

## B U D G E T W O R K S H E E T - E X P E N D I T U R E S

Report Sequence = Fund or Acct Group

Account = First thru Last; Mask = ##-##-##-####-###

Level of Detail = Account Number; Level = 9

Fund: GENERAL FUND - GEN2010

Budget Year: July 2009 thru June 2010

Account Number	Account Name	Last Year Budget (1)	Last Year Actual (2)	This Year Budget (3)	Next Year Requested (5)	Amount Increase (Decrease)	% Increase (Decrease)
TOWN CLERK							
10-01-06-1000-102	ELECTED OFFICIALS	42,036	42,036	41,699	42,950	1,251	3.00
10-01-06-1000-103	REGULAR PAYROLL	18,346	18,346	19,094	22,847	3,753	19.66
10-01-06-1000-190	DATA PROCESSING	5,235	5,235	4,000	4,000	0	0.00
10-01-06-1000-210	DUES	115	115	115	235	120	104.35
10-01-06-1000-335	MICROFILMING & STORAGE	2,499	2,137	3,000	3,000	0	0.00
10-01-06-1000-345	MILEAGE	169	169	150	150	0	0.00
10-01-06-1000-365	OUTSIDE CONTRACTOR	850	850	850	850	0	0.00
10-01-06-1000-395	PROFESSIONAL DEVELOPMENT	637	558	690	580	(110)	(15.94)
10-01-06-1000-485	SUPPLIES	9,206	9,093	8,856	710	(8,146)	(91.98)
10-01-06-1000-560	VITAL STATISTICS	70	70	75	75	0	0.00
	**TOTAL** TOWN CLERK	79,163	78,608	78,529	75,397	(3,132)	(3.99)

**TOWN CLERK'S DETAIL BUDGET PREPARATION BY LINE**

**2009-2010**

10-01-06-1000-102	Elected Officials	\$40,330.00
10-01-06-1000-103	Regular Payroll	19,094.00
10-01-06-1000-190	Data Processing	4,000.00
10-01-06-1000-210	Dues	235.00
	\$100.00 – CT Town Clerk's Assoc. for Town Clerk & Asst. Town Clerk	
	15.00 – Middlesex County Town Clerk's Assoc.	
	120.00 – Notary Public Renewals for Town Clerk & Asst. Town Clerk	
10-01-06-1000-335	Microfilming and Storage	3,000.00
	This includes microfilming 75 maps, #'s 1376-1450 @\$1.40 a map.	
10-01-06-1000-345	Mileage	150.00
	To and from Town Clerk Conferences and Monthly Middlesex County Town Clerk Meetings.	
10-01-06-1000-365	Outside Contractor	850.00
	Auditor of Land Records	
10-01-06-1000-395	Professional Development	580.00
	Two Town Clerk Conferences	
	It's important that I attend these conferences as we get updated information on election laws from the Secretary of the State and we learn new procedures that have been put into place for the Town Clerk's Office. The Town Clerk's Office is governed by the Secretary of the State's Office.	
10-01-06-1000-485	Supplies	710.00
	\$105.00 – Case of 20 lb. extra bright 8-1/2" x 14" paper for land indexes - perforated	
	205.00 – Nine receipt books – carbonized	
	90.00 – 1000 #10 regular envelopes	
	90.00 – 1000 #10 window envelopes	
	60.00 – Two reams of special perforated dog license paper	
	10.00 – Daily Blotter – 11" x 2" APF 133/11	
	150.00 – Two reams of vital paper	

Please be aware that this line item is down substantially from last year. Because the Registrar of Voters now have the major duties of the elections, I have transferred the money I would normally need for election supplies, which was \$1,375.00 last year, over to the Registrar of Voters. They now will show this approximate amount reflected in their budget instead. I am also down another \$7,000.00 in this line item because I am not applying for a Historic Preservation Grant from the State Library this year. I did this so I could keep my budget at a zero increase.

10-01-06-1000-560

Vital Statistics

75.00

TOTAL

\$69,024.00