

TOWN OF WATERFORD
GENERAL FUND
2025-2026 PROPOSED BUDGET

DEPT/AGENCY:

10107

FINANCE DEPARTMENT

LINE ITEM	DESCRIPTION	2023-2024 ACTUAL EXPENDED	2024-2025 RTM APPROP.	2024-2025 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/25	2025-2026 DEPT/ AGENCY REQUEST	2025-2026 BD OF SELECTMEN APPROVED	2025-2026 BOARD OF FINANCE APPROVED	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	29,616	29,987		15,148	30,361	30,361	30,361	374	1.25%
51110	ADMINISTRATION	368,622	379,292		195,522	389,665	389,665	389,665	10,373	2.73%
51210	CLERICAL/TECHNICAL	146,083	153,942		80,502	160,470	160,470	160,470	6,528	4.24%
51810	OVERTIME	259	2,650		0	1,000	1,000	1,000	-1,650	-62.26%
51910	FRINGE BENEFITS	1,983	2,565		0	2,656	2,656	2,656	91	3.55%
51920	F.I.C.A	39,257	43,485		20,412	44,688	44,688	44,688	1,203	2.77%
	SUBTOTAL	585,820	611,921	0	311,584	628,840	628,840	628,840	16,919	2.76%
SERVICES										
52010	ADVERTISING	114	200		0	0	0	0	-200	-100.00%
52020	POSTAGE	4,516	4,080		1,740	4,080	4,080	4,080	0	0.00%
52030	PROFESSIONAL FEES	58,451	55,400		28,878	63,200	63,200	63,200	7,800	14.08%
52040	SERVICE CONT. & REPAIR	59,968	40,036		12,400	39,750	39,750	39,750	-286	-0.71%
52050	DUES, CONF. & EDUCATION	5,808	13,697		2,543	6,503	6,503	6,503	-7,194	-52.52%
52070	REIMBURSABLE EXPENSE	19	100		85	0	0	0	-100	-100.00%
52080	TELEPHONE	18,953	17,422		16,963	18,953	18,953	18,953	1,531	8.79%
	SUBTOTAL	147,829	130,935	0	62,609	132,486	132,486	132,486	1,551	1.18%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	21,779	25,000		24,770	23,000	23,000	23,000	-2,000	-8.00%
	SUBTOTAL	21,779	25,000	0	24,770	23,000	23,000	23,000	-2,000	-8.00%
OFFICE EQUIPMENT										
54010	OFFICE FURNITURE	0	0			0	0	0	0	0.00%
54060	OFFICE EQUIPMENT	2,329				0	0	0	0	0.00%
	SUBTOTAL	2,329	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	757,757	767,856	0	398,963	784,326	784,326	784,326	16,470	2.14%

**TOWN OF WATERFORD
FY2026 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.

Information Technology

On October 30, 2022, Town Ordinance 2.12.020 was amended to add the Director of Finance's management of the town's technology functions to ensure standardization, security, and functionality across town services and departments.

The Information Technology functions include:

- provide support, security, and maintenance of town-wide IT functions
- maintaining user access across multiple systems to specific resources such (i.e. email)
- analyzing and continually addressing cyber security concerns
- maintaining all town technology equipment

The department has three positions, an IT Manager, a Systems Engineer, and a PC Technician. All information technology staff, supplies, and other expenditures are budgeted under department account 10147.

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)



FINANCE DEPARTMENT REVIEW

FY24/25 Highlights

- ✓ Completed a MUNIS financial system upgrade
- ✓ Implemented new online bidding process (OpenGov)
- ✓ Continued to implement the ability to accept credit cards throughout town departments (Public Works Department, Transfer Station), and added the ability to accept credit through Wi-Fi throughout town venues.
- ✓ Successfully completed the Town's annual audit without any management issues
- ✓ Staff Continuing Education
 - Certified Connecticut Municipal Officer (Director)
 - Working towards GFOA certification (Accountant I)

By The Numbers

- Total number of Accounts Payable Checks – 4,780
- Total number of bids distributed – 20
- Total number of purchase orders opened – 688
- New Hires Payroll Setup Up – 169
- Terminations Processed - 96
- Total number of payroll checks issued
 - Average Weekly – 496 checks/direct deposits
 - Peak (Summer) Times – 582 checks/direct deposits
- Number of Competitive Grants managed – 10

Looking Ahead

The finance department is always working to increase efficiencies in our work processes, as well as, adding new ways to better support our town departments. Department goals for FY2026 include:

- Implementing Remote Capture Banking Deposits
- Implementing a new ACH Accounts Payable Process
- Implementing a new on-line Budget Reporting System

These new procedures will allow the finance department to maintain staffing levels while taking on additional work to continue to expand our support of town departments.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET SUMMARY

The total FY26 budget request is \$784,326 which is an increase of \$16,470 (2.14%) over fiscal year 2025. The primary changes are in personnel costs and professional fees.

PERSONNEL COSTS

- 51010 – ELECTED OFFICIALS
Increase per approved RTM rate. (treasurer)
- 51110 – ADMINISTRATION
Raises for GGA personnel per negotiated contract.
- 51210 – CLERICAL/TECHNICAL
Raises for 1303 personnel per negotiated contract.
- 51810 – OVERTIME)
Reduced request based on historic data.
- 51910 – FRINGE BENEFITS
Benefits provided per negotiated contracts
- 51920 – FICA
Increase follows increase in salaries.

SERVICES

- 52010 – ADVERTISING
Reduced request as town now uses an on-line bidding advertising and bidding process.
- 52020 – POSTAGE
Budget based on projected FY25 actuals.
- 52030 – PROFESSIONAL FEES
Budget based on projected FY25 actuals. ADP has increased its rates to process town payroll; therefore, there is an increase in this line.

TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)



- 52040 – SERVICE CONTRACTS & REPAIR
Based on actual FY25 costs.
- 52050 – DUES, CONFERENCES & EDUCATION
FY26 budget request includes funding for staff training, conference attendance and education reimbursement per negotiated union contracts.
- 52070 – REIMBURSEABLE EXPENSE (no budget requested)
- 52080 – TELEPHONE
Request is based on FY25 projected actuals.

MATERIALS & SUPPLIES

- 53010 – OFFICE SUPPLIES
There is a decrease over FY25 that is based on actual town-wide expenditures.

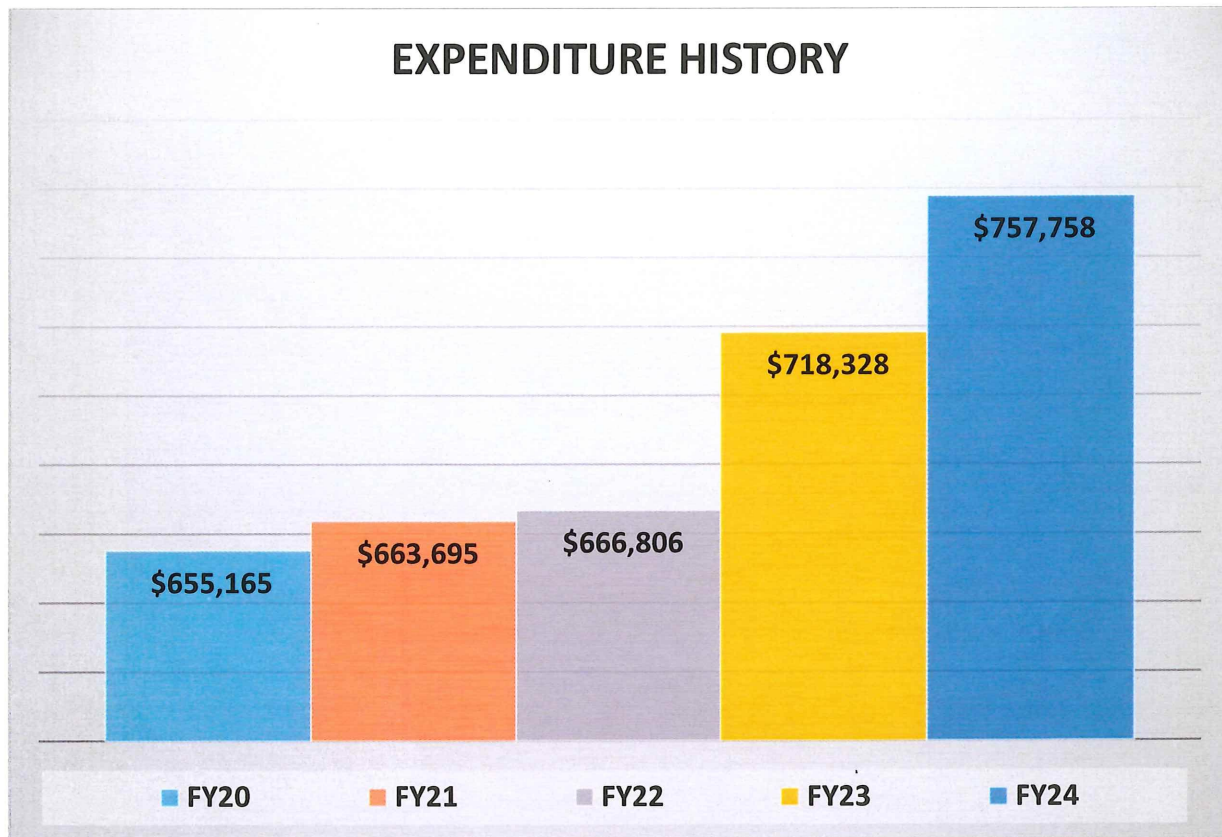
Equipment

- 54060 – OFFICE EQUIPMENT & FURNISHINGS
There is no expected needs for FY26.

**TOWN OF WATERFORD
FY2026 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



EXPENDITURE HISTORY



**TOWN OF WATERFORD
PERSONNEL WORKSHEET - 07 FINANCE
2025/2026 FISCAL YEAR**

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY26	SALARY FY25	LONGEVITY FY25	SALARY FY26	LONGEVITY FY26	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
LINE 51920									
51010 - ELECTED OFFICIALS									
1/6/2020	TREAS		N/A	29,986.44	N/A	30,361.32	N/A	30,361.32	2,322.64
	TOTALS			29,986.44	0.00	30,361.32	0.00	30,361.32	2,322.64
51110 - ADMINISTRATION									
03/09/2020	FINANCE DIRECTOR	40	N/A	129,973.30	N/A	133,222.75	N/A	133,222.75	10,191.54
05/30/2000	ACCOUNTANT II	40	N/A	95,610.22	2,205.01	98,000.48	2,205.01	100,205.49	7,665.72
8/15/2022	ACCOUNTANT I	40	N/A	76,213.06	N/A	78,118.39	N/A	78,118.39	5,976.06
8/22/2022	PURCHASING AGENT	40	N/A	76,213.06	N/A	78,118.39	N/A	78,118.39	5,976.06
	TOTALS			378,009.65	2,205.01	387,460.00	2,205.01	389,665.01	29,809.37
		*add longevity		380,214.66					
51210 - CLERICAL/TECHNICAL									
10/25/2021	FINANCE COORDINATOR	35	\$ 30.0053	52,241.71	0.00	54,819.70	0.00	54,819.70	4,193.71
8/16/2023	ADMINISTRATIVE ASSISTANT	35	\$ 25.6933	44,284.38	N/A	46,941.66	N/A	46,941.66	3,591.04
03/24/2014	PRINTER	32.5	\$ 34.4582	57,032.43	250.00	58,458.34	250.00	58,708.34	4,491.19
	TOTALS			153,558.52	250.00	160,219.70	250.00	160,469.70	12,275.93
		*add longevity		153,808.52					
51810 - OVERTIME				2,650.00	0.00	2,650.00	0.00	2,650.00	202.73
51910 - FRINGE/F.I.C.A.				2,565.00				2,656.00	203.18
TOTALS - FINANCE		FY25 FICA	\$ 43,545.68	569,224.62	2,455.01	580,691.02	2,455.01	585,802.03	44,813.86
BUDGET TOTAL W/F.I.C.A				612,770.30				630,615.89	

WORKDAYS	WEEKS TO BUDGET
2025/2026	52.2
261	

**TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 07 FINANCE
2025/2026 FISCAL YEAR**

	LINE 51910		LINE 51920	
POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A.)
ACCOUNTANT II	\$ -	\$ 2,656.00	\$ 2,656.00	\$ 203.18
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTALS - FRINGE BENEFITS			\$ 2,656.00	\$ 203.18

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

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	114	200	0	0	(200)	-100.00%

ACCOUNT JUSTIFICATION

No new bids for Finance are expected.
Note that Finance has implemented a new on-line bidding process through OpenGov.

5-year Expenditure History				
FY20	FY21	FY22	FY23	FY24
\$ -	\$ 616.40	\$ -	\$ 153.68	\$ 114.16

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	4,516	4,080	1,146	4,080	0	0.00%

ACCOUNT JUSTIFICATION

REGULAR MAIL AND POSTAGE DUE
PERMIT - UNITED STATES POSTAL SERVICE
UPS Delivery
TOTALS

2023-2024 ACTUAL	2024-2025 APPROVED	2025-2026 PROPOSED
3,500.00	3,500.00	3,500.00
500.00	580.00	580.00
0.00	0.00	0.00
4,000.00	4,080.00	4,080.00

5-year Expenditure History				
FY20	FY21	FY22	FY23	FY24
\$ 3,873.50	\$ 3,531.63	\$ 4,099.00	\$ 4,604.77	\$ 4,516.27

TOWN OF WATERFORD
PROFESSIONAL SERVICES - FINANCE DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	58,451	55,400	15,707	63,200	7,800	14.08%

	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 BUDGETED	2025-2026 PROPOSED
ADP-PAYROLL OUTSOURCING							
TOWN PAYROLL	44,095	48,380	51,101	58,653	58,451	55,400	63,200
HEART AND HYPERTENSION ¹	6,908	0	0	0	0	0	0
MISCELLANEOUS ²			2,500	500	500	500	0
TOTALS	51,003	48,380	53,601	59,153	58,951	55,900	63,200

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

² Background Checks, Employee Physicals, Bond-related costs, etc.

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	59,968	40,036	22,506	39,750	(286)	-0.71%

ACCOUNT JUSTIFICATION

OFFSET PRESS & PLATE MAKER	RICOH (print shop)	6,659	\$554.93/month lease
FOLDER/INSERTER MACHINE	QUADIENT (print shop)	3,417	\$854.34/quarterly lease
PRESS PREVENTIVE MAINT.	STERLING PRESS (print shop)	500	Unexpected repairs to printing press
PAPER CUTTER	RICOH (print shop)	6,729	\$560.75/monthly lease
REPAIRS TO EQUIPMENT	ESTIMATED COST OF MISC REPAIRS	500	PRINT SHOP MISCELLANEOUS REPAIRS
DOCUMENT DESTROY/DISPOSAL	INFOSHRED, LLC	480	\$40/PICKUP (ESTIMATE 12 PICKUPS)
COPIER-LEASE	XEROX (finance office)	1,920	\$160/MONTH
PRINTER SERVICES CONTRACT	CBS	14,000	INCLUDES ALL SERVICES AND SUPPLIES TOWN-WIDE PRINTERS
PHOTO COPIER- COPIES	AVERAGE OVER LAST 3 YEARS	450	ACTUAL (FY4 - \$508.45) (FY23 -\$141.80) (FY22 - \$848.30)
OFFSITE FILE STORAGE	INFOSHRED, LLC	720	\$60/month
POSTAGE METER RENTAL	QUADIENT	4,375	\$1,093.77/quarterly lease
	TOTAL	<u>39,750</u>	

5-year Expenditure History

	FY20	FY21	FY22	FY23	FY24
	\$ 23,072.93	\$ 20,905.59	\$ 26,721.97	\$ 37,958.26	\$ 59,967.50

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	5,808	13,697	1,074	6,503	(7,194)	-52.52%

5-year Expenditure History				
FY20	FY21	FY22	FY23	FY24
\$ 1,687.67	\$ 2,324.00	\$ 3,773.54	\$ 5,637.89	\$ 5,808.21

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2025-2026 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 Procurement	Annual Dues (Purchasing Agent)	250
American Institute of Architects (AIA)	Annual Dues (Purchasing Agent)	1,560
<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	3,085
CONFERENCES		
CT GFOA Fall & Spring Conference		
Seminar Registration (x2)	Director Registration	280
Estimated Mileage (30 miles @ \$.657/mile x 2)		40
	SUBTOTAL	320
Nat'l Inst. of Government Purchasing Conference		
Tuition/Registration	Purchasing Agent	975
	SUBTOTAL	975
Miscellaneous		
CCM Annual Conference	Director	279
Staff Trainings		300
	SUBTOTAL	579
EDUCATION		
CCMO Certification Annual Continuing Education Fee	Director	50
College Tuition Reimbursement per GGA Contract	Accountant I & II	1,000
	SUBTOTAL	1,050
Miscellaneous		
The New London Day		494
	SUBTOTAL	494
	GRAND TOTAL	6,503

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - FINANCE DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	19	100	0	0	(100)	-100.00%

ACCOUNT JUSTIFICATION

Local and Out of Town travel for Director, Purchasing Agent and Treasurer, estimated 150 miles at 65.5 cents/mile (IRS 2023 rate)

5-year Expenditure History				
FY20	FY21	FY22	FY23	FY24
\$ 169.58	\$ 85.07	\$ 85.07	\$ 278.35	\$ 19.13

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	18,953	17,422	5,182	18,953	1,531	8.79%

ACCOUNT JUSTIFICATION

Projected Expenditures for FY 23 based upon FY 21 Actuals.

5-year Expenditure History				
FY20	FY21	FY22	FY23	FY24
\$ 13,825.51	\$ 14,782.94	\$ 16,564.55	\$ 17,422.05	\$ 18,953.01

TOWN OF WATERFORD
Expenditure History

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	8/4/23	\$1,357.43	Verizon Business	8/4/23	\$63.15	Verizon Wireless	2/16/24	\$59.52	\$1,480.10
FRONTIER	860-442-0553	9/1/23	\$1,357.43	Verizon Business	8/4/23	\$40.96	Verizon Wireless	3/1/24	\$41.05	\$1,439.44
FRONTIER	860-442-0553	9/29/23	\$1,464.38	Verizon Business	8/18/23	\$74.76	Verizon Wireless	3/15/24	\$60.98	\$1,600.12
FRONTIER	860-442-0553	11/3/23	\$1,413.57	Verizon Business	9/15/23	\$63.07	Verizon Wireless	3/15/24	\$41.08	\$1,668.53
FRONTIER	860-442-0553	12/8/23	\$1,518.18	Verizon Business	9/15/23	\$40.93	Verizon Wireless	4/5/24	\$41.08	\$1,600.19
FRONTIER	860-442-0553	1/5/24	\$1,439.27	Verizon Business	10/13/23	\$41.04	Verizon Wireless	4/26/24	\$41.08	\$1,521.39
FRONTIER	860-442-0553	2/2/24	\$1,439.68	Verizon Business	10/20/23	\$63.99	Verizon Wireless	5/3/24	\$57.52	\$1,561.19
FRONTIER	860-442-0553	2/23/24	\$1,404.93	Verizon Business	11/9/23	\$41.07	Verizon Wireless	5/24/24	\$70.34	\$1,516.34
FRONTIER	860-442-0553	3/28/24	\$1,462.64	Verizon Business	11/22/23	\$54.72	Verizon Wireless	6/21/24	\$54.00	\$1,571.36
FRONTIER	860-442-0553	4/26/24	\$1,609.57	Verizon Business	12/8/23	\$41.07	T-Mobile	5/24/24	\$25.63	\$1,676.27
FRONTIER	860-442-0553	5/24/24	\$1,645.99	Verizon Business	1/5/24	\$54.24	T-Mobile	6/21/24	\$42.00	\$1,742.23
FRONTIER	860-442-0553	6/30/24	\$1,642.77	Verizon Business	1/5/24	\$41.07	T-Mobile	6/30/24	\$42.87	\$1,726.71
ACTUAL - 2023/2024			\$17,755.84	Total		\$620.07	Total		\$577.15	\$18,953.06
AVERAGE MONTHLY COST			\$1,479.65			\$51.67			\$48.10	\$18,953.04
PROJECTED 2025/2026										

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	8/5/22	\$1,389.16	Verizon Business	7/15/22	\$54.95	Verizon Wireless	8/5/22	\$41.13	\$1,485.24
FRONTIER	860-442-0553	9/2/22	\$1,345.13	Verizon Business	8/19/22	\$76.47	Verizon Wireless	9/16/22	\$41.13	\$1,462.73
FRONTIER	860-442-0553	10/14/22	\$1,313.60	Verizon Business	9/30/22	\$68.86	Verizon Wireless	10/14/22	\$41.05	\$1,423.51
FRONTIER	860-442-0553	11/10/22	\$1,335.02	Verizon Business	10/28/22	\$73.62	Verizon Wireless	11/10/22	\$41.02	\$1,428.24
FRONTIER	860-442-0553	12/9/22	\$1,351.02	Verizon Business	11/23/22	\$48.26	Verizon Wireless	12/9/22	\$41.02	\$1,440.30
FRONTIER	860-442-0553	1/6/23	\$1,334.31	Verizon Business	12/23/22	\$71.54	Verizon Wireless	1/20/23	\$40.98	\$1,446.53
FRONTIER	860-442-0553	2/3/23	\$1,311.52	Verizon Business	1/20/23	\$49.07	Verizon Wireless	3/3/23	\$41.00	\$1,401.59
FRONTIER	860-442-0553	3/3/23	\$1,310.15	Verizon Business	3/17/23	\$58.81	Verizon Wireless	3/17/23	\$41.00	\$1,409.96
FRONTIER	860-442-0553	4/14/23	\$1,415.07	Verizon Business	3/3/23	\$105.16	Verizon Wireless	4/14/23	\$41.00	\$1,561.23
FRONTIER	860-442-0553	5/12/23	\$1,338.01	Verizon Business	4/28/23	\$5.99	Verizon Wireless	5/12/23	\$41.00	\$1,385.00
FRONTIER	860-442-0553	6/1/23	\$1,405.18	Verizon Business	5/26/23	\$48.07	Verizon Wireless	6/23/23	\$40.97	\$1,494.22
FRONTIER	860-442-0553	6/23/23	\$1,367.91	Verizon Business	6/23/23	\$52.90	Verizon Wireless	6/30/23	\$40.97	\$1,461.78
ACTUAL - 2022/2023			\$16,216.08	Total		\$713.70	Total		\$492.27	\$17,422.05

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	\$1,338.80	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	\$1,365.49
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	\$1,255.71	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		\$552.59	\$16,658.75

TOWN OF WATERFORD

Expenditure History

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	3/22/21	(\$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	6/4/21	\$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	\$1,096.06	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	6/29/21	\$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

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - FINANCE DEPARTMENT
2025-2026 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	21,779	25,000	16,180	25,000	-	0.00%

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					
	FY20	FY21	FY22	FY23	FY24
\$	20,622.73	\$ 29,329.61	\$ 24,996.32	\$ 33,407.19	\$ 21,778.95

LINE ITEM	ACCOUNT NAME	2023-2024 ACTUAL	2024-2025 BUDGET	2024-2025 TO DATE (10/11/24)	2025-2026 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	FURNITURE	0	0	0	0	-	0.00%

ACCOUNT JUSTIFICATION

No furniture needs for FY25.

5-year Expenditure History					
	FY20	FY21	FY22	FY23	FY24
\$	-	\$	-	\$	2,399.05
				\$	-