

**TOWN OF STRATFORD
ADOPTED OPERATING BUDGET
FISCAL YEAR 2009**

**01 - GENERAL FUND
107 - TOWN CLERK**

ORG	OBJ	DEPT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	FY 2009 TOWN COUNCIL APPROVED	PERCENT CHANGE	
TOWN CLERK										
01107	6003	Payroll - Regular	\$ 203,409	\$ 213,478	\$ 245,825	\$ 209,865	\$ 226,158	\$ 226,158	7.76%	
01107	6004	Payroll - Part Time	\$ 8,514	\$ 14,993	\$ 17,410	\$ 12,168	\$ 12,168	\$ 12,168	0.00%	
01107	6020	Payroll - Overtime	\$ 2,113	\$ 1,811	\$ 6,301	\$ 2,086	\$ 2,000	\$ 2,000	-4.12%	
01107	6061	Education	\$ 1,600	\$ 1,500	\$ 699	\$ 1,857	\$ 1,800	\$ 1,764	-5.01%	
01107	6102	Printing & Stationery	\$ 1,187	\$ 1,105	\$ 1,772	\$ 2,200	\$ 2,200	\$ 2,156	-2.00%	
01107	6103	Duplications	\$ 1,500	\$ 1,507	\$ 2,094	\$ 2,081	\$ 2,000	\$ 1,960	-5.81%	
01107	6104	Map Scanning Imager	\$ 2,790	\$ 2,700	\$ 168	\$ 700	\$ 700	\$ 700	0.00%	
01107	6302	Equipment Service	\$ 584	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	0.00%	
01107	6319	Records Maintenance	\$ 3,195	\$ -	\$ 3,400	\$ 3,565	\$ 3,565	\$ 3,494	-1.99%	
01107	6456	Recording & Indexing	\$ 63,778	\$ 61,052	\$ 51,292	\$ 59,200	\$ 59,200	\$ 59,200	0.00%	
01107	6502	Advertising	\$ 1,200	\$ 1,377	\$ 601	\$ 1,200	\$ 1,525	\$ 1,525	27.08%	
01107	6503	Printing /Reports	\$ 4,820	\$ 6,044	\$ 5,789	\$ 18,770	\$ 18,770	\$ 18,395	-2.00%	
01107	6511	Vital Statistics Fee	\$ 2,500	\$ 2,500	\$ 1,221	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	
01107	6512	Microfilm Storage	\$ 1,900	\$ 2,090	\$ 2,203	\$ 2,400	\$ 2,400	\$ 2,400	0.00%	
01107	6524	State Licenses	\$ 35,215	\$ 38,908	\$ 34,006	\$ 37,000	\$ 37,000	\$ 37,000	0.00%	
01107	6533	Town Code	\$ 5,000	\$ 8,797	\$ 1,891	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	
			\$ 339,305	\$ 358,162	\$ 374,969	\$ 365,892	\$ 382,286	\$ 381,720	4.33%	



PROGRAM DESCRIPTION

The Town Clerk's Office has as its central mission the duty of serving as the official record keeper of all Town business as required by Town Charter and Connecticut State Statutes.

Personnel	FY 05 Approved	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Mayor Proposed	FY 09 Council Approved
Positions	4.5	4.0	4.5	4.5	4.5	4.5

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Town Clerk	2009 Adopted Budget
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107-6004	Payroll – Part Time	\$ 12,168
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A Part time clerk is necessary to handle the increasing customer services needs of the Town Clerk's office such as document recording.

107-6020	Overtime	\$ 2,000
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Payments to Town Clerk's staff for overtime working on election preparation of absentee ballots for national, state and local elections.

107-6061	Education	\$ 1,764
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This account provides funding for professional memberships, required certification classes, attendance at seminars and reimbursable travel expenses.

107-6102	Printing & Stationery	\$ 2,156
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Funding for office supplies and election kits provided by the Town Clerk.



107 TOWN CLERK

107-6456 Recording & Indexing \$ 59,200

Recording and indexing costs for 16,000 instruments at \$3.70/instrument. This activity provides a corresponding source of revenue to the Town.

107-6503 Printing/Reports \$ 18,395

This account provides funding for the printing costs associated with conducting an election, including absentee ballots, moderator returns, voting machine strips, posters, and envelopes. Ballots for 75% of the total number of registered voters in addition to absentee ballots must be provided on hand. The paper ballots are card-stock.

107-6511 Vital Statistic Fees \$ 2,500

Funds necessary to comply with Section 7-444 of the State Statutes. This account provides funding for 1,250 vital records at \$2.00/copy.

107-6512 Microfilm Storage \$ 2,400

Funds to cover cost of off-premises, environmentally controlled storage of approximately 1,655 rolls of security film at \$1.45/roll.

107-6524 State Licenses \$ 37,000

The Town sells hunting and fishing licenses, dog licenses, and pheasant tags for the State. The Town receives \$1.00 in revenue for each hunting/fishing license sold and \$.50 for each pheasant tag.

107-6533 Town Code \$ 10,000

This account provides funding for the annual update of the Town Code. Includes additional money for anticipated new ordinances and legislation adopted during FY 2009.

