

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

DEPT/AGENCY:

10107

FINANCE DEPARTMENT

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
	PERSONNEL COSTS							
51010	ELECTED OFFICIALS	28,617	29,485		14,480	28,961	(524)	-1.78%
51110	ADMINISTRATION	283,940	292,334		145,909	366,697	74,363	25.44%
51210	CLERICAL/TECHNICAL	191,416	147,394		116,288	131,166	(16,228)	-11.01%
51810	OVERTIME	1,711	2,650		398	2,650	0	0.00%
51910	FRINGE BENEFITS	1,615	2,950		200	2,372	(578)	-19.59%
51920	F.I.C.A	36,455	36,325		20,191	35,439	(886)	-2.44%
	SUBTOTAL	543,754	511,138	0	297,466	567,285	56,147	10.98%
	SERVICES							
52010	ADVERTISING	616	500		0	500	0	0.00%
52020	POSTAGE	3,532	4,500		1,457	3,700	(800)	-17.78%
52030	PROFESSIONAL FEES	48,380	60,000		46,995	52,000	(8,000)	-13.33%
52040	SERVICE CONT. & REPAIR	20,906	24,997		23,066	24,749	(248)	-0.99%
52050	DUES, CONF. & EDUCATION	2,324	6,184		1,658	6,423	239	3.86%
52070	REIMBURSABLE EXPENSE		100		0	100	0	0.00%
52080	TELEPHONE	14,783	14,475		14,350	14,839	364	2.51%
	SUBTOTAL	90,541	110,756	0	87,526	102,311	(8,445)	-7.62%
	MATERIALS & SUPPLIES							
53010	OFFICE SUPPLIES	29,330	32,000		24,370	32,000	0	0.00%
	SUBTOTAL	29,330	32,000	0	24,370	32,000	0	0.00%
	OFFICE EQUIPMENT							
54010	OFFICE FURNITURE	70	0		0	2,112	2,112	0.00%
	SUBTOTAL	70	0	0	0	2,112	2,112	0.00%
	DEPARTMENT TOTAL	663,695	653,894	0	409,362	703,708	49,814	7.62%

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
FINANCE DEPARTMENT (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.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
FINANCE DEPARTMENT (10107)**



BUDGET SUMMARY

The total FY23 budget request is \$703,708 which is an increase of \$49,814 (7.62%) over fiscal year 2022. 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
 - 1) Includes a 2.25% raise for the Director per the NUMP contract.
 - 2) Includes GGA increases per negotiated contract
 - 3) Includes a new position (Accountant I)

The proposed new position of Accountant I will allow two major functions to be centralized in the Finance Department: grants management and accounts receivable. Currently, both functions are managed at the department level which decreases a department's ability to manage their department's primary functions. Bringing both functions into the finance department will create efficiencies across the town.

The town has missed grant opportunities that would off-set the operating budget due to time restraints of department personnel. Centralizing this responsibility will allow one department to manage all grant functions including, researching opportunities, applying for funding, tracking expenditures and submitting mandated grant reports.

While departments do their individual billing, it would be more efficient to centralize these responsibilities into one Accounts Receivable function under the finance department. Invoicing is not a primary function of departments but becomes a needed secondary function as departments provide programs and services to Waterford residents. Centralizing all town invoicing will ensure that invoices are sent and collected at a central location to ensure all invoices are created, sent and collected. This new finance responsibility will ensure that revenue is accurately tracked and collected.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
FINANCE DEPARTMENT (10107)**



BUDGET SUMMARY (continued)

- 51210 – CLERICAL/TECHNICAL
 - No increased budgeted as the 1303 has not been negotiated and settled to date.
- 51810 – OVERTIME (no changes from FY22)
- 51910 – FRINGE BENEFITS
Benefits provided per negotiated contracts
- 51920 – FICA
Increase follows increase in salaries.

SERVICES

- 52010 – ADVERTISING (no changes from FY22)
- 52020 – POSTAGE
Budget based on projected FY22 actuals.
- 52030 – PROFESSIONAL FEES
Budget based on projected FY22 actuals.
- 52040 – SERVICE CONTRACTS & REPAIR
Decrease of \$248 due to removal of a duplicate budget for color copying.
- 52050 – DUES, CONFERENCES & EDUCATION
The main change is in an increase in The Capital Region Purchasing Council annual dues increase and the addition of a new annual dues (American Institute of Architects) that the purchasing agent will utilize for preparing RFPs, contracts and capital projects documentation.
- 52070 – REIMBURSEABLE EXPENSE (no changes from FY22)
- 52080 – TELEPHONE
Request is based on FY22 actuals.

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
FINANCE DEPARTMENT (10107)**



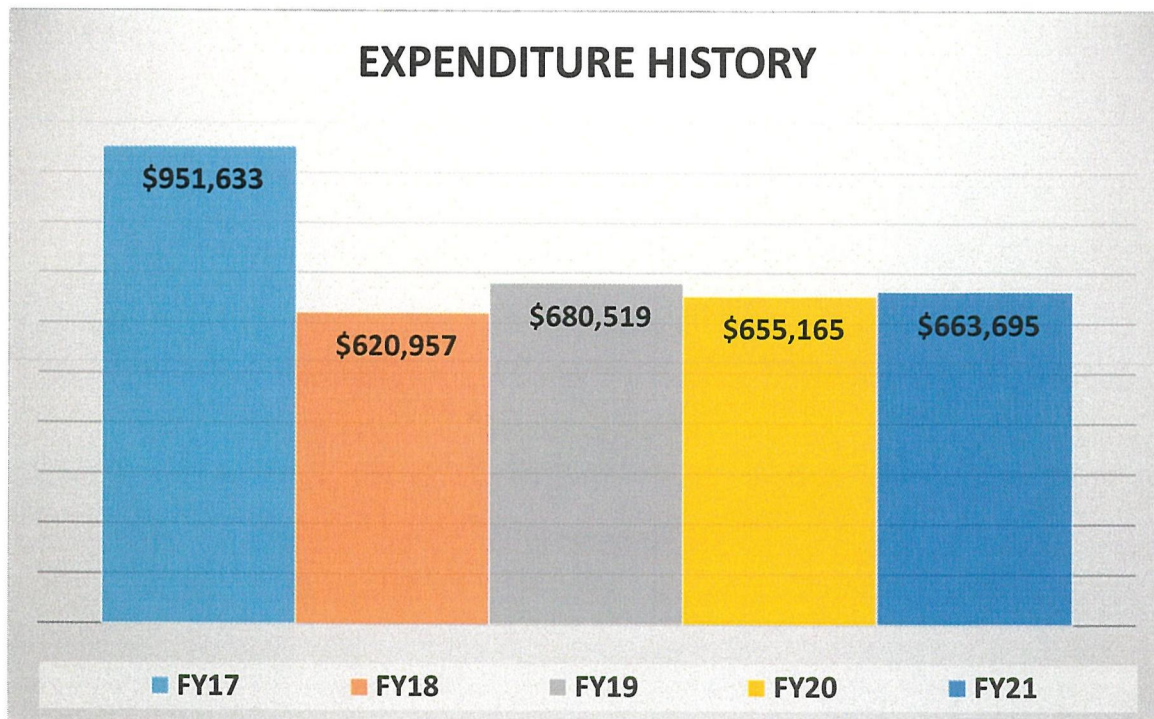
BUDGET SUMMARY (continued)

MATERIALS & SUPPLIES

- 53010 – OFFICE SUPPLIES
No change from the FY22 approved request.

Equipment

- 54060 – OFFICE EQUIPMENT & FURNISHINGS
 - \$185 for additional shelving in the Print Shop.
 - \$1,927 for a second AP scanner & printer.A major goal of the finance department is to cross-train staff to provide additional support as needed.



**TOWN OF WATERFORD
PERSONNEL WORKSHEET - FINANCE
2022/2023 FISCAL YEAR**

LINE 51920

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2021/2022	SALARY 2022/2023	LONGEVITY	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51010 - ELECTED OFFICIALS								
1/6/2020	TREASURER	N/A		28,960.92	28,960.92		28,961	2,216
	Subtotal			28,960.92	28,960.92	-	28,961.00	2,216.00
51110 - ADMINISTRATION								0
3/9/2020	DIRECTOR OF FINANCE	N/A		120,233.36	122,938.61		122,939	9,405
1/16/2018	PURCHASING AGENT	N/A		80,185.68	81,989.00		81,989	6,272
5/30/2000	ACCOUNTANT II	N/A		86,977.08	89,394.00	1,788	91,182	6,975
7/1/2022	ACCOUNTANT I	N/A		-	70,587.00		70,587	
	Subtotal			287,396.12	364,908.61	1,788.00	366,697.00	22,652.00
51210 - CLERICAL/TECHNICAL							0	0
5/30/2006	ADMINISTRATIVE ASSISTANT	35	23.16	42,313.32	42,313.32	350	42,663	3,264
5/24/1999	FINANCE TECH/PAYROLL	35	22.06	40,303.62	40,303.62		40,304	3,083
3/24/2014	OFFSET/SUPPLICATOR OPERATOR	32.5	29.59	50,199.44	50,199.44		50,199	3,840
	Subtotal			132,816.38	132,816.38	350.00	133,166.00	10,187.00
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				451,823.42	529,335.91	2,138.00	531,474.00	35,258.00

WORKDAYS

2022/2023

261

WEEKS TO BUDGET

52.2

**TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2022/2023 FISCAL YEAR**

			LINE 51910	LINE 51920
POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
PRINTER	350.00		350.00	26.78
ACCOUNTANT II		2,021.78	2,021.78	154.67
			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	2,021.78	2,371.78	181.45

NOTE

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

TOWN OF WATERFORD

ACCOUNTANT I

Director of Finance
SUPERVISOR

MP-C
CLASSIFICATION

Director of Finance
REVIEWING AUTHORITY

Finance Department
DEPARTMENT

A. PURPOSE OF POSITION:

To accomplish the town-wide accounts receivable and grants management functions required of the Department of Finance, which is responsible for overall financial management and control for the Town.

B. SUPERVISION RECEIVED:

Work assignments, general instruction, periodic review and supervision are provided by the Director of Finance. Some independent judgment used in dealing with technical accounting problems. Specific guidance in instruction provided by Director of Finance on interpretation and application of policy and first-time performance of complicated tasks.

C. SUPERVISION EXERCISED:

None

D. EXAMPLES OF DUTIES:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive:

- Establishes, coordinates and implements a Town-wide grant management and accounts receivable system.
- General duties regarding grant management: manages overall grant efforts town-wide, documents payments and expenditure, optimizes the grant administration process, oversees fund-raising, prepares progress reports, ensures compliance with grant regulations, reviews grant proposals, manages grant databases, engages town departments in the process.
- General duties regarding accounts receivable: handles all aspects of the Town's accounts receivable process, including, for example, processing Town-wide accounts receivables and monitoring invoicing procedures.
- Gathers and prepares financial and statistical data as directed by the Director of Finance, including collection and preparation of supporting data for annual audit. Assists external auditors by furnishing requested information and explaining data as necessary.
- Performs credit checks. Interacts with customers and public in non-payment cases. Creates and keeps records of invoices, bills, and deposits.
- Prepare and File annual 1099 documentation.
- Acts as backup to Accountant II.
- Performs any and all other duties, as assigned.
- Regular attendance is an essential duty of this job

*****The essential duties described above are the primary functions and duties of the classification. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the classification provided the duty or function is similar in work, related to the work or logically assigned to the classification.**

E. MINIMUM QUALIFICATIONS: (Knowledge, Skill & Ability)

A strong knowledge of computer generated financial recording and reporting is desired. Must be able to examine, analyze and interpret financial records and have the ability to apply principals of accounting to solve practical problems. Ability to prepare financial reports and accurately perform detailed work involving written or numerical data. Must have good computer skills, and experience creating and working with Excel Spreadsheets. Accuracy and attention to detail are essential. Must be well organized, analytical and able to prioritize. Working knowledge of modern office equipment, practices and procedures. Must possess considerable ability to establish and maintain effective and courteous working relationships with Town and public officials, residents, members of the general public, other departments and agencies, co-workers and volunteers.

F. PHYSICAL DEMANDS/WORK ENVIRONMENT:

Work is indoors in office environment requiring minimal physical exertion. Workspace is limited and crowded causing need to work in close proximity to co-workers. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision preferred, peripheral vision, depth perception and ability to adjust focus. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

G. EDUCATION & TRAINING:

Bachelor Degree in Accounting, Business or Public Administration or its equivalent. An equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities, may be substituted.

TOWN OF WATERFORD
ADVERTISING/POSTAGE - FINANCE DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	617	500	0	500	0	0.00%

ACCOUNT JUSTIFICATION

Bid Advertisements

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ -	\$ 170.30	\$ 205.60	\$ -	\$ 616.40

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (12/28/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	3,532	4,500	1,457	3,700	(800)	-17.78%

ACCOUNT JUSTIFICATION

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

2020-2021 ACTUAL	2021-2022 APPROVED	2022-2023 PROPOSED
3,531.63	4,000.00	4,000.00
0.00	500.00	400.00
0.00	0.00	0.00
0.00	0.00	0.00
3,531.63	4,500.00	4,400.00

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ 6,336.14	\$ 3,609.49	\$ 3,706.48	\$ 3,873.50	\$ 3,531.63

**TOWN OF WATERFORD
PROFESSIONAL SERVICES - FINANCE DEPARTMENT
2022-2023 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	48,380	60,000	8,328	52,000	(8,000)	-13.33%

ADP-PAYROLL OUTSOURCING	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 ACTUAL	2021-2022 APPROVED	2022-2023 PROJECTED
TOWN PAYROLL	40,364.14	41,171.42	41,994.85	44,095	48,380	50,000	50,000
RETIREE PAYROLL ¹	2,695.65	2,749.56	2,804.55	0	0	0	0
HEART AND HYPERTENSION ²	6,449.76	6,578.76	6,710.34	6,908	0	0	0
MISCELLANEOUS ³						2,000	2,000
TOTALS	49,509.55	50,499.74	51,509.74	51,003.00	48,380.00	52,000.00	52,000.00

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

¹ Heart & Hypertension is budgeted under the Retirement Commission.

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

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	20,906	24,997	10,086	24,749	(248)	-0.99%

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	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)
COPIER-LEASE	XEROX (finance office)	2,256	\$188/MONTH
PHOTO COPIER- COPIES	AVERAGE OVER LAST 3 YEARS	250	ACTUAL (FY21 - \$331.00), (FY20 - \$204.78), (FY19 - \$211.19)
OFFSITE FILE STORAGE (INFOSHRED)	INFOSHRED, LLC	384	\$32/month (Infoshred increased their costs by 5% effective 1/1/21).
POSTAGE METER RENTAL	QUADIENT	4,297	\$1,074.15/quarterly lease
	TOTAL	24,749	

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ 75,513.31	\$ 44,385.95	\$ 38,243.23	\$ 23,072.93	\$ 20,905.59

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	2,324	6,184	1,523	6,423	239	3.86%

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ 5,233.67	\$ 2,959.12	\$ 3,193.94	\$ 1,687.67	\$ 2,324.00

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2022-2023 FISCAL YEAR

DUES		
Public Purchasing Association of CT (PPAC)	Annual Dues (Purchasing Agent)	200
National GFOA Membership	Annual Dues (Director & Accountant)	350
National Institute of Governmental Purchasing	Annual Dues (Purchasing Agent)	250
American Institute of Architects (AIA)	Annual Dues (Purchasing Agent)	1400
<i>Purchasing Agent utilizes this membership for RFPs, Contracts and providing documentation for capital projects.</i>		
Connecticut GFOA Membership	Annual Dues (Director, Accountant, Treasurer)	195
Capitol Region Purchasing Council	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	2,895
CONFERENCES		
New England States GFOA Annual Training Seminar		
Seminar Registration (Estimated)	Director Registration	200
Estimated Mileage (200 miles @ \$.56/mile)		112
Per Diem (35*1)		35
	SUBTOTAL	347
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 @ \$.56/mile x2		44.8
	SUBTOTAL	444.8
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		200
CT Public Pension Forum		100
CT FOIA Conference x2		100
	SUBTOTAL	640
EDUCATION		
CCMO Certification Program for Director		120
Training Sessions for Accountant		500
Training Sessions NIGP Purchasing Agent		500
Training Sessions for Payroll/Taxes		200
	SUBTOTAL	1,320
Miscellaneous		
The New London Day		429
	SUBTOTAL	429
	GRAND TOTAL	6,423

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - FINANCE DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	0	100	0	100	0	0.00%

ACCOUNT JUSTIFICATION

Local and Out of Town travel for Director, Purchasing Agent and Treasurer, estimated 180 miles at .56/mile (IRS 2021 rate)

5-year Expenditure History					
FY17	FY18	FY19	FY20	FY21	
\$ 75.63	\$ 72.54	\$ 148.57	\$ 169.58	\$ -	

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	14,783	14,475	2,993	14,839	364	2.51%

ACCOUNT JUSTIFICATION

Projected Expenditures for FY 23 based upon FY 21 Actuals.

5-year Expenditure History					
FY17	FY18	FY19	FY20	FY21	
\$ 17,417.85	\$ 16,477.74	\$ 14,532.62	\$ 13,825.51	\$ 14,782.94	

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	Frontier	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	Frontier	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	Frontier	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	Frontier	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	Frontier	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	Frontier	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	Frontier	11/3/20	\$51.23	Verizon Wireless	5/14/21	\$41.17	\$2,312.00
FRONTIER	860-442-0553	2/18/21	\$13.07	Frontier	11/17/20	\$194.33	Verizon Wireless	5/28/21	\$92.59	\$299.99
FRONTIER	860-442-0553	3/24/21	\$1,096.05	Frontier	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	Frontier	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	Frontier	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	Frontier	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
AVERAGE MONTHLY COST			\$1,106.48			\$73.93			\$56.19	
PROJECTED 2022/2023										\$14,839.20

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/22/19	\$1,002.26	Frontier	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	Frontier	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	Frontier	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	Frontier	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	Frontier	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	Frontier	10/18/19	\$73.52	Verizon Wireless	4/24/20	\$88.24	\$1,164.56
FRONTIER	860-442-0553	1/22/20	\$999.97	Frontier	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	Frontier	11/13/19	\$67.10	Verizon Wireless	5/27/20	\$97.67	\$1,168.47
FRONTIER	860-442-0553	3/24/20	\$997.90	Frontier	12/10/19	\$52.46	Verizon Wireless	6/9/20	\$51.99	\$1,102.35
FRONTIER	860-442-0553	4/24/20	\$996.69	Frontier	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	Frontier	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	Frontier	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

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
ACTUAL - 2017-18			\$11,703.72	Total		\$416.24	Total		\$109.04	\$12,229.00

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - FINANCE DEPARTMENT
2022-2023 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE (9/20/21)	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	29,330	32,000	3,602	32,000	-	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				
FY17	FY18	FY19	FY20	FY21
\$ 32,276.30	\$ 23,044.66	\$ 25,232.27	\$ 20,622.73	\$ 29,329.61

LINE ITEM	ACCOUNT NAME	2020-2021 ACTUAL	2021-2022 BUDGET	2021-2022 TO DATE	2022-2023 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54060	OFFICE EQUIP & FURNISHINGS	0	0	0	2,112	2,112	0.00%

ACCOUNT JUSTIFICATION

Additional shelving is needed in the Print Shop to store supplies (office and postage). \$185 requested per quote.
 Additional scanner/printer for department AP function - \$1,927.04 per ePlus quotes.

5-year Expenditure History				
FY17	FY18	FY19	FY20	FY21
\$ -	\$ -	\$ -	\$ -	\$ -

FREE Shipping on eligible items. [View Details](#)

[Checkout](#)

Quick Add

[Save All to List](#) | [Remove All Items](#)



Everbilt 1/4 in. x 3 in. Zinc-Plated Toggle Bolt with Round-Head Phillips Drive Screw (10-Piece)

\$17.40
(\$5.80/item)

Store SKU #261289 Model #803932

Store Pickup
6 in stock at
Waterford
06385

FREE

Ship To Home
Estimated Arrival:
Tue, Nov 23

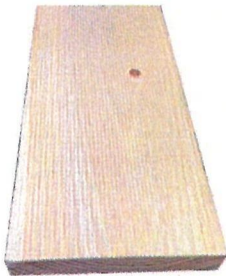
FREE

Scheduled Delivery
Starting at \$8.99 for
delivery as soon as today

[How It Works](#)

3

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1 in. x 12 in. x 12 ft. S1S2E Standard Band Sawn Eastern White Pine Board

\$113.08
(\$28.27/item)

Store SKU #1000044771 Model #235735

Store Pickup
28 in stock at
Waterford
06385 | [Change](#)

FREE

Ship To Home

Scheduled Delivery
Starting at \$8.99 for
delivery as soon as today

[How It Works](#)

4

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Everbilt #8 x 1 in. Phillips Drive Truss Head Lath Sharp Point Screw 1 lb./Box (180-Pack)

\$6.98

Store SKU #540509 Model #116103

Store Pickup
14 in stock at
Waterford
06385 | [Change](#)

FREE

Ship To Home

Scheduled Delivery
Starting at \$8.99 for
delivery as soon as today

[How It Works](#)

1

[Curbside Available](#)

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Everbilt 20 in. x 13 in. White Heavy-Duty Shelf

\$40.32

Bracket

(\$13.44/item)

Store SKU #283893 Model #14825

Store Pickup
36 in stock at
Waterford
06385 | [Change](#)

FREE

Ship To Home

FREE

Scheduled Delivery
Starting at \$8.99 for
delivery as soon as today

[How It Works](#)

Curbside Available



Need this Installed?

Request installation through Pro Referral

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[Save to List](#)

[Remove](#)

Everbilt 1/4 in. x 1-1/4 in. Zinc-Plated Steel Fender Washer (6 per Pack)

\$6.40

(\$1.28/item)

Store SKU #209196 Model #802421

Store Pickup
43 in stock at
Waterford
06385 | [Change](#)

FREE

Ship To Home

FREE

Scheduled Delivery
Starting at \$8.99 for
delivery as soon as today

[How It Works](#)

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[Remove](#)

Need Help?

See our [online FAQs](#) or phone us: 1-866-333-3551

Custom Blinds:1-800-658-7320

Subtotal

\$184.18

Estimated Shipping*

FREE

Pick Up In Store

FREE

Sales Tax (determined in later step)

Total

\$184¹⁸

[Have a promo code?](#)

PO/Job Name (Optional)

Apply

Create a Quote

Quote Name

Save

* Shipping and delivery charges are calculated at the lowest rate available. Other methods will be viewable on the next page.

[Checkout](#)

— or —



Customer Name: TOWN OF WATERFORD
Quote No: 22728026
Quote Name:
Quotation Date: 11/05/2021

Sales Support Contact: Ed Howard
Sales Support Phone: 603-263-3512
Sales Support Email: ehoward@eplus.com
Account Executive: Steve Plante
Account Executive Phone: 781-615-1322
Account Executive Email: splante@eplus.com

Customer PO No:
Order No:
Expiration Date: 12/05/2021

Line No.	Part Number	MFG	Description/Line Notes	QTY	Unit Price	Ext. Price
001	PA03670-B005	FUJITSU	FI-7180 COL DUPLX SHTFEDSCAN 80PPM USB	1	1,575.00	1,575.00
002	GK42-202210-000	ZEBRA	GK420 DT 203DPI EPL/ZPL II USB ENET 4MB FLASH/8MB SDRAM/TEAR BAR Line Note: ETHERNET - USB	1	445.00	445.00

Totals 2,020.00

Shipping:	Sub Total (JSD):	2,020.00
Packing:	Est. Tax (JSD):	TBD if Applicable
	Shp&Hnd (JSD):	0.00
	Total (JSD):	2,020.00

All orders are governed by your organization's signed agreement with ePlus or applicable public sector contract; if there is no such agreement the Customer Terms and Conditions for Products and/or Services located at www.ePlus.com govern. No additional or contrary terms in a purchase order shall apply, and ePlus' performance shall not be deemed acceptance of any preprinted PO terms. Use of software, subscription services or other products resold by ePlus is subject to manufacturer/publisher end user agreements or subscription terms. Any periodic payment obligations for specific offerings, along with customer-incurred overages, consumption fees, add-ons, quantity adjustments and automatic renewals are non-cancelable for any reason except by public sector customers required by law to terminate due to non-appropriation of funds.

PLEASE NOTE: Recent supply chain disruption and tariffs on certain imports are causing price increases for many IT products, with little or no notice, and beyond ePlus' control. As a result, this quote is subject to change without notice, even before the expiration date reflected above. Related manufacturer policy changes may result in orders being non-cancelable and products non-returnable except in accordance with the manufacturer warranty. Please confirm pricing and other restrictions prior to order placement. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Recognizing that the global pandemic has disrupted operations for many organizations, ePlus will ship products for delivery in accordance with customer's written ship-to instructions and products will be deemed delivered notwithstanding any failure of customer personnel to sign for receipt due to facility closing or otherwise.

Customer Acceptance	Bill To	Ship To
Signature: _____	TOWN OF WATERFORD	TOWN OF WATERFORD
Name: _____	15 ROPE FERRY ROAD	15 ROPE FERRY ROAD
Title: _____		WATERFORD CT 06385
Date: _____	WATERFORD CT 06385	UNITED STATES

Customer PO # _____	UNITED STATES ED CRANE	
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Customer Name: TOWN OF WATERFORD

Quote No: 22734266

Quote Name:

Quotation Date: 11/19/2021

Sales Support Contact: Ed Howard

Sales Support Phone: 603-263-3512

Sales Support Email: ehoward@eplus.com

Account Executive: Steve Plante

Account Executive Phone: 781-615-1322

Account Executive Email: splante@eplus.com

Customer PO No:

Order No:

Expiration Date: 12/19/2021

Line No.	Part Number	MFG	Description/Line Notes	QTY	Unit Price	Ext. Price
001	ZD4A042-D01M00EZ	ZEBRA	ZD421 DT PRINTER 203DPI USB HOST MODULAR CONNECTIVITY SLOT Line Note: Direct Thermal Printer ZD421; 203 dpi, USB, USB Host, Modular Connectivity Slot, BTLE5, US Cord, Swiss Font, EZPL	1	352.04	352.04

352.04

Shipping:

Packing:

Sub Total (USD): 352.04

Est. Tax (USD): TBD if Applicable

Shp&Hnd (USD): 0.00

Total (USD): 352.04

All orders are governed by your organization's signed agreement with ePlus or applicable public sector contract; if there is no such agreement the Customer Terms and Conditions for Products and/or Services located at www.ePlus.com govern. No additional or contrary terms in a purchase order shall apply, and ePlus' performance shall not be deemed acceptance of any preprinted PO terms. Use of software, subscription services or other products resold by ePlus is subject to manufacturer/publisher end user agreements or subscription terms. Any periodic payment obligations for specific offerings, along with customer-incurred overages, consumption fees, add-ons, quantity adjustments and automatic renewals are non-cancelable for any reason except by public sector customers required by law to terminate due to non-appropriation of funds.

PLEASE NOTE: Recent supply chain disruption and tariffs on certain imports are causing price increases for many IT products, with little or no notice, and beyond ePlus' control. As a result, this quote is subject to change without notice, even before the expiration date reflected above. Related manufacturer policy changes may result in orders being non-cancelable and products non-returnable except in accordance with the manufacturer warranty. Please confirm pricing and other restrictions prior to order placement. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Recognizing that the global pandemic has disrupted operations for many organizations, ePlus will ship products for delivery in accordance with customer's written ship-to instructions and products will be deemed delivered notwithstanding any failure of customer personnel to sign for receipt due to facility closing or otherwise.

Customer Acceptance

Signature: _____

Name: _____

Title: _____

Date: _____

Customer PO #: _____

Bill To

TOWN OF WATERFORD

15 ROPE FERRY ROAD

WATERFORD CT 06385

UNITED STATES

Ship To

TOWN OF WATERFORD

15 ROPE FERRY ROAD

WATERFORD CT 06385

UNITED STATES

Jeff Robillard

AP