

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10107 FINANCE DEPARTMENT

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 BD OF SELECTMEN APPROVED	2026-2027 BD OF FINANCE APPROVED	BOF Approved \$ Increase	BOF Approved % Increase
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	29,986		30,361		15,181	30,741	30,741	30,741	380	1.25%
51110	ADMINISTRATION	380,176	885	389,665		191,677	399,685	399,685	399,685	10,020	2.57%
51210	CLERICAL/TECHNICAL	157,374	3,433	160,470		80,475	164,741	164,741	164,741	4,271	2.66%
51810	OVERTIME	81	-2,569	1,000		125	500	500	500	(500)	-50.00%
51910	FRINGE BENEFITS	2,375		2,656		0	2,656	2,656	2,656	-	0.00%
51920	F.I.C.A	39,970	-1,749	44,688		20,822	45,772	45,772	45,772	1,084	2.43%
	SUBTOTAL	609,962	0	628,840	0	308,280	644,095	644,095	644,095	15,255	2.43%
SERVICES											
52010	ADVERTISING	0		0		1,571	0	0	0	-	0.00%
52020	POSTAGE	4,481	401	4,080		1,892	4,350	4,350	4,350	270	6.62%
52030	PROFESSIONAL FEES	61,631	7,599	63,200		26,471	63,200	63,200	63,200	-	0.00%
52040	SERVICE CONT. & REPAIR	32,272	-7,000	39,750		59,977	40,622	40,622	40,622	872	2.19%
52050	DUES, CONF. & EDUCATION	5,124	-7,300	6,503		4,873	6,228	6,228	6,228	(275)	-4.23%
52070	REIMBURSABLE EXPENSE	85		0		0	0	0	0	-	0.00%
52080	TELEPHONE	21,952	4,800	18,953		9,632	22,012	22,012	22,012	3,059	16.14%
	SUBTOTAL	125,545	(1,500)	132,486	0	104,416	136,412	136,412	136,412	3,926	2.96%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	25,991	1,500	23,000		18,668	25,000	25,000	25,000	2,000	8.70%
	SUBTOTAL	25,991	1,500	23,000	0	18,668	25,000	25,000	25,000	2,000	8.70%
OFFICE EQUIPMENT											
54010	OFFICE FURNITURE	0				0	0	0	0	-	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0	-	0.00%
	DEPARTMENT TOTAL	761,498	0	784,326	0	431,364	805,507	805,507	805,507	21,181	2.70%

**TOWN OF WATERFORD
FY2027 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 (under finance department)

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
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



FINANCE DEPARTMENT REVIEW

FY2025 Highlights

- ✓ Began the implementation of a new Grants Management Software Program (OpenGov)
- ✓ Successfully completed the Town's annual audit without any management issues
- ✓ Waterford's Purchasing Manager was appointed to the board of PPAC (Public Purchasing Association of CT)
- ✓ Staff Continuing Education
 - Working towards certification as a Certified Civic Policy Leader (Director)
 - GFOA certification Completed (Accountant I)

By The Numbers

- Total number of Accounts Payable Checks – 4,641
- Total number of bids distributed – 24
- Total number of purchase orders opened – 722
- New Hires Payroll Setup Up – 178
- Terminations Processed - 71
- Total number of payroll checks issued
 - Average Weekly – 476 checks/direct deposits
 - Peak (Summer) Times – 553 checks/direct deposits
- Number of Competitive Grants managed – 14

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 FY2027 include:

- Complete the Implementation of the new Grant Management System
- Implementing a new town-wide credit card processor
- Implementing a new Asset Tracking 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
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET SUMMARY

The total FY2027 budget request is \$805,507 which is an increase of \$21,181 (2.70%) over FY2026. The primary changes are in personnel costs and professional fees.

PERSONNEL COSTS

- 51010 – ELECTED OFFICIALS
Increase per the approved salary increase by the RTM on 12/1/25.
- 51110 – ADMINISTRATION
Raises for GGA personnel per negotiated contract and approved salary increased by the RTM on 12/1/25.
- 51210 – CLERICAL/TECHNICAL
Currently flat funded as personnel contract is current in negotiations.
- 51810 – OVERTIME)
Reduced request based on historic data.
- 51910 – FRINGE BENEFITS
Benefits provided per negotiated contracts
- 51920 – FICA
Calculated on budgeted salaries.

SERVICES

- 52010 – ADVERTISING
No budget requests as town now uses an on-line bidding advertising and bidding process.
- 52020 – POSTAGE
Budget based on projected FY26 actuals.
- 52030 – PROFESSIONAL FEES
Budget based on projected FY26 actuals.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)



- **52040 – SERVICE CONTRACTS & REPAIR**
Based on actual FY26 costs. Includes the purchase of a new asset management module from Open Gov.
- **52050 – DUES, CONFERENCES & EDUCATION**
FY27 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 FY26 projected actuals.

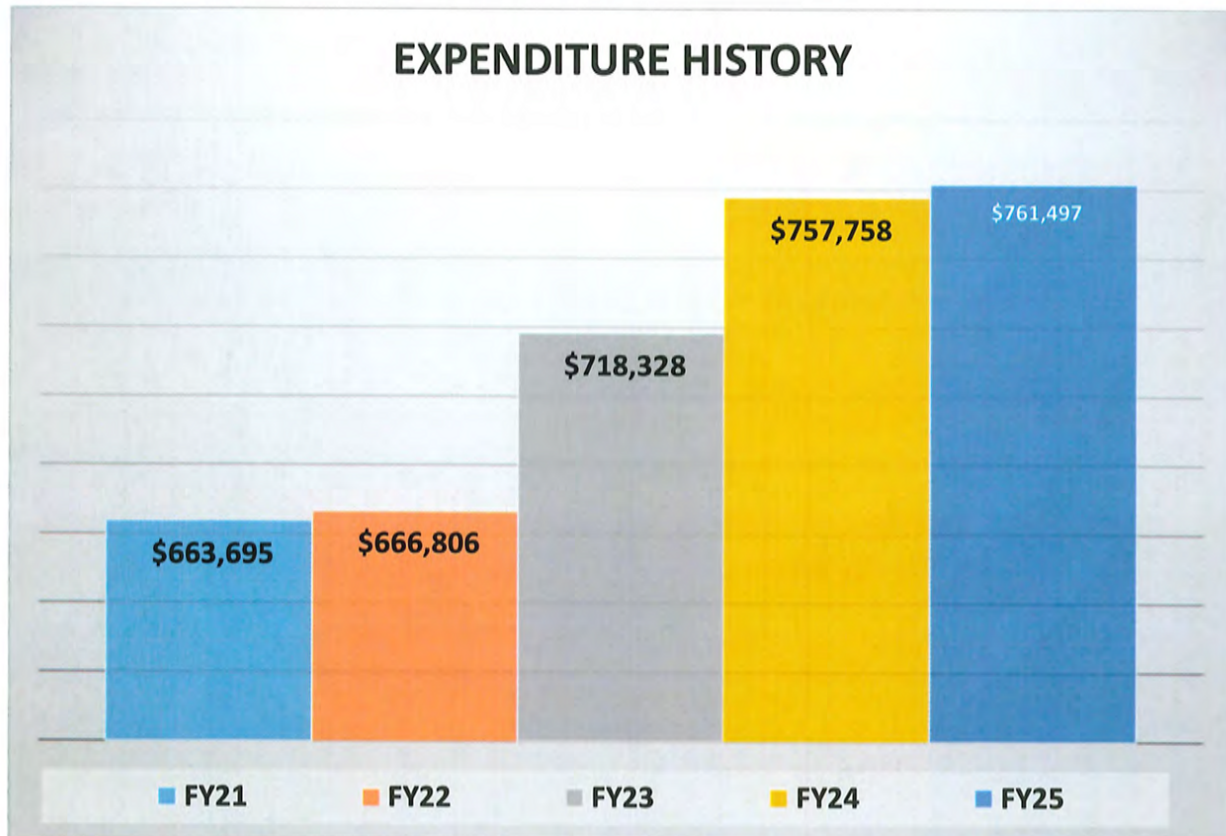
MATERIALS & SUPPLIES

- **53010 – OFFICE SUPPLIES**
There is an increase over FY26 that is based on actual town-wide expenditures. Supply costs have risen over the last year. The purchasing department has implemented volume purchasing to offset some of the increase.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



EXPENDITURE HISTORY



TOWN OF WATERFORD
PERSONNEL WORKSHEET - 07 FINANCE
2026/2027 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
LINE 51920									
51010 - ELECTED OFFICIALS									
1/6/2020	TREASURER		N/A	30,361.27	N/A	30,740.79	N/A	30,740.79	2,351.67
	TOTALS			30,361.27	0.00	30,740.79	0.00	30,740.79	2,351.67
51110 - ADMINISTRATION									
03/09/2020	FINANCE DIRECTOR	40	N/A	133,547.44	N/A	136,886.12	N/A	136,886.12	10,471.79
05/30/2000	ACCOUNTANT II	40	N/A	98,000.48	2,205.01	100,450.49	2,205.01	102,655.50	7,853.15
8/15/2022	ACCOUNTANT I	40	N/A	78,118.39	N/A	80,071.35	N/A	80,071.35	6,125.46
8/22/2022	PURCHASING AGENT	40	N/A	78,118.39	N/A	80,071.35	N/A	80,071.35	6,125.46
	TOTALS			387,784.69	2,205.01	397,479.30	2,205.01	399,684.31	30,575.85
		*add longevity		389,989.70					
51210 - CLERICAL/TECHNICAL									
10/25/2021	FINANCE COORDINATOR	35	\$ 31.2304	54,819.70	0.00	57,057.94	0.00	57,057.94	4,364.93
8/16/2023	ADMINISTRATIVE ASSISTANT	35	\$ 26.8057	46,941.66	0.00	48,974.05	0.00	48,974.05	3,746.52
03/24/2014	PRINTER	32.5	\$ 34.4582	58,458.34	250.00	58,458.34	250.00	58,708.34	4,491.19
	TOTALS			160,219.70	250.00	164,490.33	250.00	164,740.33	12,602.64
		*add longevity		160,469.70					
51810 - OVERTIME				1,000.00	0.00	1,000.00	0.00	500.00	38.25
51910 - FRINGE/F.I.C.A.				2,565.00				2,656.00	203.18
TOTALS - FINANCE		FY26 FICA	\$ 44,705.50	584,385.67	2,455.01	593,710.42	2,455.01	598,321.43	45,771.59
BUDGET TOTAL W/F.I.C.A				629,091.17				644,093.02	

WORKDAYS	WEEKS TO BUDGET
2026/2027	52.2
261	

402.

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 07 FINANCE
2026/2027 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
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	0	0	0	0	0	0.00%

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				
FY21	FY22	FY23	FY24	FY25
\$ 616.40	\$ -	\$ 153.68	\$ 114.16	\$ -

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	4,481	4,080	881	4,350	270	6.62%

ACCOUNT JUSTIFICATION

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

2024-2025 ACTUAL	2025-2026 APPROVED	2026-2027 PROPOSED
4,157.41	3,500.00	4,000.00
320.00	580.00	350.00
38.86	0.00	0.00
4,516.27	4,080.00	4,350.00

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 3,531.63	\$ 4,099.00	\$ 4,604.77	\$ 4,516.27	\$ 4,480.55

TOWN OF WATERFORD
PROFESSIONAL SERVICES - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	61,631	63,200	18,318	63,200	0	0.00%

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 APPROVED	2026-2027 PROPOSED
ADP-PAYROLL OUTSOURCING							
TOWN PAYROLL	46,380	42,486	56,134	56,049	59,631	63,200	61,200
MISCELLANEOUS ¹	2,000	11,115	2,519	2,402	2,000	0	2,000
TOTALS	46,380	53,601	58,653	58,451	61,631	63,200	63,200

¹ Background Checks, Employee Physicals, Bond-related costs, etc.

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	32,272	39,750	10,851	40,622	872	2.19%

ACCOUNT JUSTIFICATION

ASSET MGMT MODULE	OPEN GOV	5,000	One-time purchase, annual software maintenance in IT
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)	6,561	\$546.79/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	10,920	INCLUDES ALL SERVICES AND SUPPLIES TOWN-WIDE PRINTERS
PHOTO COPIER- COPIES	AVERAGE OVER LAST 3 YEARS	290	ACTUAL (FY25 - \$219.45) (FY4 - \$508.45) (FY23 -\$141.80)
POSTAGE METER RENTAL	QUADIENT	4,375	\$1,093.77/quarterly lease
	TOTAL	40,622	

5-year Expenditure History

	FY21	FY22	FY23	FY24	FY25
	\$ 20,905.59	\$ 26,721.97	\$ 37,958.26	\$ 59,967.50	\$ 32,271.77

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	5,124	6,503	3,976	6,228	(275)	-4.23%

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 2,324.00	\$ 3,773.54	\$ 5,637.89	\$ 5,808.21	\$ 5,123.99

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2026-2027 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)	2,200
<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)	240
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	3,770
CONFERENCES		
CT GFOA Fall & Spring Conference		
Seminar Registration (x2)	Director Registration	280
Estimated Mileage (200 miles @ \$.70/mile x 2)		140
	SUBTOTAL	420
Miscellaneous		
CCM Annual Conference	Director	299
Staff Trainings		300
	SUBTOTAL	599
EDUCATION		
CCMO Certification Annual Continuing Education Fee	Director	75
CCPL Certification (Certified Civic Policy Leader)	Director	100
College Tuition Reimbursement per GGA Contract	Accountant I & II	1,000
	SUBTOTAL	1,175
Miscellaneous		
The New London Day (Digital Access)		264
	SUBTOTAL	264
	GRAND TOTAL	6,228

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	85	0	0	0	0	#DIV/0!

ACCOUNT JUSTIFICATION

Local and Out of Town travel for Director, Purchasing Agent and Treasurer, estimated at 70.0 cents/mile (IRS 2025 rate)

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 85.07	\$ 85.07	\$ 278.35	\$ 19.13	\$ 84.69

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	21,952	18,953	5,715	22,012	3,059	16.14%

ACCOUNT JUSTIFICATION

Projected Expenditures for FY 27 based upon FY 25 Actuals.

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 14,782.94	\$ 16,564.55	\$ 17,422.05	\$ 18,953.01	\$ 21,951.70

TOWN OF WATERFORD
Expenditure History

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	8/2/24	\$1,629.50	Verizon Business	8/2/24	\$48.88	T-Mobile	8/30/24	\$42.93	\$1,721.31
FRONTIER	860-442-0553	8/30/24	\$1,629.58	Verizon Business	8/16/24	\$60.00	T-Mobile	9/9/24	\$42.93	\$1,732.51
FRONTIER	860-442-0553	9/27/24	\$1,624.21	Verizon Business	9/27/24	\$61.22	T-Mobile	10/11/24	\$42.93	\$1,728.36
FRONTIER	860-442-0553	10/25/24	\$1,627.14	Verizon Business	10/25/24	\$48.65	T-Mobile	11/22/24	\$42.76	\$1,718.55
FRONTIER	860-442-0553	12/6/24	\$1,680.36	Verizon Business	11/22/24	\$63.41	T-Mobile	12/6/24	\$42.93	\$1,766.70
FRONTIER	860-442-0553	1/3/25	\$1,666.24	Verizon Business	1/3/25	\$44.20	T-Mobile	1/17/25	\$42.93	\$1,753.37
FRONTIER	860-442-0553	1/31/25	\$1,697.67	Verizon Business	1/17/2025	42.81	T-Mobile	2/14/25	\$42.93	\$1,783.41
FRONTIER	860-442-0553	2/28/25	\$1,582.88	Verizon Business	2/28/25	\$60.64	T-Mobile	3/14/25	\$42.93	\$1,686.45
FRONTIER	860-442-0553	4/11/25	\$1,963.44	Verizon Business	3/28/25	\$116.56	T-Mobile	4/11/25	\$42.93	\$2,122.93
FRONTIER	860-442-0553	4/30/25	\$1,914.59	Verizon Business	5/9/25	\$64.93	T-Mobile	5/9/25	\$42.93	\$2,022.45
FRONTIER	860-442-0553	5/29/25	\$1,884.51	Verizon Business	5/23/25	\$52.07	T-Mobile	6/6/25	\$39.79	\$1,976.37
FRONTIER	860-442-0553	6/30/25	\$1,896.49				T-Mobile	6/30/25	\$42.80	\$1,939.29
ACTUAL - 2024/2025			\$20,776.61	Total		\$663.37	Total		\$511.72	\$21,951.70
AVERAGE MONTHLY COST PROJECTED 2026/2027			\$1,731.38			\$60.31			\$42.64	\$22,011.96

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	\$1,446.83
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	3/3/23	\$58.81	Verizon Wireless	3/17/23	\$41.00	\$1,409.96
FRONTIER	860-442-0553	4/14/23	\$1,415.07	Verizon Business	3/17/23	\$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	\$1,328.80	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

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	3/2/21	(\$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

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	25,991	23,000	18,624	25,000	2,000	8.70%

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				
FY21	FY22	FY23	FY24	FY25
\$ 29,329.61	\$ 24,996.32	\$ 33,407.19	\$ 21,778.95	\$ 25,991.16

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	FURNITURE	0	0	0	0	-	0.00%

ACCOUNT JUSTIFICATION

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ 2,399.05	\$ -	\$ -