taxes, fees, sewer use fees, interest and departmental revenue.

Personnel	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Approved	FY 10 Mayor Proposed
Positions	7.5	7.0	7.0	7.0	7.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Tax Collector	2010 Proposed Budget
305-6020	Payroll - Overtime	\$ 11,000
<p>This account provides compensation for anticipated overtime expenses that occur during and immediately after the peak collection periods in July and January each year.</p>		
305-6102	Printing & Stationery	\$ 54,000
<p>This account covers the cost of perforated forms and paper for the laser printers, toner and office supplies. It also includes the cost of printing the property tax bills.</p>		
305-6399	Outside Services (Contractual)	\$ 45,340

This account covers the cost of title searches, tax fraud bureau fees, annual DMV fee and collection agency charges.

