

TOWN OF WATERFORD
 GENERAL FUND
 2024 - 2025 PROPOSED BUDGET

10103 BOARD OF FINANCE

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM. (11/8/23)	2024/2025 OF SELECTMEN APPROVED (2/1/24)	2024/2025 FINANCE APPROVED (2/28/24)	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS											
51210	CLERICAL/TECHNICAL	1,492	2,893		435	1,587	1,587	1,587		-1,306	-45.14%
51920	F.I.C.A	114	221		33	121	121	121		-100	-45.25%
	SUBTOTAL	1,606	3,114	0	468	1,708	1,708	1,708		-1,406	-45.15%
SERVICES											
52010	ADVERTISING	181	2,000		0	2,000	2,000	2,000		0	0.00%
52030	PROFESSIONAL FEES	69,117	65,000		69,194	76,960	76,960	76,960		11,960	18.40%
	SUBTOTAL	69,298	67,000	0	69,194	78,960	78,960	78,960		11,960	17.85%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	13	45		0	45	45	45		0	
	SUBTOTAL	13	45	0	0	45	45	45		0	
DEPARTMENT TOTAL		70,917	70,159	0	69,662	80,713	80,713	80,713		10,554	15.04%

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)**



BUDGET FUNCTION

THE BOARD OF FINANCE HAS THE RESPONSIBILITIES AS ESTABLISHED BY WATERFORD ORDINANCE 3.3 (BOARD OF FINANCE).

“THE BOARD OF FINANCE SHALL PREPARE THE TOWN BUDGET AND LAY THE TAXES IN ACCORDANCE WITH SECTION 7-344 OF THE GENERAL STATUTES. THE BOARD MAY APPORTION TAXES BETWEEN YEARS IN ACCORDANCE WITH SECTION 7-346 OF THE GENERAL STATUTES. THE BOARD MAY TRANSFER UNEXPENDED BALANCES IN ACCORDANCE WITH SECTION 7-347 OF THE GENERAL STATUTES. THE BOARD MAY APPROVE SPECIAL APPROPRIATIONS IN ACCORDANCE WITH SECTION 7-348 OF THE GENERAL STATUTES. THE BOARD SHALL PRESCRIBE THE METHOD BY WHICH, AND THE PLACE WHERE, ALL RECORDS AND BOOKS OF ACCOUNTS OF THE TOWN OR OF ANY DEPARTMENT OR SUBDIVISION THEREOF SHALL BE KEPT. THE BOARD SHALL ARRANGE FOR THE ANNUAL AUDIT AS REQUIRED UNDER CHAPTER 111 OF THE GENERAL STATUTES. THE BOARD OF FINANCE SHALL PUBLISH AN ANNUAL REPORT AS SET FORTH IN SECTION 7-406 OF THE GENERAL STATUTES. THE BOARD OF FINANCE SHALL HAVE ALL OTHER POWERS AND DUTIES AS BESTOWED BY THE GENERAL STATUTES.”

BUDGET SUMMARY

PERSONNEL COSTS

Personnel costs cover the board’s clerical support. The FY25 budget request is decreased by 45.14% because of the change in salary for the current finance department staff providing Board of Finance support.

SERVICES

The FY25 budget request reflects a total 17.85% increase over the previous year due to a contractual agreement increase in our audit costs. The contract with our current audit firm (CLA) will expire at the end of FY25 audit.

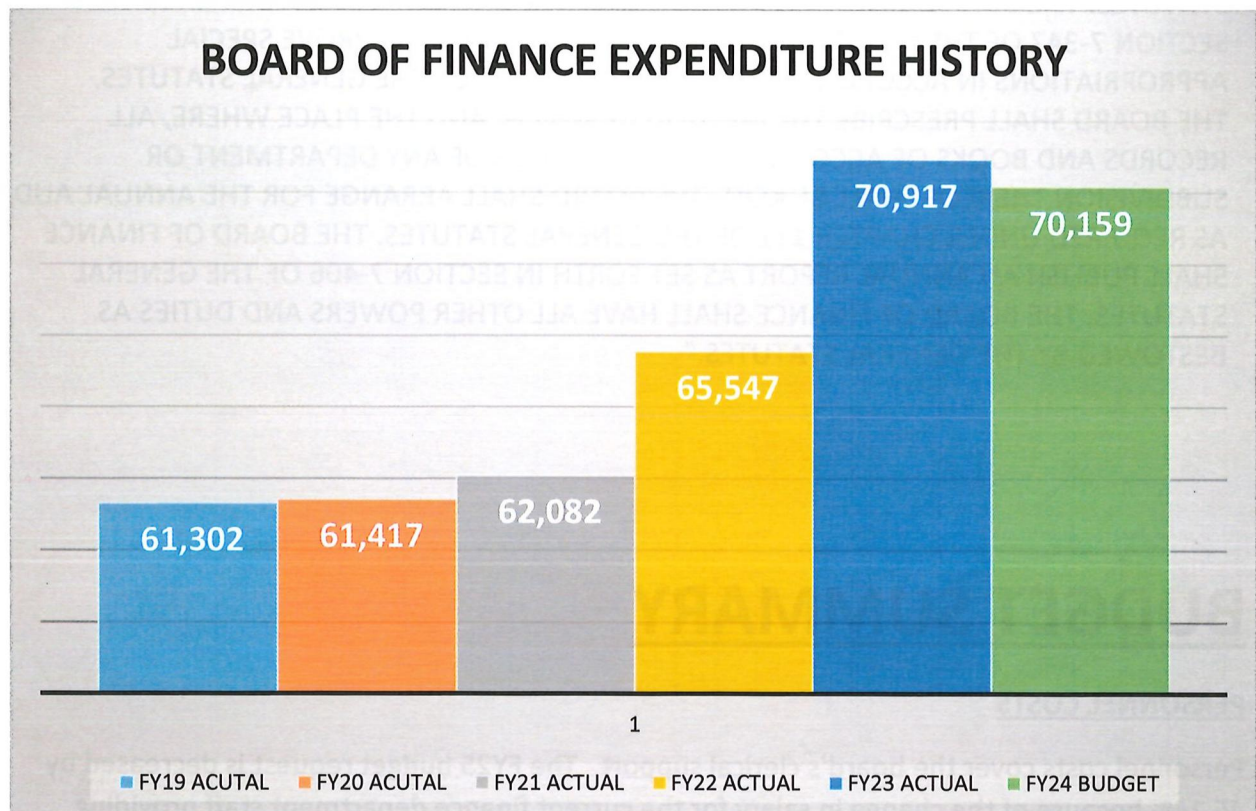
**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)**



MATERIALS & SUPPLIES

The FY25 budget request includes funds for new member signs that may be needed after local elections or any other supply that may be needed by the board membership.

EXPENDITURE HISTORY



TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF FINANCE
2024/2025 FISCAL YEAR

EMPLOYEE	# OF MEETINGS ⁽¹⁾	HOURS/ MEETING ⁽²⁾	TOTAL HOURS	HOURLY RATE OF PAY ⁽³⁾	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 THROUGH 9/6/23	2024/2025 PROPOSED	PAYROLL TAXES
51210 - CLERICAL/TECHNICAL												
RECORDING SECRETARY	21	2.01	42.21	\$ 37.59	2,266.79	1,261.65	1,459.61	1,717.54	1,492.24	155.90	1,586.67	121.38
TOTALS					2,266.79	1,261.65	1,459.61			155.90	1,586.67	121.38
			TOTAL HOURS		43.50	39.86	31.75	49.25	36.75			
			# OF MEETINGS		19.00	21.00	21.00	19.00	21.00			
			AVERAGE HOURS/MEETING		2.29	1.90	1.51	2.59	1.75			
			5 YEAR AVG HOURS/MEETING								2.01	

¹ Number of FY25 meetings scheduled is 21

² Budget is calculated using a 5-year average. Actual hours vary depending on the meeting agenda.

**TOWN OF WATERFORD
ADVERTISING - FINANCE DEPARTMENT
2024/2025 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23	PROPOSED 2024/2025
52010	ADVERTISING	1,953	1,950	1,694	551	181	0	2,000

ACCOUNT JUSTIFICATION

Legal notices for Public Hearing and printing of Proposed Budget in newspaper as required by Charter.

**TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF FINANCE
2024/2025 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23
52030	PROFESSIONAL SERVICES	56,900	58,100	58,800	62,500	69,117	22,210

ACCOUNT JUSTIFICATION

Fee to conduct annual audit as required by the Municipal Auditing Act - Chapter 111 of Connecticut State Statutes
The FY23 audit year is the first year of a three-year contract. The budgeted amount is per the awarded contract.

**TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES - FINANCE DEPARTMENT
2024/2025 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23
52070	REIMB TOWN EXPENSES	0	0	0	0	0	0

ACCOUNT JUSTIFICATION

Out of pocket expenses paid for by Board members or Town employees

**TOWN OF WATERFORD
OFFICE SUPPLIES - BOARD OF FINANCE
2024/2025 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23	PROPOSED 2024/2025
53010	OFFICE SUPPLIES	8	9	16	35	13	0	45

ACCOUNT JUSTIFICATION

Miscellaneous office supplies, such as name plates for new board members, not purchased through the consumable supplies line item in

FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52010 ADVERTISING						
10103 52010	ADVERTISING	2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL BD OF FINANCE		2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL GENERAL FUND		2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL EXPENSES		2,300.00	181.04	0.00	2,118.96	
GRAND TOTAL		2,300.00	181.04	0.00	2,118.96	7.9%

** END OF REPORT - Generated by Kimberly Allen **

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD	
D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	01/01/23-01/31/23	
CLIENT	PAGE NUMBER	DUE DATE	
	Page 1 of 1	02/28/2023	
Current	Over 30 Days	Over 60 Days	Total Balance
\$181.04	\$0.00	\$0.00	\$181.04

WATERFORD - TOWN OF/FINANCE
DEPARTMENT
15 ROPE FERRY ROAD
WATERFORD, CT 06385
United States

**MAKE CHECKS PAYABLE TO
DAY PUBLISHING COMPANY**
Include your account # on
your check remittance

STATEMENT NUMBER	29039
CHECK NUMBER	
AMOUNT PAID	

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO#	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				\$0.00
01/27/23	Request for Qualifications-RFQ #23-101	CPNW, DAY, DCW	d01050842 Request for Qualific	2 col X 22 Lines	\$181.04

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer	
01/01/23-01/31/23	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$181.04	\$0.00	\$0.00	\$181.04

Inv# 29039 \$ 181.04
THE DAY PUBLISHING CO., INC.
01/31/2023 # Pages 1 FP1 DOC86S538

APPROVED

VENDOR# 157
PO# — FY 23
CLOSE PO Y — N —
ACCOUNT # 10103-52010
AMOUNT \$181.04
SIGN [Signature]
DATE 2/6/23

REC'D PURCHASING
1 FEB '23 PM 12:56

Payment Terms - Net End of Month A FINANCE CHARGE OF 1.5% PER MONTH ON ACCOUNTS NOT PAID WITHIN THE MONTH FOLLOWING PUBLICATION



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glytdbud

Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

09/06/2023 14:21
kallen

FOR 2022 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52010 ADVERTISING						
10103 52010	ADVERTISING	2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL BD OF FINANCE		2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL GENERAL FUND		2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL EXPENSES		2,300.00	550.65	0.00	1,749.35	
GRAND TOTAL		2,300.00	550.65	0.00	1,749.35	23.9%

** END OF REPORT - Generated by Kimberly Allen **

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER		BILLING PERIOD
D93177	TOWN OF WATERFORD - TOWN CLERK		03/01/22-03/31/22
CLIENT	PAGE NUMBER	DUE DATE	
	Page 1 of 1	04/30/2022	
Current	Over 30 Days	Over 60 Days	Total Balance
\$406.90	\$0.00	\$0.00	\$406.90

TOWN OF WATERFORD - TOWN CLERK
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

MAKE CHECKS PAYABLE TO
DAY PUBLISHING COMPANY
Include your account # on
your check remittance

STATEMENT NUMBER
11861
CHECK NUMBER
AMOUNT PAID

Inv# MARCH 2022 D93177 \$ 406.90
THE DAY PUBLISHING CO., INC.
03/31/2022 # Pages 1 FP1 DOC71S453

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE #	SIZE/LINES OR CITY	NET AMOUNT
	Previous Balance				\$167.60
03/21/22	Payment		308350		-\$167.60
03/21/22	waterford notice	CPNW, DAY, DCW	d01026605 Board of Finance Pub	2 col X 8 Lines	\$100.65
03/28/22	waterford notice	CPNW, DAY, DCW	d01026959 REPRESENTA TIVE TOWN	2 col X 38 Lines	\$306.25

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer	
03/01/22-03/31/22	D93177	TOWN OF WATERFORD - TOWN CLERK	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$406.90	\$0.00	\$0.00	\$406.90

APPROVED

OK to pay
10117-52010
306.25

VENDOR# 157
PO# — FY 22
CLOSE PO Y N
ACCOUNT # 10103 - 52010
AMOUNT \$100.65
SIGN K. Malu
DATE 4/4/22

TOWN CLERK

RECEIVED FOR RECORD
WATERFORD, CT
2022 APR - 1 PM 1:52

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

REC'D FINANCE
MAY 9 '22 AM 10:27

TOWN OF WATERFORD - TOWN CLERK
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

RECEIVED FOR RECORD
MAY 9 2022 2 PM 1:53
TOWN CLERK

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93177	TOWN OF WATERFORD - TOWN CLERK	04/01/22-04/30/22

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	05/30/2022

Current	Over 30 Days	Over 60 Days	Total Balance
\$1,319.05	\$0.00	\$0.00	\$1,319.05

**MAKE CHECKS PAYABLE TO
DAY PUBLISHING COMPANY**
Include your account # on
your check remittance

STATEMENT NUMBER	13739
CHECK NUMBER	
AMOUNT PAID	

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE	SIZE/LINES OR CT	NET AMOUNT
	R Previous Balance				\$406.90
04/18/22	Payment		308638		-\$406.90
04/01/22 04/02/22	waterford notice	CPNW, DAY, DCW	d01027917 Rep party notice	2 col X 15 Lines	\$130.15
04/01/22 04/02/22	waterford notice	CPNW, DAY, DCW	d01027918 Rep party notice	2 col X 15 Lines	\$130.15
04/06/22	waterford notice	CPNW, DAY, DCW	d01028157 Rust Abatement Proje	2 col X 26 Lines	\$209.80
04/06/22	waterford notice	CPNW, DAY, DCW	d01028156 REQUEST FOR QUALIFIC	2 col X 24 Lines	\$198.00
04/22/22	2023 Budget display ad	DAY	d01028386 2023 Budget display	6x10,00x59,84	\$450.00
04/25/22	waterford notice	CPNW, DAY, DCW	d01029594 Annual Budget Meeting	2 col X 24 Lines	\$200.95

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer	
04/01/22-04/30/22	D93177	TOWN OF WATERFORD - TOWN CLERK	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$1,319.05	\$0.00	\$0.00	\$1,319.05

OK to pay
10117 - 52010 \$200.95
10109 - 52010 \$260.30
5/3/22
Dud

Inv# APRIL 2022 D93177 \$ 911.25
THE DAY PUBLISHING CO., INC.
04/30/2022 # Pages 2 FP2 DOC73S260

Payment Terms - Net End of Month A FINANCE CHARGE OF 1.5% PER MONTH ON ACCOUNTS NOT PAID WITHIN THE MONTH FOLLOWING PUBLICATION

FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52030 PROFESSIONAL FEES						
10103 52030	PROFESSIONAL FEES 7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL BD OF FINANCE	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL GENERAL FUND	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL EXPENSES	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%
GRAND TOTAL	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%

** END OF REPORT - Generated by Kimberly Allen **



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09/06/2023 14:23
kallen
Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

FOR 2022 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52030 PROFESSIONAL FEES						
10103 52030	PROFESSIONAL FEES 3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%
TOTAL BD OF FINANCE	3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%
TOTAL GENERAL FUND	3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%
	TOTAL EXPENSES 3,200.00	62,500.00	62,500.00	0.00	0.00	
	GRAND TOTAL 3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%

** END OF REPORT - Generated by Kimberly Allen **

Bid Sheet

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

REQUEST FOR PROPOSALS FORM TOWN OF WATERFORD AUDIT SERVICES RFQ #23-101

CLA (CliftonLarsonAllen LLP) 29 South Main Street, West Hartford, CT 06107
VENDOR NAME AND ADDRESS

Vanessa Rossitto, Principal
PRINTED NAME AND TITLE OF VENDOR'S AGENT

P: 860-561-6824 | F: 860-521-9241 | E: vanessa.rossitto@CLAconnect.com
PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I, Vanessa Rossitto, Principal of the
Name Position

above named firm hereby submit the following bid in accordance with Town of Waterford specifications.

Vanessa Rossitto February 15, 2023
SIGNATURE DATE

FISCAL YEAR BID PRICING, LUMP SUM:

\$74,000 \$76,960 \$79,990
2023 2024 2025

Statement of Qualifications: The consultant shall provide a brief statement as to their qualification. Please include all participating partners on this project. Please attach qualification sheets to the Bid Form.

COMMENTS:

We are confident that our technical approach, insight, and resources will result in
unsurpassed client service for Waterford. All participating partners have been included in this
proposal, please refer to the proposal for our qualifications.

