

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

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

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	PERCENT CHANGE
CHIEF ADMINISTRATIVE OFFICER								
01105	6003	Payroll - Regular	\$ -	\$ -	\$ 102,911	\$ 221,300	\$ 212,781	-3.85%
01105	6061	Education	\$ -	\$ -	\$ 2,402	\$ 2,500	\$ 2,500	0.00%
01105	6102	Printing & Stationery	\$ -	\$ -	\$ 4,394	\$ 8,500	\$ 8,500	0.00%
01105	6341	Transportation	\$ -	\$ -	\$ -	\$ 500	\$ 500	0.00%
01105	6399	Outside Service	\$ -	\$ -	\$ 6,692	\$ 500	\$ 5,788	1057.60%
01105	6503	Printing /Reports	\$ -	\$ -	\$ 2,254	\$ 500	\$ 3,500	600.00%
			\$ -	\$ -	\$ 118,652	\$ 233,800	\$ 233,569	-0.10%



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 05 Approved	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Mayor Proposed
Positions	0	0	2.0	3.0	3.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Chief Administrative Officer	2009 Proposed Budget
-------------------	-------------------------------------	-----------------------------

105-6003	Regular Payroll	\$ 212,781
-----------------	------------------------	-------------------

This account covers the salary for the CAO, Grant Writer and support staff.

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	\$ 8,500
-----------------	----------------------------------	-----------------

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



