

**TOWN OF WATERFORD
GENERAL FUND
2021-20222 PROPOSED BUDGET**

DEPT/AGENCY:

10107

FINANCE DEPARTMENT

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 11/24/20	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM.	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS		28,620		11,713	29,485		865	3.02%
51110	ADMINISTRATION		292,050	(5,775)	108,898	292,334		284	0.10%
51210	CLERICAL/TECHNICAL		188,150		74,275	147,394		(40,756)	-21.66%
51810	OVERTIME		2,650		739	2,650		0	0.00%
51910	FRINGE BENEFITS		2,750		200	2,950		200	7.27%
51920	F.I.C.A		39,150		14,224	36,325		(2,825)	-7.22%
	SUBTOTAL	0	553,370	(5,775)	210,049	511,138	0	(42,232)	-7.63%
SERVICES									
52010	ADVERTISING		500		0	500		0	0.00%
52020	POSTAGE		4,800		1,075	4,500		(300)	-6.25%
52030	PROFESSIONAL FEES		68,820		17,471	60,000		(8,820)	-12.82%
52040	SERVICE CONT. & REPAIR		21,490	5,775	14,573	24,997		3,507	16.32%
52050	DUES, CONF. & EDUCATION		4,240		780	6,184		1,944	45.85%
52070	REIMBURSABLE EXPENSE		100		0	100		0	0.00%
52080	TELEPHONE		17,950		6,114	14,475		(3,475)	-19.36%
	SUBTOTAL	0	117,900	5,775	40,013	110,756	0	(7,144)	-6.06%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES		30,000		9,207	32,000		2,000	6.67%
	SUBTOTAL	0	30,000	0	9,207	32,000	0		
OFFICE EQUIPMENT									
54010	OFFICE FURNITURE		0		0	0	0		
	SUBTOTAL	0	0	0	0	0	0	0	#DIV/0!
DEPARTMENT TOTAL									
		0	701,270	0	259,269	653,894	0	(47,376)	-6.76%



FINANCE

FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

The Department of Finance was created by Town of Waterford Ordinance 2.12.010 to manage the centralized financial functions of the town. These functions include processing and recording financial transactions such as payroll, accounts payable, accounts receivable, disbursements, receipts and revenue.

Major responsibilities include debt management, cash management and investment funds, pension administration, central purchasing and all accounting functions including expenditure and revenue transactions.

The department also provides financial advice and recommendations to the Board of Selectmen, the Board of Finance, the Representative Town Meeting, and other town departments.

FY2022 BUDGET SUMMARY

The total FY22 budget request is \$653,894 which is a decrease of \$47,376 (-6.760%) over fiscal year 2021. The primary changes are in personnel costs, professional fees and dues, conferences and education.

PERSONNEL COSTS

- 51010 – ELECTED OFFICIALS
Includes 1.8% raise retro-active to July 1, 2020 and 1.2% for July 1, 2021.
- 51110 – ADMINISTRATION
Includes a 2.25% raise for the Director retro-active to July 1, 2020 and 2.25% for July 1, 2021.
- 51210 – CLERICAL/TECHNICAL
 - Includes a 2.25% raise for the staff of the 1303 bargaining unit to July 1, 2020 and 2.25% for July 1, 2021.
 - Includes a request to eliminate one position
- 51810 – OVERTIME (no changes from FY21)
- 51910 – FRINGE BENEFITS
Benefits provided per negotiated contract
- 51920 – FICA
Increase follows increase in salaries.

SERVICES

- 52010 – ADVERTISING (no changes from FY21)
- 52020 – POSTAGE
Budget based on projected FY21 actuals.
- 52030 – PROFESSIONAL FEES
The FY22 budget request includes a decrease of \$15,756 for the KRONOS time-keeping system. The expenditures were previously moved to the IT budget but the budget was not transferred to cover the expenditures in the IT budget. The FY22 IT Budget Request will reflect an increase for this town-wide software.

BUDGET EXPLANATIONS BY CATEGORY

- **52040 – SERVICE CONTRACTS & REPAIR**

Increase includes a new lease for the Print Shop Offset Press & Plate Maker. The replaced machine will be surplussed and sold at auction and deposited into the Town's general revenue fund. The finance department entered a new lease for 11 new copiers across the town and saved the town \$760/month. This savings covers the new machine lease with a balance of \$203/monthly savings to the town.

- **52050 – DUES, CONFERENCES & EDUCATION**

The increase includes trainings for department staff to keep informed of changes and revisions to tax laws, GAAFR practices, GASB revisions and other pertinent areas necessary to the finance department functions.

- **52070 – REIMBURSEABLE EXPENSE (no changes from FY21)**

- **52080 – TELEPHONE**

Request is based on FY21 actuals.

MATERIALS & SUPPLIES

- **53010 – OFFICE SUPPLIES**

Increase requested for additional sanitizing and disinfection supplies needed due to COVID-19.

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - FINANCE
2021/2022 FISCAL YEAR**

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2020/2021	SALARY 2021/2022	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)	LINE 51920
51010 - ELECTED OFFICIALS									
1/6/2020	TREASURER	N/A		28,620.00	29,484.78		29,485	2,256	
	Subtotal			28,620.00	29,484.78	-	29,485	2,256	
51110 - ADMINISTRATION									
3/9/2020	DIRECTOR OF FINANCE	N/A		115,000.00	120,233.22		120,233	9,198	
1/16/2018	PURCHASING AGENT	N/A		76,695.84	80,181.68		80,182	6,134	
5/30/2000	ACCOUNTANT	N/A		86,191.68	90,116.62	1,802	91,919	7,032	
	Subtotal			277,887.52	290,531.52	1,802.00	292,334	22,364	
51210 - CLERICAL/TECHNICAL									
5/30/2006	ADMINISTRATIVE ASSISTANT	35	21.10	38,549.70	39,417.16	350	39,767	3,042	
5/24/1999	FINANCE TECH/PAYROLL	40	28.28	59,048.64	60,377.23	500	60,877	4,657	
12/28/1998	RECEPTIONIST	35	25.65	46,862.55	0.00	0	0	0	
3/24/2014	OFFSET/SUPPLICATOR OPERATOR	32.5	26.95	45,720.68	46,749.43		46,749	3,576	
	Subtotal			190,181.57	146,543.82	850.00	147,394	11,276	
51810 - OVERTIME									
	OVERTIME			2,650.00	2,650.00				
	Subtotal			2,650.00	2,650.00	0	2,650	203	
TOTALS - DEPARTMENT									
				499,339.09	469,210.12	2,652.00	471,863.00	36,099.00	

**TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2021-2022 FISCAL YEAR**

	LINE 5190			LINE 51920
POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A.)
PRINTER	350.00		350.00	26.78
ACCOUNTANT		2,599.53	2,599.53	198.86
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
TOTAL - FRINGE BENEFITS	350.00	2,599.53	2,949.53	225.64

SEE NOTE

NOTE

This amount should be added to the amount of FICA calculated on your salary worksheet

TOWN OF WATERFORD
ADVERTISING/POSTAGE - FINANCE DEPARTMENT
2021-2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	0	500	0	500	0	0.00%

ACCOUNT JUSTIFICATION

Bid Advertisements

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	3,874	4,800	1,075	4,500	(300)	-6.25%

ACCOUNT JUSTIFICATION

REGULAR MAIL AND POSTAGE DUE
 PERMIT - UNITED STATES POSTAL SERVICE
 FED EX
 CARTRIDGES FOR MACHINE
TOTALS

2020-2021 BUDGET	2020-2021 PROJECTED	2021-2022 PROPOSED BUDGET
4,200.00	4,000.00	4,000.00
500.00	500.00	400.00
100.00	0.00	100.00
0.00	0.00	0.00
4,800.00	4,500.00	4,500.00

TOWN OF WATERFORD
PROFESSIONAL SERVICES - FINANCE DEPARTMENT
2021-2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	56,016	68,820	17,471	60,000	(8,820)	-12.82%

	2016-2017 CONTRACT	2017-2018 CONTRACT	2018-2019 CONTRACT	2019-2020 CONTRACT	2020-2021 PROPOSED PROJECTED	2021-2022 PROJECTED
ADP-PAYROLL OUTSOURCING						
TOWN PAYROLL	40,364.14	41,171.42	41,994.85	44,095	47,000	50,000
RETIREE PAYROLL ¹	2,695.65	2,749.56	2,804.55		0	0
HEART AND HYPERTENSION	6,449.76	6,578.76	6,710.34	6,908	7,187	8,000
TIME KEEPING SYSTEM ²					15,756	0
MISCELLANEOUS ³						2,000
TOTALS	49,509.55	50,499.74	51,509.74	51,003.00	69,943.00	60,000.00

¹ Retiree payroll was outsourced to Wells Fargo eff. 01.01.2017.

² Expenditure was moved to the IT Budget but the budget for the expense did not follow the expenditures. The IT budget will reflect an increase for KRONOS in their FY22 budget request.

³ Background Checks, Employee Physicals, Bond-related costs, etc.

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2021-2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2021-2022 TRANSFERS	2021-2022 REVISED BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	23,073	21,490	5,775	27,265	14,573	24,997	(2,268)	-8.32%
<u>ACCOUNT JUSTIFICATION</u>									
OFFSET PRESS & PLATE MAKER	RICOH (print shop)	6,659	\$554.93/month lease (11/20 - new machine leased, old one to be auctioned as surplus)						
FOLDER/INSERTER MACHINE	QUADIENT (print shop)	3,425	\$856.23/quarterly lease						
PRESS PREVENTIVE MAINT.	STERLING PRESS (print shop)	500	Reduced from \$900 in FY21. Anticipate fewer maintenance calls with new machine.						
REPAIRS TO EQUIPMENT	ESTIMATED COST OF MISC REPAIRS	600	PRINT SHOP MISCELLANEOUS REPAIRS						
CCRCOG	EDMS PILOT	6,000	Electronic Document Management System for all Departments						
DOCUMENT DESTROY/DISPOSAL	INFOSHRED, LLC	378	\$15.75/PICKUP (ESTIMATE 24 PICKUPS) (Infoshred increased their costs by 5% effective 1/1/21).						
COPIER-LEASE	XEROX (finance office)	2,256	\$188/MONTH						
PHOTO COPIER- COPIES	AVERAGE OVER LAST 3 YEARS	198	ACTUAL (FY20 - \$204.78), (FY19 - \$211.19), (FY18 - \$179.27)						
OFFSITE FILE STORAGE	INFOSHRED, LLC	384	\$32/month (Infoshred increased their costs by 5% effective 1/1/21).						
COLOR COPYING		300	BASED ON PRIOR YEAR ACTUAL						
POSTAGE METER RENTAL	QUADIENT	4,297	\$1,074.15/quarterly lease						
	TOTAL	<u>24,997</u>							

**TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2021-2022 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	1,688	4,240	780	6,184	1,944	45.85%

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2021-2022 FISCAL YEAR

DUES		
Public Purchasing Association of CT	Annual Dues (Purchasing Agent)	200
National GFOA Membership	Annual Dues (Director & Accountant)	380
National Institute of Governmental Purchasing	Annual Dues (Purchasing Agent)	200
Connecticut GFOA Membership	Annual Dues (Director, Accountant, Treasurer)	195
Capitol Region Purchasing Council	Annual Dues (Purchasing Consortium)	175
<i>The Town utilizes the consortium to procure gas, diesel, heating oil, fertilizer, recycling bins and treated rock salt. There are also a variety of other bids the consortium puts out that the Town can utilize as a member of the consortium. The cost of the membership is offset by the savings in advertising costs.</i>		
	SUBTOTAL	1,150

CONFERENCES		
New England States GFOA Annual Training Seminar		
Seminar Registration (Estimated)	Director Registration	200
Estimated Mileage (200 miles @ \$.575/mile)		115
Per Diem (35*1)		35
	SUBTOTAL	350

New England GFOA Conference		
Costs associated with the Director and Accountant attending the New England States Government Finance Officers Association Annual Conference usually held in Mystic CT		
Conference Registration – Estimated (2x)		400
Estimated Mileage – 40 miles @ \$.575/mile x2		46
	SUBTOTAL	446

Miscellaneous		
Cost of registration for Director and Staff to attend the five CT Government Finance Officer's Meetings. Two staff		
Two(2) meetings per year for Treasurer and Director @ \$50/ meeting		240
CT Public Pension Forum		200
CT FOIA Conference x2		100
	SUBTOTAL	640

EDUCATION		
CCMO Certification Program for Director		
Training Sessions for Accountant		120
Training Sessions NIGP Purchasing Agent		1,000
Training Sessions for Payroll/Taxes		1,000
	SUBTOTAL	300
		2,420

Miscellaneous		
The New London Day		
CAFR Award Program Fee (through GFOA)		368
		460
	SUBTOTAL	828
	GRAND TOTAL	6,184

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - FINANCE DEPARTMENT
2021-2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	170	100	0	100	0	0.00%

ACCOUNT JUSTIFICATION

Local and Out of Town travel for Director, Purchasing Agent and Treasurer, estimated 200 miles at .575/mile (IRS 2020 rate)

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	13,826	17,950	6,114	17,475	(475)	-2.65%

ACCOUNT JUSTIFICATION

Projected Expenditures for FY 22 based upon FY 21 Frontier and Verizon projections.

TOWN OF WATERFORD
TELEPHONE HISTORY
2018-2019 FISCAL YEAR

1526				411				331			
Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total	
FRONTIER	860-442-0553	7/31/19	\$1,002.26	Verizon Business	7/31/19	\$23.32	Verizon Wireless	7/31/19	\$4,036.72	\$5,062.30	
FRONTIER	860-442-0553	8/31/19	\$1,002.32	Verizon Business	8/31/19	\$107.61	Verizon Wireless	8/31/19	\$5,441.72	\$6,551.65	
FRONTIER	860-442-0553	9/30/19	\$1,002.28	Verizon Business	9/30/19	\$78.25	Verizon Wireless	9/30/19	\$3,463.24	\$4,543.77	
FRONTIER	860-442-0553	10/31/19	\$1,005.43	Verizon Business	10/31/19	\$88.56	Verizon Wireless	10/31/19	\$3,805.78	\$4,899.77	
FRONTIER	860-442-0553	11/30/19	\$1,002.78	Verizon Business	11/30/19	\$74.61	Verizon Wireless	11/30/19	\$4,105.97	\$5,183.36	
FRONTIER	860-442-0553	12/31/20	\$1,002.80	Verizon Business	12/31/20	\$79.38	Verizon Wireless	12/31/20	\$3,492.76	\$4,574.94	
FRONTIER	860-442-0553	1/31/20	\$999.97	Verizon Business	1/31/20	\$78.47	Verizon Wireless	1/31/20	\$3,664.74	\$4,743.18	
FRONTIER	860-442-0553	2/28/20	\$1,003.70	Verizon Business	2/28/20	\$89.54	Verizon Wireless	2/28/20	\$3,364.53	\$4,457.77	
FRONTIER	860-442-0553	3/31/20	\$997.90	Verizon Business	3/31/20	\$124.11	Verizon Wireless	3/31/20	\$3,173.01	\$4,295.02	
FRONTIER	860-442-0553	4/30/20	\$996.69	Verizon Business	4/30/20	\$101.49	Verizon Wireless	4/30/20	\$5,236.02	\$6,334.20	
FRONTIER	860-442-0553	5/31/20	\$1,236.39	Verizon Business	5/31/20	\$111.63	Verizon Wireless	5/31/20	\$4,671.99	\$6,020.01	
FRONTIER	860-442-0553	6/30/20	\$1,082.94	Verizon Business	6/30/20	\$202.87	Verizon Wireless	6/30/20	\$4,049.51	\$5,335.32	
TOTAL TO DATE - 2019/2020			\$12,335.46	Total		\$1,159.84	Total		\$48,505.99	\$62,001.29	
AVERAGE MONTHLY COST			\$1,027.96			\$96.65			\$4,042.17		
PROJECTED 2021/2022			\$17,475.26			\$1,933.04			\$72,759.01	\$92,167.31	

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total	
FRONTIER	860-442-0553	07/31/17	\$975.87	Verizon Business	07/31/17	\$67.55	Verizon Wireless	07/31/17	\$51.07	\$1,094.49	
FRONTIER	860-442-0553	08/31/17	\$997.95	Verizon Business	08/31/17	\$87.05	Verizon Wireless	08/31/17	\$51.07	\$1,136.07	
FRONTIER	860-442-0553	09/30/17	\$967.48	Verizon Business	09/30/17	\$94.39	Verizon Wireless	09/30/17	\$51.07	\$1,112.94	
FRONTIER	860-442-0553	10/31/17	\$987.59	Verizon Business	10/31/17	\$80.57	Verizon Wireless	10/31/17	\$44.17	\$1,023.99	
FRONTIER	860-442-0553	11/30/17	\$972.91	Verizon Business	11/30/17	\$86.68	Verizon Wireless	11/30/17		\$1,059.59	
FRONTIER	860-442-0553	12/31/17	\$970.75	Verizon Business	12/31/17		Verizon Wireless	12/31/17		\$970.75	
FRONTIER	860-442-0553	01/31/18	\$966.98	Verizon Business	01/31/18		Verizon Wireless	01/31/18		\$966.98	
FRONTIER	860-442-0553	02/28/18	\$971.11	Verizon Business	02/28/18		Verizon Wireless	02/28/18		\$971.11	
FRONTIER	860-442-0553	03/31/18	\$973.27	Verizon Business	03/31/18		Verizon Wireless	03/31/18		\$973.27	
FRONTIER	860-442-0553	04/30/18	\$973.27	Verizon Business	04/30/18		Verizon Wireless	04/30/18		\$973.27	
FRONTIER	860-442-0553	05/31/18	\$973.27	Verizon Business	05/31/18		Verizon Wireless	05/31/18		\$973.27	
FRONTIER	860-442-0553	06/30/18	\$973.27	Verizon Business	06/30/18		Verizon Wireless	06/30/18		\$973.27	
TOTAL TO DATE - 2017-18			\$11,703.72	Total			\$416.24	Total			\$12,229.00
AVERAGE MONTHLY COST			\$975.31				\$83.25				\$27.26
PROJECTED 2017/2018			\$16,580.27				\$1,082.24				\$272.60
											\$17,935.11

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	JULY 16	\$1,157.95	Verizon Business	JULY 16	\$92.09	Verizon Wireless	JULY 16	\$150.51	\$1,400.55
FRONTIER	860-442-0553	AUG 16	\$1,187.53	Verizon Business	AUG 16	\$122.49	Verizon Wireless	AUG 16	\$102.20	\$1,412.22
FRONTIER	860-442-0553	SEPT 16	\$1,272.22	Verizon Business	SEPT 16	\$94.21	Verizon Wireless	SEPT 16	\$102.20	\$1,468.63
FRONTIER	860-442-0553	OCT 16	\$1,232.40	Verizon Business	OCT 16	\$99.78	Verizon Wireless	OCT 16	\$102.08	\$1,434.26
FRONTIER	860-442-0553	NOV 16	\$1,236.75	Verizon Business	NOV 16	\$94.83	Verizon Wireless	NOV 16	\$102.08	\$1,433.66
FRONTIER	860-442-0553	DEC 16	\$1,248.44	Verizon Business	DEC 16	\$81.68	Verizon Wireless	DEC 16	\$102.08	\$1,432.20
FRONTIER	860-442-0553	JAN 17	\$1,231.89	Verizon Business	JAN 17	\$91.69	Verizon Wireless	JAN 17	\$151.21	\$1,474.79
FRONTIER	860-442-0553	FEB 17	\$1,229.90	Verizon Business	FEB 17	\$80.78	Verizon Wireless	FEB 17	\$87.19	\$1,397.87
FRONTIER	860-442-0553	MAR 17	\$984.31	Verizon Business	MAR 17	\$96.06	Verizon Wireless	MAR 17	\$87.19	\$1,167.56
FRONTIER	860-442-0553	APR 17	\$841.72	Verizon Business	APR 17	\$175.00	Verizon Wireless	APR 17	\$87.24	\$1,103.96
FRONTIER	860-442-0553	MAY 17	\$967.83	Verizon Business	MAY 17	\$85.56	Verizon Wireless	MAY 17	\$111.94	\$1,165.33
FRONTIER	860-442-0553	JUNE 17	\$982.04	Verizon Business	JUNE 17		Verizon Wireless	JUNE 17	\$44.78	\$1,026.82
ACTUAL - 2016-17			\$13,572.98	Total		\$1,114.17	Total		\$1,230.70	\$14,917.85

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - FINANCE DEPARTMENT
2021-2022 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	20,623	30,000	9,207	32,000	2,000	6.67%

ACCOUNT JUSTIFICATION

The Finance Department provides standard office supplies to departments. The purchasing agent purchases standard supplies to take advantage of state contract pricing. Supplies include, printer toner, envelopes, general office supplies, copier paper, AP check stock.

Increase request is to cover the additional town-wide need for sanitizing and disinfecting supplies.

LINE ITEM	ACCOUNT NAME	2019-2020 ACTUAL	2020-2021 BUDGET	2020-2021 TO DATE	2021-2022 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54060	OFFICE EQUIP & FURNISHINGS	0	0	0	0	-	0.00%



Toll Free: (888) 800 1552
Office: (860) 627 5800
Fax: (860) 627 5809

www.infoshred.com

10/31/20

To Our Valued Customer,

We would like to take this opportunity to thank you for your continued support over the years and for being a part of the Infoshred family of customers.

Effective January 1, 2021, Infoshred Storage division will implement a price adjustment of 5%. While this is a small increase, it is in line with the annual increases we are receiving from our service providers. This will enable us to continue to provide the highest level of security and "extreme" customer service you expect and deserve, as well as ensure we maintain the health of our business.

Please contact me with any questions or if you require additional information at 860-627-5800 or toll free at 1-888-800-1552.

Sincerely,

Kristyn Osborn
Storage Operations Manager