

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10143 ETHICS COMMISSION

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMBAS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM.	2021/2022 FIRST SELECTMAN RECOMM.	RECOMMENDED BD OF SELECTMEN (2/3/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE (3/3/21)	BOF Request \$ Increase	BOF Request % Increase
PERSONNEL COSTS													
51210	CLERICAL/TECHNICAL	932	600		199	600		600	600		600	0	0.00%
51920	F.I.C.A	71	50		15	50		50	50		50	0	0.00%
	SUBTOTAL	1,003	650	0	214	650	0	650	650	0	650	0	-0.00%
SERVICES													
52020	POSTAGE	0	0										
52030	PROFESSIONAL FEES	0	0		5	150		150	150		150	150	
52070	REIMBURSABLE EXPENSE	0	0										
	SUBTOTAL	0	0	0	5	150	0	150	150	0	150	150	
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	8	0			50		50	50		50	50	
	SUBTOTAL	8	0	0	0	50	0	50	50	0	50	50	
DEPARTMENT TOTAL		1,011	650	0	219	850	0	850	850	0	850	200	30.77%



ETHICS COMMISSION FISCAL YEAR 2022 BUDGET

Town of Waterford

FUNCTION

2.50.040 - Establishment of an *ethics* commission.

... accordance with the provision of Section 7-148h of the Connecticut General Statutes there is created an *ethics* commission. This commission is empowered to investigate or to cause to be investigated allegations levied against any town board, agency, commission, committee, official or employee of unethical conduct, corrupting influence, or illegal activities. Allegations of criminal misconduct or violations of the state penal code shall be referred to the police department or State's Attorney's office whenever such allegations come to the attention of the commission, whether upon receipt of a complaint or during the course of an investigation. Notwithstanding provisions herein to the contrary, established internal complaint procedures of any town board, agency, commission or committee, as such procedures may be amended, shall take precedence over the procedures established herein as to allegations levied against any town employee of such board or commission. Complaints which fall under the purview of an established complaint procedure of an agency shall be referred to that agency for disposition. The commission may issue subpoenas or subpoenas duces tecum, enforceable upon application to the superior court, to compel the attendance of persons at hearings and the production of books, documents, records and papers. The commission shall not initiate investigations on its own volition.

The financial needs of the commission shall be funded in the same manner as other Town funded boards and commissions. The commission shall receive no compensation for their services as such, but shall be reimbursed for their necessary expenses incurred in the performance of their duties.

Funding for the commission is comprised of clerical services (plus fringe benefits), operating services, and office supplies.

BUDGET

The total budget request for FY22 is \$850. This request represents a \$200 increase (30.77%) over FY21. The primary increase is in professional services. The commission has an outstanding investigation that is projected to be settled during the fiscal year 2022 and funds will be required for professional services throughout the investigation.

10143-51210 Clerical and Technical (\$600)

The recording secretary attends regularly-scheduled and special meetings as necessary. She prepares agendas, takes minutes and maintains the commission's files. The position is paid hourly and is budgeted at .55 hours per week for 52.5 weeks.

10143-51920 FICA (\$50)

Employer's share of social security and Medicare taxes is paid at the mandated rate of 7.65% of gross wages.

10143-52030 PROFESSIONAL FEES (\$150)

Funds are being requested for an outstanding investigation and possible claim.

10143-51920 OFFICE SUPPLIES (\$50)

Stationery, envelopes, and tapes for recording hearings.

TOWN OF WATERFORD
ETHIC COMMISSION
PERSONNEL WORKSHEET
2021-2022 FISCAL YEAR

DATE OF HIRE	POSITION	HOURS WORKED/WEEK	HOURLY RATE	SALARY FY22	LONGEVITY	TOTAL	FRINGE (FICA)
8/20/2013	Recording Secretary	0.55	20.82	597.74		597.74	45.73

**TOWN OF WATERFORD
ETHIC COMMISSION
SERVICES
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				0	0.00%
52030	PROFESSIONAL FEES	0			150	150	100.00%
52070	REIMBURSEABLE EXPENSES	0				0	0.00%

Funds are being requested for an outstanding investigation and possible claim.

TOWN OF WATERFORD
ETHIC COMMISSION
OFFICE SUPPLIES
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	0			50	50	100.00%

Funds are being requested for supplies for the recording clerk to use in performing the duties of the commission.

ETHICS COMMISSION
Actual Expenditures
FY-2020 and
FY-2021 thru 1/1/2021

FY-2020 Month	Clerical & Technical	FICA	Postage	Professional Fees	Reimbursable Expenses	Office Supplies	Total Expended
Jul-19							\$0.00
Aug-19	\$62.46	\$4.78					\$67.24
Sep-19							\$0.00
Oct-19							\$0.00
Nov-19	\$156.15	\$11.95					\$168.10
Dec-19	\$156.15	\$11.95					\$168.10
Jan-20							\$0.00
Feb-20	\$156.15	\$11.95					\$168.10
Mar-20	\$171.77	\$13.14					\$184.91
Apr-20	\$124.92	\$9.56					\$134.48
May-20							\$0.00
Jun-20	\$104.17	\$7.97				\$7.70	\$119.84
	<u>\$931.77</u>	<u>\$71.30</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$7.70</u>	<u>\$1,010.77</u>

FY-2021 Month	Clerical & Technical	FICA	Postage	Professional Fees	Reimbursable Expenses	Office Supplies	Total Expended
Jul-20	\$67.60	\$5.17		\$4.55			\$77.32
Aug-20							\$0.00
Sep-20							\$0.00
Oct-20							\$0.00
Nov-20	\$68.71	\$5.26					\$73.97
Dec-20							\$0.00
Jan-21							\$0.00
Feb-21							\$0.00
Mar-21							\$0.00
Apr-21							\$0.00
May-21							\$0.00
Jun-21							\$0.00
	<u>\$136.31</u>	<u>\$10.43</u>	<u>\$0.00</u>	<u>\$4.55</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$151.29</u>