

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

FINANCE

ACCOUNT SUMMARY	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009	PERCENT CHANGE
					MAYOR PROPOSED	
FINANCE ADMINISTRATION	\$ 186,874	\$ 105,430	\$ 143,742	\$ 143,481	\$ 153,159	6.75%
FINANCE ACCOUNTING & TREAS.	\$ 343,683	\$ 305,822	\$ 273,411	\$ 334,154	\$ 354,856	6.20%
FINANCE PURCHASING	\$ 126,784	\$ 156,762	\$ 123,194	\$ 123,960	\$ 140,150	13.06%
TAX ASSESSMENT	\$ 428,181	\$ 394,495	\$ 393,996	\$ 433,087	\$ 451,963	4.36%
TAX COLLECTOR	\$ 404,110	\$ 396,742	\$ 420,056	\$ 473,628	\$ 485,068	2.42%
COMPUTER SERVICES	<u>\$ 368,015</u>	<u>\$ 372,084</u>	<u>\$ 383,816</u>	<u>\$ 354,073</u>	<u>\$ 376,153</u>	<u>6.24%</u>
FINANCE TOTALS	<u>\$ 1,857,647</u>	<u>\$ 1,731,335</u>	<u>\$ 1,738,215</u>	<u>\$ 1,862,383</u>	<u>\$ 1,961,348</u>	<u>5.31%</u>



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

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

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	PERCENT CHANGE
FINANCE ADMINISTRATION								
01301	6003	Payroll - Regular	\$ 182,766	\$ 103,092	\$ 141,951	\$ 141,331	\$ 151,009	6.85%
01301	6061	Education	\$ 2,955	\$ 1,455	\$ 578	\$ 1,000	\$ 1,000	0.00%
01301	6102	Printing & Stationery	\$ 605	\$ 642	\$ 709	\$ 650	\$ 650	0.00%
01301	6302	Equipment Service	\$ 319	\$ 141	\$ 213	\$ 200	\$ 200	0.00%
01301	6509	Dues & Subscriptions	\$ 229	\$ 100	\$ 290	\$ 300	\$ 300	0.00%
			\$ 186,874	\$ 105,430	\$ 143,742	\$ 143,481	\$ 153,159	6.75%



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

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Finance Administration	2009 Proposed Budget
301-6061	Education	\$ 1,000
This account provides funds for attendance at the National Government Finance Officers Association, professional seminars and local Municipal Finance Officers meetings.		
301-6102	Printing & Stationery	\$ 650
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); Wall Street Journal; Association of Government Accountants (AGA); and CCH Payroll Services Guide.



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

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

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	PERCENT CHANGE
FINANCE ACCOUNTING & TREASURY								
01302	6003	Payroll - Regular	\$ 263,583	\$ 266,457	\$ 230,721	\$ 288,554	\$ 307,656	6.62%
01302	6004	Payroll - Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01302	6020	Payroll - Overtime	\$ 953	\$ 904	\$ 868	\$ 1,500	\$ 1,500	0.00%
01302	6061	Education	\$ 980	\$ 1,498	\$ 904	\$ 1,000	\$ 1,000	0.00%
01302	6102	Printing & Stationery	\$ 7,767	\$ 3,587	\$ 2,665	\$ 3,000	\$ 3,000	0.00%
01302	6302	Equipment Service	\$ 339	\$ -	\$ -	\$ -	\$ -	0.00%
01302	6399	Outside Service	\$ 33,794	\$ 846	\$ 4,741	\$ 5,000	\$ 5,000	0.00%
01302	6468	Temporary Help	\$ 5,299	\$ -	\$ -	\$ -	\$ -	0.00%
01302	6499	Contractual Services	\$ 30,968	\$ 32,530	\$ 33,513	\$ 35,100	\$ 36,700	4.56%
01302	6514	Building Equipment - Safe	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
			\$ 343,683	\$ 305,822	\$ 273,411	\$ 334,154	\$ 354,856	6.20%



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 05 Approved	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Mayor Proposed
Positions	5.5	5.0	5.0	5.0	5.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Finance Accounting	2009 Proposed Budget
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302-6061	Education	\$ 1,500
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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	\$ 3,000
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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	\$ 5,000
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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	\$ 36,700
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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 2009**

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

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	PERCENT CHANGE
FINANCE PURCHASING								
01303	6003	Payroll - Regular	\$ 121,854	\$ 150,056	\$ 114,358	\$ 116,460	\$ 125,900	8.11%
01303	6020	Payroll - Overtime	\$ -	\$ -	\$ -	\$ 750	\$ -	-100.00%
01303	6061	Education	\$ 455	\$ -	\$ 500	\$ -	\$ 1,000	0.00%
01303	6102	Printing & Stationery	\$ 542	\$ 785	\$ 693	\$ 750	\$ 750	0.00%
01303	6302	Equipment Service	\$ 200	\$ -	\$ 445	\$ 500	\$ 500	0.00%
01303	6502	Advertising	\$ 3,733	\$ 5,921	\$ 7,198	\$ 5,500	\$ 12,000	118.18%
			\$ 126,784	\$ 156,762	\$ 123,194	\$ 123,960	\$ 140,150	13.06%



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 05 Approved	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Mayor Proposed
Positions	2.0	1.5	2.0	2.0	2.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Finance Purchasing	2009 Proposed Budget
303-6102	Printing & Stationery	\$ 750
Purchase orders and other forms, envelopes, folders, typewriter supplies, general office supplies, copier, fax, and printer supplies.		
303-6502	Legal Advertising	\$ 12,000

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



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

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

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	PERCENT CHANGE
TAX ASSESSMENT								
01304	6003	Payroll - Regular	\$ 298,495	\$ 322,604	\$ 302,408	\$ 348,787	\$ 377,228	8.15%
01304	6004	Payroll - Part Time	\$ 11,339	\$ -	\$ -	\$ 7,100	\$ 7,100	0.00%
01304	6020	Payroll - Overtime	\$ 9,611	\$ 2,299	\$ 16,073	\$ 4,500	\$ 3,600	-20.00%
01304	6061	Education	\$ 2,925	\$ 2,785	\$ 5,268	\$ 3,000	\$ 5,000	66.67%
01304	6102	Printing & Stationery	\$ 3,998	\$ 5,717	\$ 5,902	\$ 5,500	\$ 6,000	9.09%
01304	6157	Gas & Oil	\$ 880	\$ 927	\$ 713	\$ 900	\$ 1,035	15.00%
01304	6302	Equipment Service	\$ 518	\$ 371	\$ 329	\$ 1,000	\$ 1,000	0.00%
01304	6309	Auto Maintenance	\$ 415	\$ 100	\$ 585	\$ 300	\$ 1,000	233.33%
01304	6382	Audit Fees	\$ 100,000	\$ 50,000	\$ 19,634	\$ 20,000	\$ 20,000	0.00%
01304	6499	Contractual Services	\$ -	\$ 9,692	\$ 43,083	\$ 42,000	\$ 30,000	-28.57%
			\$ 428,181	\$ 394,495	\$ 393,996	\$ 433,087	\$ 451,963	4.36%



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 05 Approved	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Mayor Proposed
Positions	6.5	6.0	6.0	6.0	6.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Finance Tax Assessment	2009 Proposed Budget
304-6003	Payroll - Regular	\$ 377,228

The Tax Assessor's Office is proposing hiring two new property field assessors [\$62,500] to restructure the roles and responsibilities to address the field inspection needs of the department. There will be the same number of Council approved positions in the Tax Assessor's Office as in FY 08.

304-6020	Payroll - Overtime	\$ 3,600
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Provides for compensation for anticipated overtime in connection with records maintenance and the facilitation of the elderly exemption programs.

304-6061	Education	\$ 5,000
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Professional association memberships and educational courses for the Assessor and related staff professional development.

304-6102	Printing and Stationery	\$ 6,000
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Provides funds for office supplies, printing and binding of the Grand List.



304-6382 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 \$ 30,000

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

SIGNIFICANT CHANGES AND COMMENTARY

In FY 2009, the Town of Stratford must conduct a physical revaluation of all residential and commercial property and personal property. In addition, with the leasing of new commercial square footage, opening of new businesses in Town and rise in residential and commercial property transfers, it remains an important objective for the Tax Assessor office to reorganize to meet its primary goal of recording all real and personal property declarations on the taxable Grand List each year. This reorganization expands our field presence by hiring two property appraisers to conduct field inspections.



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

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

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	PERCENT CHANGE
TAX COLLECTOR								
01305	6003	Payroll - Regular	\$ 316,875	\$ 327,347	\$ 339,635	\$ 332,628	\$ 345,068	3.74%
01305	6004	Payroll - Part Time	\$ 2,871	\$ -	\$ 3,215	\$ 4,500	\$ 4,000	-11.11%
01305	6020	Payroll - Overtime	\$ 21,296	\$ 8,886	\$ 10,390	\$ 14,000	\$ 12,000	-14.29%
01305	6061	Education	\$ 1,500	\$ 1,835	\$ 1,918	\$ 2,500	\$ 2,500	0.00%
01305	6102	Printing & Stationery	\$ 7,776	\$ 7,780	\$ 6,720	\$ 59,000	\$ 59,000	0.00%
01305	6302	Equipment Service	\$ 2,497	\$ 1,809	\$ 832	\$ 2,000	\$ 2,000	0.00%
01305	6397	Lockbox Service	\$ 1,851	\$ 3,479	\$ 2,720	\$ 4,500	\$ 4,500	0.00%
01305	6399	Outside Service	\$ 43,948	\$ 39,592	\$ 46,273	\$ 47,500	\$ 47,500	0.00%
01305	6502	Advertising	\$ 5,496	\$ 6,014	\$ 8,353	\$ 7,000	\$ 8,500	21.43%
			\$ 404,110	\$ 396,742	\$ 420,056	\$ 473,628	\$ 485,068	2.42%



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 05 Approved	FY 06 Approved	FY 07 Approved	FY 08 Approved	FY 09 Mayor Proposed
Positions	8.0	7.5	7.0	7.0	7.0

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Finance Tax Collector	2009 Proposed Budget
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305-6020	Payroll - Overtime	\$ 12,000
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This account provides compensation for anticipated overtime expenses that occur during and immediately after the peak collection periods.

305-6102	Printing & Stationery	\$ 59,000
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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 Tax Bills.

305-6399	Outside Services (Contractual)	\$ 47,500
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This account covers the cost of title searches (\$7,500), Tax Fraud Bureau (\$22,000), DMV charge (\$8,500), and Collection Agency charge (\$7,500).



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

**01 - GENERAL FUND
306 - COMPUTER SERVICES**

ORG	OBJ	DEPARTMENT/DESCRIPTION	FY 2005 ACTUAL	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 BUDGET	FY 2009 MAYOR PROPOSED	PERCENT CHANGE
COMPUTER SERVICES								
01306	6003	Payroll - Regular	\$ 235,633	\$ 256,762	\$ 268,986	\$ 267,423	\$ 289,565	8.28%
01306	6020	Payroll - Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01306	6061	Education	\$ 2,642	\$ 3,465	\$ 2,720	\$ 3,000	\$ 3,600	20.00%
01306	6159	Supplies	\$ 43,740	\$ 43,277	\$ 47,005	\$ 8,750	\$ 4,000	-54.29%
01306	6210	Electrical Supplies	\$ 6,223	\$ 5,072	\$ 4,246	\$ 4,000	\$ 3,500	-12.50%
01306	6302	Equipment Service	\$ 59,648	\$ 45,396	\$ 38,024	\$ 48,820	\$ 55,508	13.70%
01306	6453	Programming Services	\$ 20,129	\$ 18,112	\$ 22,835	\$ 22,080	\$ 19,980	-9.51%
01306	6641	Capital Outlay Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
			\$ 368,015	\$ 372,084	\$ 383,816	\$ 354,073	\$ 376,153	6.24%



PROGRAM DESCRIPTION

The Computer Services Department is responsible for providing information processing facilities and services to all Town departments.

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

BASIC BUDGET LINE ITEM JUSTIFICATION

Department	Computer Services	2009 Proposed Budget
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306-6061	Education	\$ 3,600
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This account provides funding so that staff may stay abreast of new developments in their field. This account also covers the cost of professional dues and subscriptions.

306-6159	Supplies	\$ 4,000
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This account provides funds for operating supplies including paper, ribbons, diskettes, labels, mailers & magnetic back-up tape.

306-6210	Electrical Supplies	\$ 3,500
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Funds for cabling and networking capabilities as the Town attempts to connect all offices and buildings.

306-6302	Equipment Maintenance	\$ 55,508
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This account provides funds for all hardware/software maintenance contracts.

306-6453	Programming Services	\$ 19,980
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This account provides funding for the procurement of programming services to provide the Town with computer programs, maintain present programs, and provide software support and consultation.

