

**TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET**

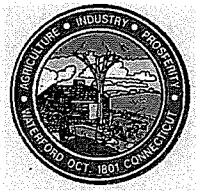
DEPT/AGENCY:

10107

FINANCE DEPARTMENT

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	ELECTED OFFICIALS	28,961	28,961			29,287	326	1.13%
51110	ADMINISTRATION	290,241	366,697			366,228	(469)	-0.13%
51210	CLERICAL/TECHNICAL	177,509	131,166			147,730	16,564	12.63%
51810	OVERTIME	1,130	2,650			2,650	0	0.00%
51910	FRINGE BENEFITS	2,803	2,372			2,565	193	8.14%
51920	F.I.C.A	36,321	35,439			41,957	6,518	18.39%
	SUBTOTAL	536,965	567,285	0	0	590,417	23,132	4.08%
SERVICES								
52010	ADVERTISING	0	500			200	(300)	-60.00%
52020	POSTAGE	4,099	3,700			4,000	300	8.11%
52030	PROFESSIONAL FEES	53,601	52,000			55,400	3,400	6.54%
52040	SERVICE CONT. & REPAIR	26,722	24,749			49,109	24,360	98.43%
52050	DUES, CONF. & EDUCATION	3,774	6,423			11,721	5,298	82.48%
52070	REIMBURSABLE EXPENSE	85	100			100	0	0.00%
52080	TELEPHONE	16,565	14,839			16,659	1,820	12.26%
	SUBTOTAL	104,846	102,311	0	0	137,189	34,878	34.09%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	24,996	32,000			20,000	(12,000)	-37.50%
	SUBTOTAL	24,996	32,000	0	0	20,000	(12,000)	-37.50%
OFFICE EQUIPMENT								
54010	OFFICE FURNITURE		2,113			115	(1,998)	0.00%
	SUBTOTAL	0	2,113	0	0	115	(1,998)	0.00%
DEPARTMENT TOTAL		666,807	703,709	0	0	747,721	44,012	6.25%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



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 boards, commissions and departments.

Connecticut Statutes Chapter 112 (Municipal Finance) outlines state regulations pertaining to how the finance department invests, expends and reports on town finances.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET SUMMARY

The total FY24 budget request is \$747,721 which is an increase of \$44,012 (6.25%) over fiscal year 2023. The primary changes are in personnel costs, professional fees and dues, conferences and education.

PERSONNEL COSTS

- 51010 – ELECTED OFFICIALS
No raise is currently included as the RTM has not approved any increases.
- 51110 – ADMINISTRATION
No raises are currently included pending a final GGA negotiated contract and approved raises for NUMP personnel.
- 51210 – CLERICAL/TECHNICAL
 - Raises for 1303 personnel per negotiated contract (2.75%).
- 51810 – OVERTIME (no changes from FY23)
- 51910 – FRINGE BENEFITS
Benefits provided per negotiated contracts
- 51920 – FICA
Increase follows increase in salaries.

SERVICES

- 52010 – ADVERTISING (reduced to reflect past actuals).
- 52020 – POSTAGE
Budget based on projected FY23 actuals.
- 52030 – PROFESSIONAL FEES
Budget based on projected FY23 actuals.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



- 52040 – SERVICE CONTRACTS & REPAIR
Detail shows a new printer contract that coverages service/maintenance and supplies for all 36 printers across the town departments. This new contract increase deduces the budgeted amount for office supplies to reflect the reduced need to purchase printer supplies.
- 52050 – DUES, CONFERENCES & EDUCATION
The main change is in an increase in education for the Accountant I position. This education reimbursement is per the negotiated GGA contract.
- 52070 – REIMBURSEABLE EXPENSE (no changes from FY23)
- 52080 – TELEPHONE
Request is based on FY23 projected actuals.

MATERIALS & SUPPLIES

- 53010 – OFFICE SUPPLIES
There is a decrease over FY23 to reflect the new printer contract that will supply printer supplies.

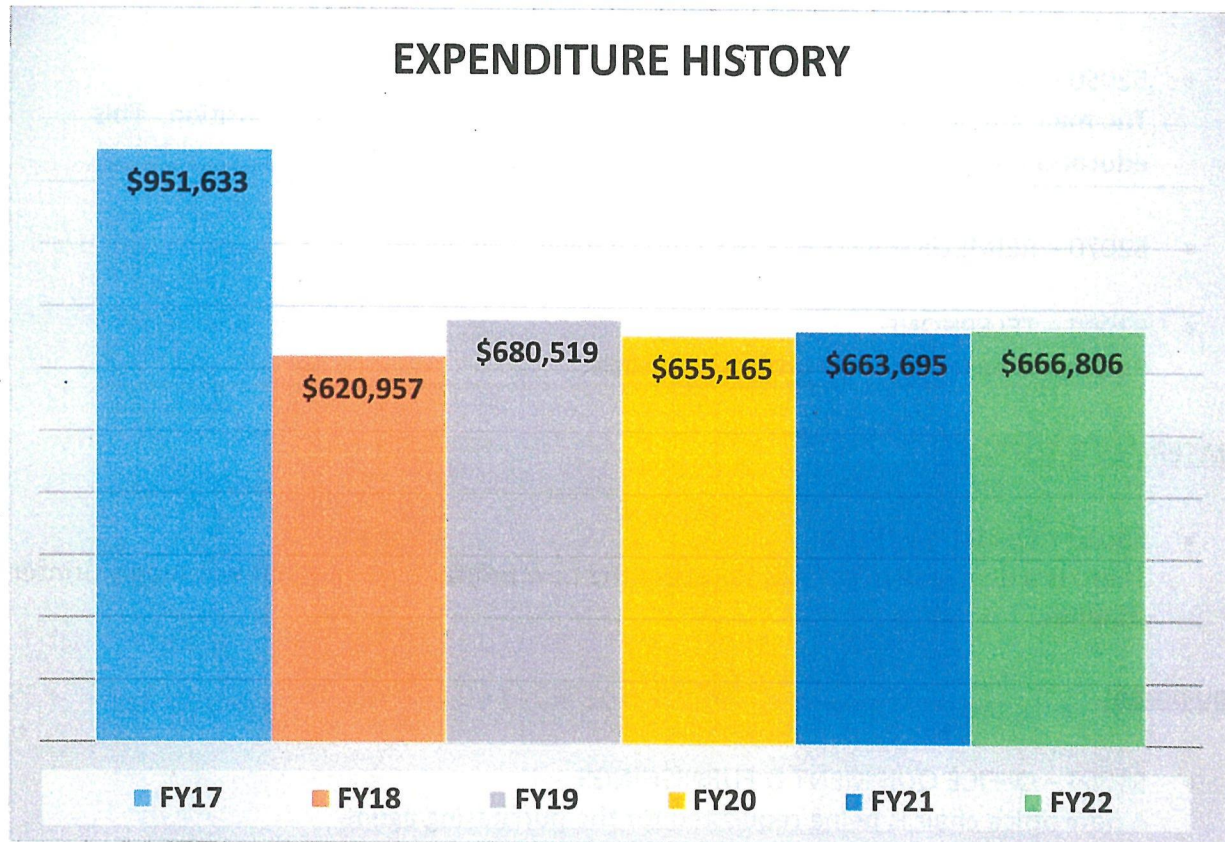
Equipment

- 54060 – OFFICE EQUIPMENT & FURNISHINGS
A new office chair is being requested for the purchasing agent.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



EXPENDITURE HISTORY



**TOWN OF WATERFORD
PERSONNEL WORKSHEET - FINANCE
2023/2024 FISCAL YEAR**

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51010 - ELECTED OFFICIALS								
1/6/2020	TREASURER	N/A		29,286.72	29,286.72		29,287	2,240
	Subtotal			29,286.72	29,286.72	-	29,287.00	2,240.00
51110 - ADMINISTRATION								0
3/9/2020	DIRECTOR OF FINANCE	N/A		122,938.40	122,938.40		122,938	9,405
1/16/2018	PURCHASING AGENT	N/A		81,989.86	81,989.86		81,990	6,272
8/15/2022	ACCOUNTANT II	N/A		70,586.88	70,586.88		70,587	5,400
7/1/2022	ACCOUNTANT I	N/A		88,934.07	88,934.07	1,779	90,713	6,940
	Subtotal			364,449.21	364,449.21	1,779.00	366,228.00	28,017.00
51210 - CLERICAL/TECHNICAL							0	0
8/22/2022	OFFICE COORDINATOR I	35	25.87	45,483.17	47,088.21		47,088	3,602
5/24/1999	FINANCE TECH/PAYROLL	35	24.46	41,651.28	44,508.50		44,509	3,405
3/24/2014	OFFSET/SUPLICATOR OPERATOR	32.5	32.80	52,018.23	55,428.28	250	55,678	4,259
	Subtotal			139,152.68	147,024.99	250.00	147,275.00	11,266.00
51810 - OVERTIME								
	OVERTIME			2,650.00	2,650.00		2,650	203
	Subtotal			2,650.00	2,650.00	-	2,650.00	203.00
TOTALS - DEPARTMENT				535,538.61	543,410.92	2,029.00	545,440.00	41,726.00

2023/2024

WEEKS TO BUDGET

260

52

**TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2023/2024 FISCAL YEAR**

			LINE 51910	LINE 51920
POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
ACCOUNTANT II		2,565.00	2,565.00	196.22
			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	0.00	2,565.00	2,565.00	196.22

NOTE

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

**TOWN OF WATERFORD
ADVERTISING/POSTAGE - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	0	500	0	200	(300)	-60.00%

ACCOUNT JUSTIFICATION

Bid Advertisements

No new bids for Finance are expected; however, \$200 is budgeted for unforeseen bids that may arise.

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 170.30	\$ 205.60	\$ -	\$ 616.40	\$ -

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	4,099	3,700	1,108	4,000	300	8.11%

ACCOUNT JUSTIFICATION

REGULAR MAIL AND POSTAGE DUE

PERMIT - UNITED STATES POSTAL SERVICE

FED EX

CARTRIDGES FOR MACHINE

TOTALS

2021-2022 ACTUAL	2022-2023 APPROVED	2023-2024 PROPOSED
3,569.35	3,200.00	3,500.00
530.00	500.00	500.00
0.00	0.00	0.00
0.00	0.00	0.00
4,099.35	3,700.00	4,000.00

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 3,609.49	\$ 3,706.48	\$ 3,873.50	\$ 3,531.63	\$ 4,099.00

TOWN OF WATERFORD
PROFESSIONAL SERVICES - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	53,601	52,000	31,741	55,400	3,400	6.54%

ADP-PAYROLL OUTSOURCING	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 PROJECTED	2023-2024 PROJECTED
TOWN PAYROLL	41,171.42	41,994.85	44,095	48,380	51,101	54,879	54,900
RETIREE PAYROLL ¹	2,749.56	2,804.55	0	0	0	0	0
HEART AND HYPERTENSION ²	6,578.76	6,710.34	6,908	0	0	0	0
MISCELLANEOUS ³					2,500	500	500
TOTALS	50,499.74	51,509.74	51,003.00	48,380.00	53,601.00	55,379.00	55,400.00

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

¹ Heart & Hypertension is now budgeted under the Retirement Commission.

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

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	26,722	24,749	18,802	49,109	24,360	98.43%

ACCOUNT JUSTIFICATION

OFFSET PRESS & PLATE MAKER	RICOH (print shop)	6,659	\$554.93/month lease
FOLDER/INSERTER MACHINE	QUADIENT (print shop)	3,425	\$856.23/quarterly lease
PRESS PREVENTIVE MAINT.	STERLING PRESS (print shop)	500	Unexpected repairs to printing press
REPAIRS TO EQUIPMENT	ESTIMATED COST OF MISC REPAIRS	500	PRINT SHOP MISCELLANEOUS REPAIRS
TYLER TECHNOLOGIES	PACE INSERVICE	6,400	MUNIS IN-SERVICE CONTRACT
DOCUMENT DESTROY/DISPOSAL	INFOSHRED, LLC	360	\$30/PICKUP (ESTIMATE 12 PICKUPS)
COPIER-LEASE	XEROX (finance office)	2,256	\$188/MONTH
PRINTER SERVICES CONTRACT	CBS	23,530	INCLUDES ALL SERVICES AND SUPPLIES TOWN-WIDE (36 PRINTERS)
PHOTO COPIER- COPIES	AVERAGE OVER LAST 3 YEARS	462	ACTUAL (FY22 -\$848.30) (FY21 - \$331.00), (FY20 - \$204.78)
OFFSITE FILE STORAGE	INFOSHRED, LLC	720	\$60/month
POSTAGE METER RENTAL	QUADIENT	4,297	\$1,074.15/quarterly lease
	TOTAL	49,109	

5-year Expenditure History

FY18	FY19	FY20	FY21	FY22
\$ 44,385.95	\$ 38,243.23	\$ 23,072.93	\$ 20,905.59	\$ 26,721.97

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/12/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	3,774	6,423	3,731	11,721	5,298	82.48%

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 2,959.12	\$ 3,193.94	\$ 1,687.67	\$ 2,324.00	\$ 3,773.54

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

DUES		
Public Purchasing Association of CT (PPAC)	Annual Dues (Purchasing Agent)	200
National GFOA Membership	Annual Dues (Director & Accountant)	380
National Institute of Governmental Purchasing	Annual Dues (Purchasing Agent)	250
American Institute of Architects (AIA)	Annual Dues (Purchasing Agent)	1,465
<i>Purchasing Agent utilizes this membership for RFPs, Contracts and providing documentation for capital projects. Membership is split with Public Works Department.</i>		
Connecticut GFOA Membership	Annual Dues (Director, Accountant, Treasurer)	195
SE TCT Council of Governments	Annual Dues (Purchasing Consortium)	500
<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	2,990
CONFERENCES		
New England States GFOA Annual Conference		
Seminar Registration (Estimated)	Director Registration	200
Estimated Mileage (200 miles @ \$.56/mile)		112
Per Diem (35*1)		35
	SUBTOTAL	347
Miscellaneous		
Cost of registration for Director and Staff to attend the five CT Government Finance Officer's Meetings. Two staff		240
Two(2) meetings per year for Treasurer and Director @ \$50/ meeting		200
CCM Annual Conference	Director	179
	SUBTOTAL	619
EDUCATION		
CCMO Certification Annual Continuing Education Fee	Director	50
College Tuition Reimbursement per GGA Contract	Accountant I	6,400
Training Sessions for Accountants	Accountant I & II	200
Training Sessions NIGP Purchasing Agent	Purchasing Agent	200
Training Sessions for Payroll/Taxes	Finance Technician	100
	SUBTOTAL	6,950
Miscellaneous		
The New London Day		468
	SUBTOTAL	468
	GRAND TOTAL	11,721

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/8/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	85	100	0	100	0	0.00%

ACCOUNT JUSTIFICATION

Local and Out of Town travel for Director, Purchasing Agent and Treasurer, estimated 180 miles at 58.5 cents/mile (IRS 2022 rate)

5-year Expenditure History					
FY18	FY19	FY20	FY21	FY22	
\$ 72.54	\$ 148.57	\$ 169.58	\$ 85.07	\$ 85.07	

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/8/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	16,565	14,475	4,371	16,659	2,184	15.09%

ACCOUNT JUSTIFICATION

Projected Expenditures for FY 23 based upon FY 21 Actuals.

5-year Expenditure History					
FY18	FY19	FY20	FY21	FY22	
\$ 16,477.74	\$ 14,532.62	\$ 13,825.51	\$ 14,782.94	\$ 16,564.55	

TOWN OF WATERFORD
Expenditure History

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/15/21	\$1,358.12	Verizon Business	7/23/21	\$83.59	Verizon Wireless	8/6/21	\$41.14	\$1,482.85
FRONTIER	860-442-0553	8/15/21	\$1,328.80	Verizon Business	8/20/21	\$70.24	Verizon Wireless	9/17/21	\$41.14	\$1,440.18
FRONTIER	860-442-0553	9/15/21	\$1,226.87	Verizon Business	10/1/21	\$69.69	Verizon Wireless	10/15/21	\$41.08	\$1,337.64
FRONTIER	860-442-0553	10/15/21	\$1,236.23	Verizon Business	10/29/21	\$95.67	Verizon Wireless	11/12/21	\$41.05	\$1,363.59
FRONTIER	860-442-0553	11/15/21	\$1,253.40	Verizon Business	11/24/21	\$83.04	Verizon Wireless	12/23/21	\$41.05	\$1,377.49
FRONTIER	860-442-0553	12/15/21	\$1,235.65	Verizon Business	12/3/21	\$78.79	Verizon Wireless	1/21/22	\$41.05	\$1,355.49
FRONTIER	860-442-0553	1/15/22	\$1,243.46	Verizon Business	2/4/22	\$19.15	Verizon Wireless	2/18/22	\$41.02	\$1,303.63
FRONTIER	860-442-0553	2/15/22	\$1,224.13	Verizon Business	3/4/22	\$81.37	Verizon Wireless	3/18/22	\$41.02	\$1,346.52
FRONTIER	860-442-0553	3/15/22	\$1,216.55	Verizon Business	4/1/22	\$70.07	Verizon Wireless	4/14/22	\$41.02	\$1,327.64
FRONTIER	860-442-0553	4/15/22	\$1,345.98	Verizon Business	4/29/22	\$81.10	Verizon Wireless	5/13/22	\$71.00	\$1,498.08
FRONTIER	860-442-0553	5/15/22	\$1,345.98	Verizon Business	5/27/22	\$68.01	Verizon Wireless	6/10/22	\$41.01	\$1,455.00
FRONTIER	860-442-0553	6/15/22	\$1,255.71	Verizon Business	6/24/22	\$64.56	Verizon Wireless	6/30/22	\$41.01	\$1,361.28
ACTUAL - 2021/2022			\$15,270.88	Total		\$865.28	Total		\$522.59	\$16,658.75
AVERAGE MONTHLY COST			\$1,272.57			\$72.11			\$43.55	
PROJECTED 2023/2024										\$16,658.76

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/24/20	\$1,091.76	Verizon Business	7/29/21	\$52.93	Verizon Wireless	2/18/21	\$110.12	\$1,254.81
FRONTIER	860-442-0553	8/20/20	\$1,089.62	Verizon Business	8/17/20	\$72.31	Verizon Wireless	2/18/21	\$51.28	\$1,213.21
FRONTIER	860-442-0553	9/24/20	\$1,090.22	Verizon Business	8/28/20	\$50.51	Verizon Wireless	3/2/21	(\$27.00)	\$1,113.73
FRONTIER	860-442-0553	10/16/20	\$1,093.67	Verizon Business	9/21/20	\$96.70	Verizon Wireless	3/17/21	\$75.82	\$1,262.74
FRONTIER	860-442-0553	11/23/20	\$1,091.51	Verizon Business	10/1/20	\$51.92	Verizon Wireless	4/16/21	\$90.03	\$1,233.46
FRONTIER	860-442-0553	1/12/21	\$1,091.51	Verizon Business	10/16/20	\$87.05	Verizon Wireless	4/16/21	\$41.16	\$1,219.72
FRONTIER	860-442-0553	1/26/21	\$2,219.60	Verizon Business	11/3/20	\$51.23	Verizon Wireless	5/14/21	\$41.17	\$2,312.00
FRONTIER	860-442-0553	2/18/21	\$13.07	Verizon Business	11/17/20	\$194.33	Verizon Wireless	5/28/21	\$92.59	\$299.99
FRONTIER	860-442-0553	3/24/21	\$1,096.05	Verizon Business	12/11/20	\$51.23	Verizon Wireless	6/4/21	\$41.17	\$1,188.45
FRONTIER	860-442-0553	4/30/21	\$1,128.78	Verizon Business	1/8/21	\$77.68	Verizon Wireless	6/30/21	\$60.61	\$1,267.07
FRONTIER	860-442-0553	5/28/21	\$1,138.06	Verizon Business	1/8/21	\$51.23	Verizon Wireless	6/30/21	\$41.17	\$1,230.46
FRONTIER	860-442-0553	6/25/21	\$1,133.85	Verizon Business	2/3/21	\$50.00	Verizon Wireless			\$1,183.85
ACTUAL - 2020/2021			\$13,277.70	Total		\$887.12	Total		\$618.12	\$14,782.94

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/22/19	\$1,002.26	Verizon Business	8/2/19	\$52.39	Verizon Wireless	2/4/20	\$52.15	\$1,106.80
FRONTIER	860-442-0553	8/23/19	\$1,002.32	Verizon Business	8/23/19	\$84.79	Verizon Wireless	2/25/20	\$69.74	\$1,156.85
FRONTIER	860-442-0553	9/28/02	\$1,002.28	Verizon Business	8/29/19	\$52.39	Verizon Wireless	3/5/20	\$52.15	\$1,106.82
FRONTIER	860-442-0553	10/23/19	\$1,005.43	Verizon Business	9/17/19	\$72.65	Verizon Wireless	3/20/20	\$98.05	\$1,176.13
FRONTIER	860-442-0553	11/22/19	\$1,002.78	Verizon Business	9/30/21	\$52.39	Verizon Wireless	4/2/20	\$52.15	\$1,107.32
FRONTIER	860-442-0553	12/26/19	\$1,002.80	Verizon Business	10/18/19	\$73.52	Verizon Wireless	4/24/20	\$88.24	\$1,164.56
FRONTIER	860-442-0553	1/22/20	\$999.97	Verizon Business	11/8/19	\$52.46	Verizon Wireless	5/1/20	\$51.99	\$1,104.42
FRONTIER	860-442-0553	2/25/20	\$1,003.70	Verizon Business	11/13/19	\$67.10	Verizon Wireless	5/27/20	\$97.67	\$1,168.47
FRONTIER	860-442-0553	3/24/20	\$997.90	Verizon Business	12/10/19	\$52.46	Verizon Wireless	6/9/20	\$51.99	\$1,102.35
FRONTIER	860-442-0553	4/24/20	\$996.69	Verizon Business	12/26/19	\$70.10	Verizon Wireless	6/22/20	\$187.36	\$1,254.15
FRONTIER	860-442-0553	5/27/20	\$1,114.47	Verizon Business	1/10/20	\$52.46	Verizon Wireless	6/30/20	\$10.82	\$1,177.75
FRONTIER	860-442-0553	6/22/20	\$1,082.94	Verizon Business	1/22/20	\$64.96	Verizon Wireless	6/30/20	\$51.99	\$1,199.89
ACTUAL - 2019/2020			\$12,213.54	Total		\$747.67	Total		\$864.30	\$13,825.51

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - FINANCE DEPARTMENT
2023-2024 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/8/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	24,996	32,000	7,416	20,000	(12,000)	-37.50%

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.

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ 23,044.66	\$ 25,232.27	\$ 20,622.73	\$ 29,329.61	\$ 24,996.32

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE (10/8/22)	2023-2024 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	FURNITURE	0	2,113	0	115	(1,998)	-94.56%

ACCOUNT JUSTIFICATION

Desk Chair for Purchasing Agent

5-year Expenditure History				
FY18	FY19	FY20	FY21	FY22
\$ -	\$ -	\$ -	\$ -	\$ -

Staples Tervina Luxura Mid-Back Manager Chair, Black (56904)

Item #: 24396771 | Model #: 56904V-CC

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