

# SUPPORT SERVICES DEPARTMENT

**DIRECTOR OF SUPPORT SERVICES**  
Stefan Massol



## 2018 ACCOMPLISHMENTS

- Aided in the implementation of the new Program Based budget
- Onboarded two new staff members in Finance
- Converted to Synerion timekeeping system
- Added a new Health Savings Account (HSA) insurance option for employees

## 2019 GOALS

- Integrate security-based facility upgrades
- Attain the Certificate of Achievement for Excellence in Financial Reporting
- Streamline inventory control process for capital assets
- Improve town-wide safety policies and practices
- Analyze the Town's current utility rate and fee structure
- Review and update the Town's personnel policies, as well as all processing manuals and notes for the department

## PROGRAMS

- Direct Interdepartmental Support
- Employee Administration
- Facility Maintenance
- Financial Management
- Information Technology
- Intradepartmental Administration
- Risk Management
- Townwide Services

## DEPARTMENT OVERVIEW

The Support Services Department produces general financial and administrative support to the Town of Belleair. This department manages financial services, utility billing, human resources, risk mitigation, procurement, information technology, and facility maintenance. This department is also responsible for facilitating the Comprehensive Annual Financial Reporting (CAFR) document and delivering it to the Government Finance Officers Association (GFOA) in order for the Town to achieve the Certificate of Achievement for Excellence in Financial Reporting.



## DIRECT INTERDEPARTMENTAL SUPPORT

The Direct Interdepartmental Support program includes costs for supporting other departments. This can include assisting other departments on a daily basis or filling in when staff members are absent. Additionally, this accounts for certain costs such as fuel and postage that are paid on behalf of the Town overall. This equates to only 3.00% of the department's total staff time and 4.15% of the total expenditures.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$23,308
OPERATING	\$65,292
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$88,600</b>

## TOWNWIDE EMPLOYEE ADMINISTRATION

The Townwide Employee Administration program is responsible for managing the life cycle of the Town's employees. This includes the hiring process, benefits administration, personnel matters, and managing payroll duties. This program houses 15.00% of total staff time, but only 5.16% of the department's total budget.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$96,995
OPERATING	\$12,965
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$109,960</b>

## FACILITY MAINTENANCE

The Facility Maintenance program includes responsibilities for the maintenance and repair of the town's facilities, in addition to custodial duties. This program also holds the costs of the ABM contract. Facility Maintenance includes 26.00% of personnel time and 12.39% of overall expenditures.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$171,671
OPERATING	\$92,554
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$264,225</b>

## FINANCIAL MANAGEMENT

The Financial Management program encompasses all accounting, purchasing, utility billing, and budgeting activities. The majority of costs for this department come from three subprograms: Accounting and Auditing, Accounts Payable, and Accounts Receivable. This program is the largest within the Support Services Department, accounting for approximately 43.00% of staff time, and 15.62% of the total budget.

<b>REVENUES</b>	<b>\$34,700</b>
PERSONNEL	\$280,608
OPERATING	\$52,583
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$333,191</b>

## INFORMATION TECHNOLOGY

The Information Technology program is directly related to the costs of managing computer services and activities. This includes coordinating hardware and software expenditures, voice over IP telephone system management, and any contracts related to information technology. This program houses only 1.00% of the department's personnel time, but 8.92% of the overall costs.

<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$5,312
OPERATING	\$185,040
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$190,352</b>

## INTRADEPARTMENTAL ADMINISTRATION

The Intradepartmental Administration program accounts for all management activities found within the department. This includes employee administration, duties for Support Services, purchase requests and budget preparation, and records management. This program is responsible for approximately 8.00% of staff time but only 4.27% of the Support Services budget.

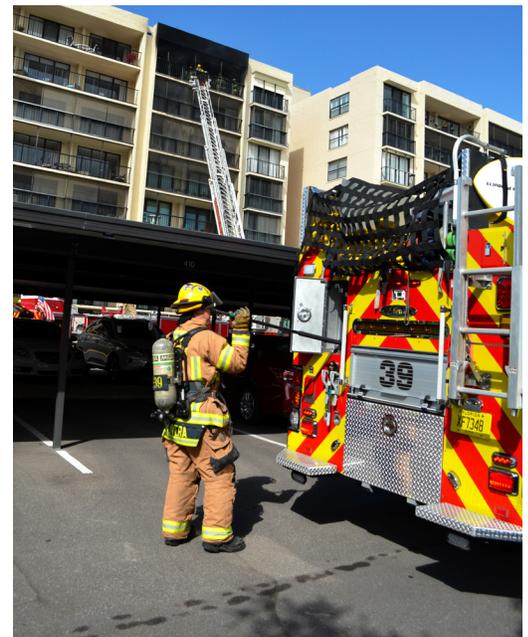
<b>REVENUES</b>	<b>\$0</b>
PERSONNEL	\$51,935
OPERATING	\$20,657
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$90,969</b>

## PERSONNEL

- Director of Support Services
- Assistant Finance Director
- Accounting Clerk II
- Accounting Clerk I
- Utility Billing Clerk
- Building Maintenance (2)
- Facility and Safety Supervisor
- Human Resources and Risk Management Coordinator

## CAPITAL EQUIPMENT

- 2017 Ford Escape
- 2013 Ford Fusion
- 2016 Ford Transit
- Network upgrades



# SUPPORT SERVICES DEPARTMENT

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## RISK MANAGEMENT

The Risk Management program handles claims, safety management, as well as the insurances for property and casualty. This program entails approximately 4.00% of personnel time and 13.32% of the department's budget.

REVENUES	\$0
PERSONNEL	\$26,422
OPERATING	\$257,659
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$284,081</b>

## TOWNWIDE PROFESSIONAL SERVICES

The final program, called Townwide Services, is responsible for managing professional services distributed in Belleair. This includes costs for Fire/Rescue Services from the City of Largo, the town planner, and the town attorney. While this program accounts for no staff time, it houses 36.17% of the Support Services budget.

REVENUES	\$0
PERSONNEL	\$0
OPERATING	\$771,400
CAPITAL	\$0
<b>EXPENSE SUBTOTAL</b>	<b>\$771,400</b>

**PROGRAM NET INCOME**

Program	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	18-19 Proposed	17-18 Amended
Revenues	\$0	\$0	\$0	\$34,700	\$0	\$0	\$0	\$0	\$34,700	\$34,700
Personnel	\$23,308	\$96,995	\$171,671	\$280,608	\$5,312	\$51,935	\$26,422	\$0	\$656,250	\$606,000
Operating	\$65,292	\$12,965	\$92,554	\$52,583	\$185,040	\$20,657	\$257,659	\$771,400	\$1,458,150	\$1,463,832
Capital	\$0	\$0	\$0	\$0	\$0	\$18,400	\$0	\$0	\$18,400	\$30,500
Expense Subtotal	\$88,600	\$109,960	\$264,225	\$333,191	\$190,352	\$90,992	\$284,081	\$771,400	\$2,132,800	\$2,100,332
<b>Program Total</b>	<b>(88,600)</b>	<b>(109,960)</b>	<b>(264,225)</b>	<b>(298,491)</b>	<b>(190,352)</b>	<b>(90,992)</b>	<b>(284,081)</b>	<b>(771,400)</b>	<b>(2,098,100)</b>	<b>(2,065,632)</b>

Program	Program Total	Personnel	Operating	Capital	% of Budget	% FTE Effort
Direct Interdept. Support	\$88,600	\$23,308	\$65,292	\$0	4.15%	3.33%
Human Resources	\$109,960	\$96,995	\$12,965	\$0	5.16%	14.75%
Facility Maintenance	\$264,223	\$171,671	\$92,554	\$0	12.39%	26.24%
Financial Management	\$333,191	\$280,608	\$52,583	\$0	15.62%	42.89%
Information Technology	\$190,352	\$5,312	\$185,040	\$0	8.92%	0.81%
Intradept. Administration	\$90,992	\$51,935	\$20,657	\$18,400	4.27%	7.94%
Risk Mgmt	\$284,081	\$26,422	\$257,659	\$0	13.32%	4.04%
Townwide Professional Services	\$771,400	\$0	\$771,400	\$0	36.17%	0.00%
<b>Total</b>	<b>\$2,132,798</b>	<b>\$656,250</b>	<b>\$1,458,150</b>	<b>\$18,400</b>	<b>100.00%</b>	<b>100.00%</b>

**REVENUES**

Item	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	ITEM TOTAL	FY 2017-18
369000 Miscellaneous	\$0	\$0	\$0	\$34,700	\$0	\$0	\$0	\$0	\$34,700	\$34,700
<b>PROGRAM REVENUE TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,700</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,700</b>	<b>\$34,700</b>

**EXPENDITURES**

PERSONNEL	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intrdepartmental Administration	Risk Management	Townwide Professional Services	ITEM TOTAL	FY 2017-18
51200 Salaries	\$15,317	\$67,771	\$120,570	\$197,079	\$3,731	\$36,475	\$18,557	\$0	\$459,500	\$435,700
52100 FICA	\$1,172	\$5,184	\$9,223	\$15,076	\$285	\$2,790	\$1,420	\$0	\$35,150	\$33,350
52200 Retirement/401k	\$1,380	\$6,106	\$10,863	\$17,756	\$336	\$3,286	\$1,672	\$0	\$41,400	\$39,200
52300 Life/Hosp. Ins.	\$3,070	\$13,584	\$24,166	\$39,502	\$748	\$7,311	\$3,719	\$0	\$92,100	\$76,650
52301 Medical Benefit	\$360	\$1,593	\$2,834	\$4,632	\$88	\$857	\$436	\$0	\$10,800	\$10,200
51500 Sick Leave	\$510	\$2,257	\$4,015	\$6,562	\$124	\$1,215	\$618	\$0	\$15,300	\$8,900
53100 Physical Exams	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$500
51400 Overtime	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,500
<b>Total</b>	<b>\$23,308</b>	<b>\$96,995</b>	<b>\$171,671</b>	<b>\$280,608</b>	<b>\$5,312</b>	<b>\$51,935</b>	<b>\$26,422</b>	<b>\$0</b>	<b>\$656,250</b>	<b>\$606,000</b>

	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intradepartmental Administration	Risk Management	Townwide Professional Services	ITEM TOTAL	FY 2017-18
51305 Bank Fees	\$0	\$0	\$0	\$7,400	\$0	\$0	\$0	\$0	\$7,400	\$7,400
53110 Town Attorney	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,750	\$75,750	\$75,750
53151 Professional Services	\$0	\$0	\$42,000	\$0	\$0	\$0	\$0	\$0	\$42,000	\$50,000
53152 Fire Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$602,000	\$602,000	\$575,600
53153 Copies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000	\$38,409
53200 Acct. and Audit	\$0	\$0	\$0	\$38,000	\$0	\$0	\$0	\$0	\$38,000	\$38,000
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$117	\$532	\$1,101	\$1,319	\$10,028	\$278	\$125	\$0	\$13,500	\$13,500
54200 Postage	\$2,625	\$0	\$0	\$875	\$0	\$0	\$0	\$0	\$3,500	\$3,500
54212 Insurance-OPEB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$13,500	\$0	\$0	\$0	\$0	\$0	\$13,500	\$20,500
54301 Water	\$10,000	\$0	\$3,500	\$0	\$0	\$0	\$0	\$0	\$13,500	\$6,400
54302 Sanitation	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$800	\$6,900
54303 Sewer	\$2,900	\$0	\$3,300	\$0	\$0	\$0	\$0	\$0	\$6,200	\$1,000
54401 Equipment Leasing	\$0	\$0	\$0	\$0	\$0	\$18,100	\$0	\$0	\$18,100	\$18,100
54510 Insurance-GL	\$0	\$0	\$0	\$0	\$0	\$0	\$257,000	\$0	\$257,000	\$237,000
54620 Maint. Veh	\$0	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,000
54630 Maint. Building	\$0	\$0	\$24,500	\$0	\$0	\$0	\$0	\$0	\$24,500	\$53,994
54640 Maint. A/C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,438
54905 Ahf Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,650	\$28,650	\$27,791
54930 Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54950 Employee Relations	\$0	\$8,500	\$0	\$0	\$0	\$0	\$0	\$0	\$8,500	\$8,500
55100 Office Supplies	\$193	\$879	\$0	\$1,914	\$848	\$459	\$207	\$0	\$4,500	\$4,500
55210 Operating Supplies	\$1,557	\$3,004	\$703	\$2,975	\$464	\$620	\$277	\$0	\$9,600	\$8,400
55215 Planning/Zoning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000	\$10,000
55220 Gasoline and Oil	\$47,500	\$50	\$300	\$100	\$0	\$0	\$50	\$0	\$48,000	\$43,200
55221 Tools	\$0	\$0	\$650	\$0	\$0	\$0	\$0	\$0	\$650	\$650
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$0	\$1,200	\$1,200
55250 Cleaning Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,500
55260 Protective Clothing	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$600	\$600
55410 Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0	\$0	\$173,700	\$0	\$0	\$0	\$173,700	\$169,000
56568 Renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000
<b>Total</b>	<b>\$65,292</b>	<b>\$12,965</b>	<b>\$92,554</b>	<b>\$52,583</b>	<b>\$185,040</b>	<b>\$20,657</b>	<b>\$257,659</b>	<b>\$771,400</b>	<b>\$1,458,150</b>	<b>\$1,463,832</b>

CAPITAL	Direct Interdepartmental Support	Townwide Employee Administration	Facility Maintenance	Financial Management	Information Technology	Intradepartmental Administration	Risk Management	Townwide Professional Services	ITEM TOTAL	FY 2017-18
57001 Vehicle Debt Service	\$0	\$0	\$0	\$0	\$0	\$5,900	\$0	\$0	\$5,900	\$8,000
58101 Capital Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
58102 Transfer to 301	\$0	\$0	\$0	\$0	\$0	\$12,500	\$0	\$0	\$12,500	\$22,500
<i>Capital Total</i>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,400</b>	<b>\$30,500</b>
<b>PROGRAM EXPENDITURE TOTALS</b>	<b>\$88,600</b>	<b>\$109,960</b>	<b>\$264,225</b>	<b>\$333,191</b>	<b>\$190,352</b>	<b>\$90,992</b>	<b>\$284,081</b>	<b>\$771,400</b>	<b>\$2,132,800</b>	<b>\$2,100,332</b>

**PROGRAM DETAIL**

<b>Program</b>	<b>Revenues</b>	<b>Total Expenditures</b>	<b>Personnel</b>	<b>Operating</b>	<b>Capital</b>	<b>Net Income</b>
<b>All Programs</b>	<b>\$34,700</b>	<b>\$2,132,800</b>	<b>\$656,250</b>	<b>\$1,458,150</b>	<b>\$18,400</b>	<b>(\$2,098,100)</b>
<i>Building</i>	\$0	\$7,958	\$7,769	\$189	\$0	-\$7,958
<i>Solid Waste</i>	\$0	\$80,642	\$15,539	\$65,103	\$0	-\$80,642
<i>Human Resources</i>	\$0	\$82,783	\$70,503	\$12,279	\$0	-\$82,783
<i>Payroll</i>	\$0	\$27,178	\$26,492	\$686	\$0	-\$27,178
<i>Custodial</i>	\$0	\$176,302	\$154,476	\$21,826	\$0	-\$176,302
<i>Repairs/Maintenance</i>	\$0	\$87,923	\$17,195	\$70,728	\$0	-\$87,923
<i>Accounting &amp; Auditing</i>	\$0	\$71,373	\$31,524	\$39,849	\$0	-\$71,373
<i>Asset Management</i>	\$0	\$7,134	\$7,130	\$4	\$0	-\$7,134
<i>Budget</i>	\$0	\$15,614	\$15,308	\$306	\$0	-\$15,614
<i>Cash Management</i>	\$0	\$23,193	\$15,517	\$7,676	\$0	-\$23,193
<i>Grants</i>	\$0	\$4,984	\$4,858	\$126	\$0	-\$4,984
<i>Accounts Payable</i>	\$0	\$67,252	\$65,984	\$1,268	\$0	-\$67,252
<i>Accounts Receivable</i>	\$34,700	\$143,640	\$140,286	\$3,354	\$0	-\$108,940
<i>Contract Management</i>	\$0	\$1,363	\$1,328	\$35	\$0	-\$1,363
<i>Hardware</i>	\$0	\$7,763	\$1,328	\$6,435	\$0	-\$7,763
<i>Network Administration</i>	\$0	\$81,800	\$0	\$81,800	\$0	-\$81,800
<i>Software</i>	\$0	\$83,563	\$1,328	\$82,235	\$0	-\$83,563
<i>VOIP System/Internet</i>	\$0	\$15,863	\$1,328	\$14,535	\$0	-\$15,863
<i>Employee Administration</i>	\$0	\$77,225	\$44,144	\$20,581	\$12,500	-\$77,225
<i>Support Services Financial Resp.</i>	\$0	\$11,158	\$5,193	\$65	\$5,900	-\$11,158
<i>Record Management</i>	\$0	\$2,608	\$2,597	\$11	\$0	-\$2,608
<i>Claims Prevention</i>	\$0	\$22,166	\$21,669	\$497	\$0	-\$22,166
<i>Property/Casualty</i>	\$0	\$261,915	\$4,753	\$257,162	\$0	-\$261,915
<i>Fire Services</i>	\$0	\$602,000	\$0	\$602,000	\$0	-\$602,000
<i>Town Management</i>	\$0	\$75,750	\$0	\$75,750	\$0	-\$75,750
<i>Town Planner</i>	\$0	\$10,000	\$0	\$10,000	\$0	-\$10,000
<i>Other</i>	\$0	\$83,650	\$0	\$83,650	\$0	-\$83,650
<b>Direct Interdept. Support</b>	<b>\$0</b>	<b>\$88,600</b>	<b>\$23,308</b>	<b>\$65,292</b>	<b>\$0</b>	<b>-\$88,600</b>
<i>Building</i>	\$0	\$7,958	\$7,769	\$189	\$0	-\$7,958
<i>Solid Waste</i>	\$0	\$80,642	\$15,539	\$65,103	\$0	-\$80,642
<b>Human Resources</b>	<b>\$0</b>	<b>\$109,960</b>	<b>\$96,995</b>	<b>\$12,965</b>	<b>\$0</b>	<b>-\$109,960</b>
<i>Human Resources</i>	\$0	\$82,783	\$70,503	\$12,279	\$0	-\$82,783
<i>Payroll</i>	\$0	\$27,178	\$26,492	\$686	\$0	-\$27,178
<b>Facility Maintenance</b>	<b>\$0</b>	<b>\$264,225</b>	<b>\$171,671</b>	<b>\$92,554</b>	<b>\$0</b>	<b>-\$264,225</b>
<i>Custodial</i>	\$0	\$176,302	\$154,476	\$21,826	\$0	-\$176,302
<i>Repairs/Maintenance</i>	\$0	\$87,923	\$17,195	\$70,728	\$0	-\$87,923
<b>Financial Mgmt</b>	<b>\$34,700</b>	<b>\$333,191</b>	<b>\$280,608</b>	<b>\$52,583</b>	<b>\$0</b>	<b>-\$298,491</b>
<i>Accounting &amp; Auditing</i>	\$0	\$71,373	\$31,524	\$39,849	\$0	-\$71,373
<i>Asset Management</i>	\$0	\$7,134	\$7,130	\$4	\$0	-\$7,134
<i>Budget</i>	\$0	\$15,614	\$15,308	\$306	\$0	-\$15,614
<i>Cash Management</i>	\$0	\$23,193	\$15,517	\$7,676	\$0	-\$23,193
<i>Grants</i>	\$0	\$4,984	\$4,858	\$126	\$0	-\$4,984
<i>Accounts Payable</i>	\$0	\$67,252	\$65,984	\$1,268	\$0	-\$67,252
<i>Accounts Receivable</i>	\$34,700	\$143,640	\$140,286	\$3,354	\$0	-\$108,940
<b>Information Technology</b>	<b>\$0</b>	<b>\$190,352</b>	<b>\$5,312</b>	<b>\$185,040</b>	<b>\$0</b>	<b>-\$190,352</b>
<i>Contract Management</i>	\$0	\$1,363	\$1,328	\$35	\$0	-\$1,363
<i>Hardware</i>	\$0	\$7,763	\$1,328	\$6,435	\$0	-\$7,763
<i>Network Administration</i>	\$0	\$81,800	\$0	\$81,800	\$0	-\$81,800

Software	\$0	\$83,563	\$1,328	\$82,235	\$0	-\$83,563
VOIP System/Internet	\$0	\$15,863	\$1,328	\$14,535	\$0	-\$15,863
<b>Intradepartment Administration</b>	<b>\$0</b>	<b>\$90,992</b>	<b>\$51,935</b>	<b>\$20,657</b>	<b>\$18,400</b>	<b>-\$90,992</b>
Employee Administration	\$0	\$77,225	\$44,144	\$20,581	\$12,500	-\$77,225
Support Services Financial Resp.	\$0	\$11,158	\$5,193	\$65	\$5,900	-\$11,158
Record Management	\$0	\$2,608	\$2,597	\$11	\$0	-\$2,608
<b>Risk Mgmt</b>	<b>\$0</b>	<b>\$284,081</b>	<b>\$26,422</b>	<b>\$257,659</b>	<b>\$0</b>	<b>-\$284,081</b>
Claims Prevention	\$0	\$22,166	\$21,669	\$497	\$0	-\$22,166
Property/Casualty	\$0	\$261,915	\$4,753	\$257,162	\$0	-\$261,915
<b>Townwide Professional Services</b>	<b>\$0</b>	<b>\$771,400</b>	<b>\$0</b>	<b>\$771,400</b>	<b>\$0</b>	<b>-\$771,400</b>
Fire Services	\$0	\$602,000	\$0	\$602,000	\$0	-\$602,000
Town Management	\$0	\$75,750	\$0	\$75,750	\$0	-\$75,750
Town Planner	\$0	\$10,000	\$0	\$10,000	\$0	-\$10,000
Other	\$0	\$83,650	\$0	\$83,650	\$0	-\$83,650

# **SUPPORT SERVICES**

## DIRECT INTERDEPARTMENTAL SUPPORT

### EXPENDITURES

PERSONNEL	Building	Solid Waste	TOTAL
51200 Salaries	\$5,106	\$10,211	\$15,317
52100 FICA	\$391	\$781	\$1,172
52200 Retirement/401k	\$460	\$920	\$1,380
52300 Health	\$1,023	\$2,047	\$3,070
52301 Medical Benefit	\$120	\$240	\$360
51500 Sick Leave	\$170	\$340	\$510
51400 Overtime	\$500	\$1,000	\$1,500
<b>Personnel Total</b>	<b>\$7,769</b>	<b>\$15,539</b>	<b>\$23,308</b>

OPERATING	Building	Solid Waste	TOTAL
51305 Bank Fees	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0
54100 Telephone	\$39	\$78	\$117
54200 Postage	\$0	\$2,625	\$2,625
54212 Insurance-OPEB	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0
54301 Water	\$0	\$10,000	\$10,000
54302 Sanitation	\$0	\$400	\$400
54303 Sewer	\$0	\$2,900	\$2,900
54401 Equipment Leasing	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0
54930 Advertising	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0

55100 Office Supplies	\$64	\$129	\$193
55210 Operating Supplies	\$86	\$1,471	\$1,557
55215 Planning/Zoning	\$0	\$0	\$0
55220 Gasoline and Oil	\$0	\$47,500	\$47,500
55221 Tools	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$189</b>	<b>\$65,103</b>	<b>\$65,292</b>

<b>CAPITAL</b>	<b>Building</b>	<b>Solid Waste</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Building</b>	<b>Solid Waste</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$7,958</b>	<b>\$80,642</b>	<b>\$88,600</b>
	8.98%	91.02%	100.00%

### NET INCOME

	<b>Building</b>	<b>Solid Waste</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$7,958	\$80,642	\$88,600
<b>NET INCOME</b>	<b>-\$7,958</b>	<b>-\$80,642</b>	<b>-\$88,600</b>

## HUMAN RESOURCES

### EXPENDITURES

PERSONNEL	HR	Payroll	TOTAL
51200 Salaries	\$49,166	\$18,606	\$67,771
52100 FICA	\$3,761	\$1,423	\$5,184
52200 Retirement/401k	\$4,430	\$1,676	\$6,106
52300 Health	\$9,855	\$3,729	\$13,584
52301 Medical Benefit	\$1,156	\$437	\$1,593
51500 Sick Leave	\$1,637	\$620	\$2,257
51400 Overtime	\$0	\$0	\$0
53100 Physical Exams	\$500	\$0	\$500
<b>Personnel Total</b>	<b>\$70,503</b>	<b>\$26,492</b>	<b>\$96,995</b>

OPERATING	HR	Payroll	TOTAL
51305 Bank Fees	\$0	0	\$0
53110 Town Attorney	\$0	0	\$0
53151 Professional Services	\$0	0	\$0
53152 Fire Services	\$0	0	\$0
53153 Copies	\$0	0	\$0
53155 Comm. Dev. Svcs	\$0	0	\$0
53200 Acct. and Audit	\$0	0	\$0
54000 Travel and Per Diem	\$0	0	\$0
54100 Telephone	\$390	\$142	\$532
54200 Postage	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0

54930 Advertising	\$0	\$0	\$0
54950 Employee Relations	\$8,500	\$0	\$8,500
55100 Office Supplies	\$645	\$234	\$879
55210 Operating Supplies	\$2,694	\$310	\$3,004
55215 Planning/Zoning	\$0	\$0	\$0
55220 Gasoline and Oil	\$50	\$0	\$50
55221 Tools	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$12,279</b>	<b>\$686</b>	<b>\$12,965</b>

<b>CAPITAL</b>	<b>HR</b>	<b>Payroll</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>HR</b>	<b>Payroll</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$82,783</b>	<b>\$27,178</b>	<b>\$109,960</b>
	75.28%	24.72%	100.00%

### NET INCOME

	<b>HR</b>	<b>Payroll</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$82,783	\$27,178	\$109,960
<b>NET INCOME</b>	<b>-\$82,783</b>	<b>-\$27,178</b>	<b>-\$109,960</b>

## FACILITY MAINTENANCE

### EXPENDITURES

PERSONNEL	Custodial	Repairs/ Maintenance	TOTAL
51200 Salaries	\$108,493	\$12,077	\$120,570
52100 FICA	\$8,299	\$924	\$9,223
52200 Retirement/401k	\$9,775	\$1,088	\$10,863
52300 Health	\$21,746	\$2,421	\$24,166
52301 Medical Benefit	\$2,550	\$284	\$2,834
51500 Sick Leave	\$3,613	\$402	\$4,015
54100 Overtime	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$154,476</b>	<b>\$17,195</b>	<b>\$171,671</b>

OPERATING	Custodial	Repairs/ Maintenance	TOTAL
51305 Bank Fees	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0
53151 Professional Services	\$0	\$42,000	\$42,000
53152 Fire Services	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0
54100 Telephone	\$826	\$275	\$1,101
54200 Postage	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0
54300 Electricity	\$0	\$13,500	\$13,500
54301 Water	\$0	\$3,500	\$3,500
54302 Sanitation	\$0	\$400	\$400
54303 Sewer	\$0	\$3,300	\$3,300
54401 Equipment Leasing	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$2,000	\$2,000
54630 Maint. Building	\$20,500	\$4,000	\$24,500
54640 Maint. A/C	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0

54930 Advertising	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0
55210 Operating Supplies	\$350	\$353	\$703
55215 Planning/Zoning	\$0	\$0	\$0
55220 Gasoline and Oil	\$150	\$150	\$300
55221 Tools	\$0	\$650	\$650
55235 Refund Exp	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$600	\$600
55410 Memberships	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$21,826</b>	<b>\$70,728</b>	<b>\$92,554</b>

<b>CAPITAL</b>	<b>Custodial</b>	<b>Repairs/ Maintenance</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Custodial</b>	<b>Repairs/ Maintenance</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$176,302</b>	<b>\$87,923</b>	<b>\$264,225</b>
	66.72%	33.28%	100.00%

### NET INCOME

	<b>Custodial</b>	<b>Repairs/ Maintenance</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$176,302	\$87,923	\$264,225
<b>NET INCOME</b>	<b>-\$176,302</b>	<b>-\$87,923</b>	<b>-\$264,225</b>

**FINANCIAL MANAGEMENT**

**REVENUES**

	<b>Acct. &amp; Audit.</b>	<b>Asset Management</b>	<b>Budget</b>	<b>Cash Management</b>	<b>Grants</b>	<b>AP</b>	<b>AR</b>	<b>TOTAL</b>
369000 Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$34,700	\$34,700
<b>REVENUE TOTALS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,700</b>	<b>\$34,700</b>

**EXPENDITURES**

	<b>Acct. &amp; Audit.</b>	<b>Asset Management</b>	<b>Budget</b>	<b>Cash Management</b>	<b>Grants</b>	<b>AP</b>	<b>AR</b>	<b>TOTAL</b>
<b>PERSONNEL</b>								
51200 Salaries	\$22,140	\$5,007	\$10,751	\$10,898	\$3,412	\$46,343	\$98,527	\$197,079
52100 FICA	\$1,694	\$383	\$822	\$834	\$261	\$3,545	\$7,537	\$15,076
52200 Retirement/401k	\$1,995	\$451	\$969	\$982	\$307	\$4,175	\$8,877	\$17,756
52300 Health	\$4,438	\$1,004	\$2,155	\$2,184	\$684	\$9,289	\$19,748	\$39,502
52301 Medical Benefit	\$520	\$118	\$253	\$256	\$80	\$1,089	\$2,316	\$4,632
51500 Sick Leave	\$737	\$167	\$358	\$363	\$114	\$1,543	\$3,281	\$6,562
54100 Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$31,524</b>	<b>\$7,130</b>	<b>\$15,308</b>	<b>\$15,517</b>	<b>\$4,858</b>	<b>\$65,984</b>	<b>\$140,286</b>	<b>\$280,608</b>

	<b>Acct. &amp; Audit.</b>	<b>Asset Management</b>	<b>Budget</b>	<b>Cash Management</b>	<b>Grants</b>	<b>AP</b>	<b>AR</b>	<b>TOTAL</b>
<b>OPERATING</b>								
51305 Bank Fees	\$0	\$0	\$0	\$7,400	\$0	\$0	\$0	\$7,400
53110 Town Attorney	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53200 Acct. and Audit	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$127	\$1	\$63	\$36	\$26	\$316	\$750	\$1,319
54200 Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$875	\$875
54212 Insurance-OPEB	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54930 Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55100 Office Supplies	\$209	\$1	\$104	\$60	\$43	\$256	\$1,241	\$1,914
55210 Operating Supplies	\$1,513	\$2	\$139	\$80	\$57	\$696	\$488	\$2,975
55215 Planning/Zoning	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55220 Gasoline and Oil	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$100
55221 Tools	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

<b>Operating Total</b>	<b>\$39,849</b>	<b>\$4</b>	<b>\$306</b>	<b>\$7,676</b>	<b>\$126</b>	<b>\$1,268</b>	<b>\$3,354</b>	<b>\$52,583</b>
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<b>CAPITAL</b>	<b>Acct. &amp; Audit.</b>	<b>Asset Management</b>	<b>Budget</b>	<b>Cash Management</b>	<b>Grants</b>	<b>AP</b>	<b>AR</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Acct. &amp; Audit.</b>	<b>Asset Management</b>	<b>Budget</b>	<b>Cash Management</b>	<b>Grants</b>	<b>AP</b>	<b>AR</b>	<b>TOTAL</b>
	<b>\$71,373</b>	<b>\$7,134</b>	<b>\$15,614</b>	<b>\$23,193</b>	<b>\$4,984</b>	<b>\$67,252</b>	<b>\$143,640</b>	<b>\$333,191</b>
	21.42%	2.14%	4.69%	6.96%	1.50%	20.18%	43.11%	100.00%

**NET INCOME**

	<b>Acct. &amp; Audit.</b>	<b>Asset Management</b>	<b>Budget</b>	<b>Cash Management</b>	<b>Grants</b>	<b>AP</b>	<b>AR</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0	\$34,700	\$34,700
TOTAL EXPENDITURES	\$71,373	\$7,134	\$15,614	\$23,193	\$4,984	\$67,252	\$143,640	\$333,191
<b>NET INCOME</b>	<b>-\$71,373</b>	<b>-\$7,134</b>	<b>-\$15,614</b>	<b>-\$23,193</b>	<b>-\$4,984</b>	<b>-\$67,252</b>	<b>-\$108,940</b>	<b>-\$298,491</b>

**INFORMATION TECHNOLOGY**

**EXPENDITURES**

<b>PERSONNEL</b>	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
51200 Salaries	\$933	\$933	\$0	\$933	\$933	\$3,731
52100 FICA	\$71	\$71	\$0	\$71	\$71	\$285
52200 Retirement/401k	\$84	\$84	\$0	\$84	\$84	\$336
52300 Health	\$187	\$187	\$0	\$187	\$187	\$748
52301 Medical Benefit	\$22	\$22	\$0	\$22	\$22	\$88
51500 Sick Leave	\$31	\$31	\$0	\$31	\$31	\$124
54100 Overtime	\$0	\$0	\$0	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$1,328</b>	<b>\$1,328</b>	<b>\$0</b>	<b>\$1,328</b>	<b>\$1,328</b>	<b>\$5,312</b>

<b>OPERATING</b>	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
51305 Bank Fees	\$0	\$0	\$0	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$7	\$7	\$0	\$7	\$10,007	\$10,028
54200 Postage	\$0	\$0	\$0	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0	\$0	\$0	\$0
54930 Advertising	\$0	\$0	\$0	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0	\$0	\$0	\$0
55100 Office Supplies	\$12	\$812	\$0	\$12	\$12	\$848
55210 Operating Supplies	\$16	\$316	\$0	\$116	\$16	\$464
55215 Planning/Zoning	\$0	\$0	\$0	\$0	\$0	\$0
55220 Gasoline and Oil	\$0	\$0	\$0	\$0	\$0	\$0
55221 Tools	\$0	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0	\$0	\$0	\$0

55410 Memberships	\$0	\$0	\$0	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0	\$0	\$0	\$0
56405 Computer	\$0	\$5,300	\$81,800	\$82,100	\$4,500	\$173,700
56568 Renovations	\$0	\$0	\$0	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$35</b>	<b>\$6,435</b>	<b>\$81,800</b>	<b>\$82,235</b>	<b>\$14,535</b>	<b>\$185,040</b>

<b>CAPITAL</b>	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
	<b>\$1,363</b>	<b>\$7,763</b>	<b>\$81,800</b>	<b>\$83,563</b>	<b>\$15,863</b>	<b>\$190,352</b>
	0.72%	4.08%	42.97%	43.90%	8.33%	100.00%

### NET INCOME

	<b>Contract Management</b>	<b>Hardware</b>	<b>Network Administration</b>	<b>Software</b>	<b>VOIP Sys./Int.</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$1,363	\$7,763	\$81,800	\$83,563	\$15,863	\$190,352
<b>NET INCOME</b>	<b>-\$1,363</b>	<b>-\$7,763</b>	<b>-\$81,800</b>	<b>-\$83,563</b>	<b>-\$15,863</b>	<b>-\$190,352</b>

## INTRADEPARTMENTAL ADMINISTRATION

### EXPENDITURES

PERSONNEL	Employee Administration	Support Services Finance Responsibility	Records Management	TOTAL
51200 Salaries	\$31,004	\$3,648	\$1,824	\$36,475
52100 FICA	\$2,372	\$279	\$140	\$2,790
52200 Retirement/401k	\$2,793	\$329	\$164	\$3,286
52300 Health	\$6,214	\$731	\$366	\$7,311
52301 Medical Benefit	\$729	\$86	\$43	\$857
51500 Sick Leave	\$1,032	\$121	\$61	\$1,215
51400 Overtime	\$0	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$44,144</b>	<b>\$5,193</b>	<b>\$2,597</b>	<b>\$51,935</b>

OPERATING	Employee Administration	Support Services Finance Responsibility	Records Management	TOTAL
51305 Bank Fees	\$0	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0	\$0
54100 Telephone	\$264	\$13	\$1	\$278
54200 Postage	\$0	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0	\$0
54401 Equipment Leasing	\$18,100	\$0	\$0	\$18,100
54510 Insurance-GL	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0

54905	Ahlf Property	\$0	\$0	\$0	\$0
54930	Advertising	\$0	\$0	\$0	\$0
54950	Employee Relations	\$0	\$0	\$0	\$0
55100	Office Supplies	\$436	\$22	\$1	\$459
55210	Operating Supplies	\$581	\$30	\$9	\$620
55215	Planning/Zoning	\$0	\$0	\$0	\$0
55220	Gasoline and Oil	\$0	\$0	\$0	\$0
55221	Tools	\$0	\$0	\$0	\$0
55235	Refund Exp	\$0	\$0	\$0	\$0
55240	Uniforms	\$1,200	\$0	\$0	\$1,200
55250	Cleaning Supplies	\$0	\$0	\$0	\$0
55260	Protective Clothing	\$0	\$0	\$0	\$0
55410	Memberships	\$0	\$0	\$0	\$0
55420	Training/Aids	\$0	\$0	\$0	\$0
56405	Computer	\$0	\$0	\$0	\$0
56568	Renovations	\$0	\$0	\$0	\$0
57100	Library	\$0	\$0	\$0	\$0
<b>Operating Total</b>		<b>\$20,581</b>	<b>\$65</b>	<b>\$11</b>	<b>\$20,657</b>

<b>CAPITAL</b>		<b>Employee Administration</b>	<b>Support Services Finance Responsibility</b>	<b>Records Management</b>	<b>TOTAL</b>
57001	Veh Debt Svc	\$0	\$5,900	\$0	\$5,900
56402	Cars	\$0	\$0	\$0	\$0
58102	Transfer to 301	\$12,500	\$0	\$0	\$12,500
<b>Capital Expense Total</b>		<b>\$12,500</b>	<b>\$5,900</b>	<b>\$0</b>	<b>\$18,400</b>

<b>EXPENDITURE TOTALS</b>		<b>Employee Administration</b>	<b>Support Services Finance Responsibility</b>	<b>Records Management</b>	<b>TOTAL</b>
		<b>\$77,225</b>	<b>\$11,158</b>	<b>\$2,608</b>	<b>\$90,992</b>
		84.87%	12.26%	2.87%	100.00%

**NET INCOME**

		<b>Employee Administration</b>	<b>Support Services Finance Responsibility</b>	<b>Records Management</b>	<b>TOTAL</b>
TOTAL REVENUES		\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$77,225	\$11,158	\$2,608	\$90,992
<b>NET INCOME</b>		<b>-\$77,225</b>	<b>-\$11,158</b>	<b>-\$2,608</b>	<b>-\$90,992</b>

## RISK MANAGEMENT

### EXPENDITURES

PERSONNEL	Claims Prevention	Property/ Casualty	TOTAL
51200 Salaries	\$15,218	\$3,338	\$18,557
52100 FICA	\$1,164	\$255	\$1,420
52200 Retirement/401k	\$1,371	\$301	\$1,672
52300 Health	\$3,050	\$669	\$3,719
52301 Medical Benefit	\$358	\$78	\$436
51500 Sick Leave	\$507	\$111	\$618
54100 Overtime	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$21,669</b>	<b>\$4,753</b>	<b>\$26,422</b>

OPERATING	Claims Prevention	Property/ Casualty	TOTAL
51305 Bank Fees	\$0	\$0	\$0
53110 Town Attorney	\$0	\$0	\$0
53151 Professional Services	\$0	\$0	\$0
53152 Fire Services	\$0	\$0	\$0
53153 Copies	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0
53200 Acct. and Audit	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0
54100 Telephone	\$102	\$23	\$125
54200 Postage	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$257,000	\$257,000
54620 Maint. Veh	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0

54930 Advertising	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0
55100 Office Supplies	\$169	\$38	\$207
55210 Operating Supplies	\$226	\$51	\$277
55215 Planning/Zoning	\$0	\$0	\$0
55220 Gasoline and Oil	\$0	\$50	\$50
55221 Tools	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0
<b>Operating Total</b>	<b>\$497</b>	<b>\$257,162</b>	<b>\$257,659</b>

<b>CAPITAL</b>	<b>Claims Prevention</b>	<b>Property/ Casualty</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

	<b>Claims Prevention</b>	<b>Property/ Casualty</b>	<b>TOTAL</b>
<b>EXPENDITURE TOTALS</b>	<b>\$22,166</b>	<b>\$261,915</b>	<b>\$284,081</b>
	7.80%	92.20%	100.00%

### NET INCOME

	<b>Claims Prevention</b>	<b>Property/ Casualty</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0
TOTAL EXPENDITURES	\$22,166	\$261,915	\$284,081
<b>NET INCOME</b>	<b>-\$22,166</b>	<b>-\$261,915</b>	<b>-\$284,081</b>

## TOWNWIDE PROFESSIONAL SERVICES

### EXPENDITURES

PERSONNEL	Fire Services	Town Attorney	Town Planner	Other	TOTAL
51200 Salaries	\$0	\$0	\$0	\$0	\$0
52100 FICA	\$0	\$0	\$0	\$0	\$0
52200 Retirement/401k	\$0	\$0	\$0	\$0	\$0
52300 Health	\$0	\$0	\$0	\$0	\$0
52301 Medical Benefit	\$0	\$0	\$0	\$0	\$0
51500 Sick Leave	\$0	\$0	\$0	\$0	\$0
54100 Overtime	\$0	\$0	\$0	\$0	\$0
53100 Physical Exams	\$0	\$0	\$0	\$0	\$0
<b>Personnel Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

OPERATING	Fire Services	Town Attorney	Town Planner	Other	TOTAL
51305 Bank Fees	\$0	\$0	\$0	\$0	\$0
53110 Town Attorney	\$0	\$75,750	\$0	\$0	\$75,750
53151 Professional Services	\$0	\$0	\$0	\$0	\$0
53152 Fire Services	\$602,000	\$0	\$0	\$0	\$602,000
53153 Copies	\$0	\$0	\$0	\$0	\$0
53155 Comm. Dev. Svcs	\$0	\$0	\$0	\$40,000	\$40,000
53200 Acct. and Audit	\$0	\$0	\$0	\$0	\$0
54000 Travel and Per Diem	\$0	\$0	\$0	\$0	\$0
54100 Telephone	\$0	\$0	\$0	\$0	\$0
54200 Postage	\$0	\$0	\$0	\$0	\$0
54212 Insurance-OPEB	\$0	\$0	\$0	\$0	\$0
54300 Electricity	\$0	\$0	\$0	\$0	\$0
54301 Water	\$0	\$0	\$0	\$0	\$0
54302 Sanitation	\$0	\$0	\$0	\$0	\$0
54303 Sewer	\$0	\$0	\$0	\$0	\$0
54401 Equipment Leasing	\$0	\$0	\$0	\$0	\$0
54510 Insurance-GL	\$0	\$0	\$0	\$0	\$0
54620 Maint. Veh	\$0	\$0	\$0	\$0	\$0
54630 Maint. Building	\$0	\$0	\$0	\$0	\$0
54640 Maint. A/C	\$0	\$0	\$0	\$0	\$0
54670 Maint. Equip	\$0	\$0	\$0	\$0	\$0
54901 Claims/Settlements	\$0	\$0	\$0	\$0	\$0
54905 Ahlf Property	\$0	\$0	\$0	\$28,650	\$28,650
54930 Advertising	\$0	\$0	\$0	\$0	\$0
54950 Employee Relations	\$0	\$0	\$0	\$0	\$0
55100 Office Supplies	\$0	\$0	\$0	\$0	\$0
55210 Operating Supplies	\$0	\$0	\$0	\$0	\$0
55215 Planning/Zoning	\$0	\$0	\$10,000	\$0	\$10,000
55220 Gasoline and Oil	\$0	\$0	\$0	\$0	\$0

55221 Tools	\$0	\$0	\$0	\$0	\$0
55235 Refund Exp	\$0	\$0	\$0	\$0	\$0
55240 Uniforms	\$0	\$0	\$0	\$0	\$0
55250 Cleaning Supplies	\$0	\$0	\$0	\$0	\$0
55260 Protective Clothing	\$0	\$0	\$0	\$0	\$0
55410 Memberships	\$0	\$0	\$0	\$0	\$0
55420 Training/Aids	\$0	\$0	\$0	\$0	\$0
56405 Computer	\$0	\$0	\$0	\$0	\$0
56568 Renovations	\$0	\$0	\$0	\$0	\$0
57100 Library	\$0	\$0	\$0	\$15,000	\$15,000
<b>Operating Total</b>	<b>\$602,000</b>	<b>\$75,750</b>	<b>\$10,000</b>	<b>\$83,650</b>	<b>\$771,400</b>

<b>CAPITAL</b>	<b>Fire Services</b>	<b>Town Attorney</b>	<b>Town Planner</b>	<b>Other</b>	<b>TOTAL</b>
56402 Cars	\$0	\$0	\$0	0	\$0
<b>Capital Expense Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>EXPENDITURE TOTALS</b>	<b>Fire Services</b>	<b>Town Attorney</b>	<b>Town Planner</b>	<b>Other</b>	<b>TOTAL</b>
	<b>\$602,000</b>	<b>\$75,750</b>	<b>\$10,000</b>	<b>\$83,650</b>	<b>\$771,400</b>
	78.04%	9.82%	1.30%	10.84%	100.00%

### NET INCOME

	<b>Fire Services</b>	<b>Town Attorney</b>	<b>Town Planner</b>	<b>Other</b>	<b>TOTAL</b>
TOTAL REVENUES	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$602,000	\$75,750	\$10,000	\$83,650	\$771,400
<b>NET INCOME</b>	<b>-\$602,000</b>	<b>-\$75,750</b>	<b>-\$10,000</b>	<b>-\$83,650</b>	<b>-\$771,400</b>