FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

PHONE: 860-442-0553
www.waterfordct.org

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Regular Meeting,

September 8, 2021
7:00 p.m.

1. Establishment of a quorum and call to order.

2. Public Comment.

3. Approval and acceptance of revised minutes of August 11, 2021.

4. Executive Session to discuss Cyber Security.

5. To consider and act on a request from the Director of Fire Services, Michael Howley, to merge lines 20523-57826 and 20523-57837 into 20523-57826 by transferring $150,000 designated funds from 20523-57837 to 20523-57826 designated and then close line 20523-57837 and forward onto the RTM.

6. To consider and act on a request from the Board of Selectmen on behalf of Michael Howley, Director of Fire Services, to transfer $45,000 from account 32320-55847 (Cohanzie Roof Replacement) to account 32322-55847 (Cohanzie Roof Replacement) and then close account 32320-55847.

7. To consider and act on a request from Finance Director, Kimberly Allen, for an Out of Series Transfer for the Assessor in the amount of $15,000.

Account	Description	Approved Budget Amount	Current Available Budget Amount	Account Increase	Account Decrease	Revised Available Budget Amount
10104-52030	Professional Fees	250.000	(15,000)	15,000		0
10104-51110	Administration	196,788	188,266.47		(15,000)	173,266
	Total			**15,000**	**(15,000)**	

8. Old Business:

9. New Business: Verbal report from Abbas Danesh, Town Treasurer, regarding financial status of investments and debt discussion.

10. Liaison Reports

11. Correspondence

    a. Virginia Bielucki, Town Accountant, Status of Contingency Fiscal Year 2022 dated August 18, 2021.
    b. Virginia Bielucki, Town Accountant, Periodic Financial Statements FY22 dated August, 20, 2021
    c. FY23 Budget Guidelines.
    d. Waterford Ambulance Service FY22 Adopted Operating Budget.

12. Adjournment

Ronald Fedor, Chairman

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

August 19, 2021

Mr. Ronald Fedor
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, August 17, 2021 voted to approve the following request for merging of two lines;

To Consider And Act On the request from Director of Fire Services, Chief Howley to request the merging of two lines in our Capital Non-Recurring (CNR) Designated, under Hydraulic Equipment 20523-57826 & line 20523-57837 into one project. This project is currently in the evaluating stage of current equipment, planning and needs assessment for new equipment.

Finance Director, Kim Allen recommended to the Board of Selectmen that the lines be merged into line 20523-57826, due to being the line first established.

Therefore, I respectfully request that you consider and act on this requests. I have attached pertinent back up material from the designated department.

Sincerely,

Rob Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

Town of Waterford

Director of Fire Services

204 Boston Post Road

Waterford, CT 06385

August 3, 2021

First Selectman Rob Brule

15 Rope Ferry Road

Waterford, CT 06385

Re: Merging two CNR line items

On behalf of the Waterford Fire Services, I would like to request the merging of two lines in our Capital Non-Recurring (CNR) Designated, under Hydraulic Equipment 20523-57826 & line 20523-57837 into one project. This project is currently in the evaluating stage of current equipment, planning and needs assessment for new equipment.

Director of Fire Services

Michael J. Howley

C: Kim Allen, Director of Finance

Chief John Mariano, Cohanzie Fire Company

7.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

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August 19, 2021

Mr. Ronald Fedor
Chairman
Board of Finance
15 Rope Ferry Road
Waterford, CT 06385

Dear Chairman Fedor,

The Board of Selectmen, at their meeting on Tuesday, August 17, 2021 voted to approve the following request for Out of Series Transfers;

To Consider And Act On the request from Finance Director, Kim Allen, for an Out of Series Transfer request, on behalf of Assessor, in the amount of $15,000.

Therefore, I respectfully request that you consider and act on this requests. I have attached pertinent back up material from the designated department.

Sincerely,

Rob Brule

Robert Brule
First Selectman

cc: Kimberly Allen, Director of Finance

TOWN OF WATERFORD
TRANSFER REQUEST FORM
Out of Series Transfer Request

FY22 - 1ST QUARTER

ASSESSOR
DEPARTMENT

Line No.	Org. Code	Object Code	Object Description	APPROVED Budget Amount	CURRENT Available Budget	ACCOUNT INCREASE	ACCOUNT DECREASE	REVISED Available Budget
1	10104	52030	PROFESSIONAL FEES	250.00	(15,000.00)	15,000		0
2	10104	51110	ADMINISTRATION	196,788.00	188,266.47		(15,000)	173,266
3								0
4								0
5								0
6								0
7								0
8								0
9								0
10								0
								0
								0
					TOTAL	15,000	(15,000)	

Explanation

Because the Assessor position remains unfilled, we are paying a contractor to perform the necessary duties.

Department Head | **Date**

Kim Allen | 8/10/2021
Director of Finance | **Date**

First Selectman | **Date**

Commission/Board Approval | **Date**

revised 9/9/20

11a.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

Town of Waterford

PHONE: 860-442-0553
www.waterfordct.org

Date: August 18, 2021

To: Members of the Board of Finance

From: The Town Accountant

Subject: Status of Contingency Fiscal Year 2022

Contingency Fund, Line item 10121-59010:

07/01/21 Appropriation	265,000
Transferred through 08/11/21	(111,962)
Balance	153,038

Virginia Bielucki

FISCAL YEAR 2021-2022
CONTINGENCY TRANSFERS & BALANCE

ORG	OBJECT	DESCRIPTION	BOARD OF FINANCE	RTM	TRANSFER AMOUNT	BALANCE
		BALANCE 07/01/21				$265,000.00
10101	52030	FIRST SELECTMEN PROFESSIONAL FEES	7/20/2021	N/A	$24,000.00	$241,000.00
10112	52201	INSURANCE LAP	8/11/2021	N/A	$77,273.00	$163,727.00
10147	54130	I.T. EQUIPMENT	8/11/2021	N/A	$5,463.00	$158,264.00
10147	52043	I.T. SERVICE CONTRACTS	8/11/2021	N/A	$5,226.00	$153,038.00
					($111,962.00)	$153,038.00

11b.

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

PHONE: 860-442-0553
www.waterfordct.org

Date: August 20, 2021

To: The Members of the Board of Finance

From: The Town Accountant

Subject: Periodic Financial Statements

Enclosed are the latest financial statements.
If you have any questions, please call.

Thank you,

Virginia Bielucki

Enclosures:

General Fund-Statement of Revenues and Statement of Expenditures

Fleet Management-Statement of Revenues and Expenditures

Capital and Non-recurring Fund-Statement of Fund Balance Designations and Appropriations

Capital Improvement Fund-Expenditures

Capital Projects Funds-Expenditures

Contributed Gifts Fund-Balances

Insurance Administration Fund- Balance Sheet

TOWN OF WATERFORD
STATEMENT OF REVENUES COMPARED TO ANTICIPATED
FOR FISCAL YEAR 2021-2022, THROUGH JULY 31, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH JULY 31, 2020

	FISCAL YEAR 2021-2022 BUDGET	FISCAL YEAR 2021-2022 ACTUAL	FAVORABLE (UNFAVORABLE) FISCAL YEAR 2021-2022 VARIANCE	FISCAL YEAR 2020-2021 ACTUAL
STATE OF CONNECTICUT				
EDUCATION				
EQUALIZED COST SHARING	$326,444	$0	(326,444)	
HEALTH & WELFARE	$6,000	$0	(6,000)	
SUB TOTAL	**332,444**	**0**	**(332,444)**	**0**
GENERAL GOVERNMENT				
PILOT-STATE-OWNED PROPERTY	143,075	0	(143,075)	0
PILOT-DISABLED	1,873	0	(1,873)	0
PILOT-PRIVATE TAX EXEMPT PROPERTY	109,838	0	(109,838)	0
TAX RELIEF-VETERANS	8,148	0	(8,148)	0
COURT FINES	5,000	0	(5,000)	0
CIVIL PREPAREDNESS	2,500	0	(2,500)	0
TELECOMMUNICATIONS PROPERTY TAX	58,656	0	(58,656)	0
TOWN AID ROADS-IMPROVED	317,277	0	(317,277)	0
SDE STATE GRANT	14,000	0	(14,000)	0
ENHANCEMENT 911	21,996	6,193	(15,803)	5,537
GRANTS FOR MUNICIPAL PROJECTS	34,255	0	(34,255)	0
TOTAL GENERAL GOVERNMENT	**716,618**	**6,193**	**(710,425)**	**5,537**
TOTAL STATE OF CONNECTICUT	**1,049,062**	**6,193**	**(1,042,869)**	**5,537**
OTHER SOURCES				
EDUCATION				
TUITION	195,680	280	(195,400)	140
RENT & MISCELLANEOUS	5,910	0	(5,910)	0
SUB TOTAL	**201,590**	**280**	**(201,310)**	**140**

TOWN OF WATERFORD
STATEMENT OF REVENUES COMPARED TO ANTICIPATED
FOR FISCAL YEAR 2021-2022, THROUGH JULY 31, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH JULY 31, 2020

	FISCAL YEAR 2021-2022 BUDGET	FISCAL YEAR 2021-2022 ACTUAL	FAVORABLE (UNFAVORABLE) FISCAL YEAR 2021-2022 VARIANCE	FISCAL YEAR 2020-2021 ACTUAL
GENERAL GOVERNMENT				
INTEREST & LIENS	407,280	14,419	(392,861)	20,911
INTEREST ON INVESTMENTS	120,000	6,058	(113,942)	4,784
RECREATION & PARKS	220,000	102,955	(117,045)	45,154
COMMUNITY USE OF SCHOOLS	0	100	100	0
BUILDING INSPECTOR	357,237	24,156	(333,081)	37,193
LICENSE, FEE, PERMIT, FINE	56,727	2,411	(54,316)	3,423
LIBRARY	16,810	0	(16,810)	0
WATER MAIN ASSESSMENTS	1,200	0	(1,200)	0
NL RADIO COMM. NETWORK USE FEE	81,000	0	(81,000)	0
BULKY WASTE FEES	72,851	10,383	(62,468)	7,793
MISCELLANEOUS	69,312	2,037	(67,275)	52,176
CONVEYANCE TAX	200,000	40,272	(159,728)	38,988
EMS-REG COMM CTR FEES	6,000	0	(6,000)	0
PLANNING& ZONING, ZBA, CONSRV COMM	40,062	10,286	(29,776)	19,368
TOWN CLERK FEES	200,000	21,260	(178,740)	20,843
LIENS -COLLECTED BY UTILITY COMMISSION	10,000	0	(10,000)	0
TIPPING FEES	319,083	0	(319,083)	0
RECYCLING	35,562	120	(35,442)	0
TRANSFERS IN-PY ENCUMBRANCES	1,000	0	(1,000)	0
EUGENE O'NEILL GATE/LEASE REVENUE	10,000	0	(10,000)	0
AMBULANCE OPERATING SUBSIDY	12,000	1,000	(11,000)	1,000
YSB BOE CLERICAL STIPEND	5,000	0	(5,000)	0
RENTAL OF BUILDINGS	105,950	13,418	(92,532)	10,958
SENIOR SERVICES	15,820	6,825	(8,995)	0
VERSA KART/BLUE BOXES	5,370	1,750	(3,620)	900
BOE HUMAN RESOURCES OFFSET	15,119	0	(15,119)	0
CIRMA MEMEBERS EQUITY DISTRIBUTION	0	0	0	37,305
SUB TOTAL	**2,383,383**	**257,451**	**(2,125,932)**	**300,796**
TOTAL OTHER SOURCES	**2,584,973**	**257,731**	**(2,327,242)**	**300,936**
PROPERTY TAXATION				
CURRENT PROPERTY TAX	92,787,059	62,010,972	(30,776,087)	55,932,387
PRIOR YEAR TAXES	584,450	31,149	(553,301)	406
TOTAL PROPERTY TAXATION	**93,371,509**	**62,042,121**	**(31,329,388)**	**55,932,793**
TOTAL REVENUES	**97,005,544**	**62,306,045**	**(34,699,499)**	**56,239,266**

TOWN OF WATERFORD
STATEMENT OF REVENUES COMPARED TO ANTICIPATED
FOR FISCAL YEAR 2021-2022, THROUGH JULY 31, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH JULY 31, 2020

	FISCAL YEAR 2021-2022 BUDGET	FISCAL YEAR 2021-2022 ACTUAL	FISCAL YEAR 2021-2022 PERCENT RECEIVED	FAVORABLE (UNFAVORABLE) FISCAL YEAR 2021-2022 VARIANCE	FISCAL YEAR 2020-2021 ACTUAL
STATE OF CONNECTICUT					
EDUCATION					
EQUALIZED COST SHARING	$326,444	$0	0.00%	(326,444)	
HEALTH & WELFARE	$6,000	$0	0.00%	(6,000)	
SUB TOTAL	**332,444**	**0**	**0.00%**	**(332,444)**	**0**
GENERAL GOVERNMENT					
PILOT-STATE-OWNED PROPERTY	143,075	0	0.00%	(143,075)	0
PILOT-DISABLED	1,873	0	0.00%	(1,873)	0
PILOT-PRIVATE TAX EXEMPT PROPERTY	109,838	0	0.00%	(109,838)	0
TAX RELIEF-VETERANS	8,148	0	0.00%	(8,148)	0
COURT FINES	5,000	0	0.00%	(5,000)	0
CIVIL PREPAREDNESS	2,500	0	0.00%	(2,500)	0
TELECOMMUNICATIONS PROPERTY TAX	58,656	0	0.00%	(58,656)	0
TOWN AID ROADS-IMPROVED	317,277	0	0.00%	(317,277)	0
SDE STATE GRANT	14,000	0	0.00%	(14,000)	0
ENHANCEMENT 911	21,996	6,193	28.16%	(15,803)	5,537
GRANTS FOR MUNICIPAL PROJECTS	34,255	0	0.00%	(34,255)	0
TOTAL GENERAL GOVERNMENT	**716,618**	**6,193**	**0.86%**	**(710,425)**	**5,537**
TOTAL STATE OF CONNECTICUT	**1,049,062**	**6,193**	**0.59%**	**(1,042,869)**	**5,537**
OTHER SOURCES					
EDUCATION					
TUITION	195,680	280	0.14%	(195,400)	140
RENT & MISCELLANEOUS	5,910	0	0.00%	(5,910)	0
SUB TOTAL	**201,590**	**280**	**0.14%**	**(201,310)**	**140**

TOWN OF WATERFORD
STATEMENT OF REVENUES COMPARED TO ANTICIPATED
FOR FISCAL YEAR 2021-2022, THROUGH JULY 31, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH JULY 31, 2020

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INTEREST & LIENS	407,280	14,419	3.54%	(392,861)	20,911
INTEREST ON INVESTMENTS	120,000	6,058	5.05%	(113,942)	4,784
RECREATION & PARKS	220,000	102,955	46.80%	(117,045)	45,154
COMMUNITY USE OF SCHOOLS	0	100	#DIV/0!	100	0
BUILDING INSPECTOR	357,237	24,156	6.76%	(333,081)	37,193
LICENSE, FEE, PERMIT, FINE	56,727	2,411	4.25%	(54,316)	3,423
LIBRARY	16,810	0	0.00%	(16,810)	0
WATER MAIN ASSESSMENTS	1,200	0	0.00%	(1,200)	0
NL RADIO COMM. NETWORK USE FEE	81,000	0	0.00%	(81,000)	0
BULKY WASTE FEES	72,851	10,383	14.25%	(62,468)	7,793
MISCELLANEOUS	69,312	2,037	2.94%	(67,275)	52,176
CONVEYANCE TAX	200,000	40,272	20.14%	(159,728)	38,988
EMS-REG COMM CTR FEES	6,000	0	0.00%	(6,000)	0
PLANNING& ZONING, ZBA, CONSRV COMM	40,062	10,286	25.68%	(29,776)	19,368
TOWN CLERK FEES	200,000	21,260	10.63%	(178,740)	20,843
LIENS -COLLECTED BY UTILITY COMMISSION	10,000	0	0.00%	(10,000)	0
TIPPING FEES	319,083	0	0.00%	(319,083)	0
RECYCLING	35,562	120	0.34%	(35,442)	0
TRANSFERS IN-PY ENCUMBRANCES	1,000	0	0.00%	(1,000)	0
EUGENE O'NEILL GATE/LEASE REVENUE	10,000	0	0.00%	(10,000)	0
AMBULANCE OPERATING SUBSIDY	12,000	1,000	8.33%	(11,000)	1,000
YSB BOE CLERICAL STIPEND	5,000	0	0.00%	(5,000)	0
RENTAL OF BUILDINGS	105,950	13,418	12.66%	(92,532)	10,958
SENIOR SERVICES	15,820	6,825	43.14%	(8,995)	0
VERSA KART/BLUE BOXES	5,370	1,750	32.59%	(3,620)	900
BOE HUMAN RESOURCES OFFSET	15,119	0	0.00%	(15,119)	0
CIRMA MEMEBERS EQUITY DISTRIBUTION	0	0	#DIV/0!	0	37,305
SUB TOTAL	**2,383,383**	**257,451**	**10.80%**	**(2,125,932)**	**300,796**
TOTAL OTHER SOURCES	**2,584,973**	**257,731**	**9.97%**	**(2,327,242)**	**300,936**
PROPERTY TAXATION					
CURRENT PROPERTY TAX	92,787,059	62,010,972	66.83%	(30,776,087)	55,932,387
PRIOR YEAR TAXES	584,450	31,149	5.33%	(553,301)	406
TOTAL PROPERTY TAXATION	**93,371,509**	**62,042,121**	**66.45%**	**(31,329,388)**	**55,932,793**
TOTAL REVENUES	**97,005,544**	**62,306,045**	**64.23%**	**(34,699,499)**	**56,239,266**

GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR FISCAL YEAR 2021-2022, THROUGH JULY 31, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH JULY 31, 2020

	FISCAL YEAR2022 APPROPRIATED	FISCAL YEAR2022 ACTUAL	FISCAL YEAR2022 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2020-2021 ACTUAL
GENERAL GOVERNMENT				
Board of Selectmen	$229,313	$13,249	216,064	$13,449
Registrar of Voters	$74,508	$6,880	67,628	$6,537
Board of Finance	$65,547	$103	65,444	$20,068
Assessor	$291,847	$14,566	277,281	$18,966
Board of Assessment Appeals	$1,620	$0	1,620	$0
Tax Collector	$211,907	$34,558	177,349	$34,467
Finance Department	$653,894	$183,117	470,777	$48,020
Legal Department	$298,000	($2,172)	300,172	($2,579)
Town Clerk	$269,750	$40,224	229,526	$16,581
Planning and Zoning	$634,914	$47,431	587,483	$55,503
Building Maintenance	$778,870	$50,106	728,764	($65,152)
Insurance	$4,717,903	$1,353,926	3,363,977	$594,126
Economic Development Commission	$10,076	$212	9,864	$0
Conservation Commission	$18,250	$87	18,163	$263
Zoning Board of Appeals	$4,310	57	4,253	30
Retirement Commission	$5,682,906	$1,242,249	4,440,657	$1,985,595
R.T.M.	$18,903	$12,852	6,051	$12,852
Building Department	$293,008	$20,459	272,549	$13,714
Youth Service Bureau	$232,634	$23,401	209,233	$25,238
Social Service Grants/Miscellaneous	$82,366	$101	82,265	$63,824
Contingency Fund	$241,000	0	241,000	0
Emergency Management	$1,062,665	$74,753	987,912	$73,902
Fire Services	$3,326,034	$940,065	2,385,969	$288,311
Police Department	$6,361,688	$417,534	5,944,155	$407,882
Public Works Department	$4,709,654	$1,303,492	3,406,162	$1,166,103
Conservation of Health	$142,282	0	142,282	0
Public Health Nursing	$27,820	7,917	19,903	0
Senior Citizens Commission	$491,489	$51,105	440,384	$23,446
Waterford Public Library	$999,475	$108,800	890,675	$90,598

GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR FISCAL YEAR 2021-2022, THROUGH JULY 31, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH JULY 31, 2020

	FISCAL YEAR2022 APPROPRIATED	FISCAL YEAR2022 ACTUAL	FISCAL YEAR2022 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2020-2021 ACTUAL
Recreation and Parks	$1,445,409	$146,959	1,298,450	$107,231
Flood and Erosion Control Bd.	$2,138	0	2,138	0
Ethics Commission	$850	49	801	77
Human Resources	$265,664	$9,723	255,941	$16,582
Community Use of Schools	$0	$0	0	$0
Information Technology	$846,642	$470,014	376,628	$409,435
Transfer to Waterford Week Activity Fund	$4,750	$4,750	0	$4,750
Transfer to Waterford Shellfish Fund	$2,000	$2,000	0	$1,664
Transfer to Capital Improvement Fund	$2,964,754	$2,964,754	0	$2,216,680
Transfer to Capital & Non-Recurring Fund	$900,600	$900,600	0	$1,401,280
Transfer to Dog Fund	$60,000	$60,000	0	$30,000
Debt Service	$7,934,633	$2,259,325	5,675,308	$2,511,982
Total General Government	***$46,360,073***	***$12,763,247***	***$33,596,826***	***$11,591,425***
Board of Education	***$50,645,471***	***$2,026,395***	48,619,076	***$1,696,252***
Total General Fund	***$97,005,544***	***$14,789,642***	***$82,215,902***	***$13,287,677***

GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR FISCAL YEAR 2021-2022, THROUGH JULY 31, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH JULY 31, 2020

	FISCAL YEAR2022 APPROPRIATED	FISCAL YEAR2022 ACTUAL	FISCAL YEAR2022 PERCENT EXPENDED	FISCAL YEAR2022 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2020-2021 ACTUAL
GENERAL GOVERNMENT					
Board of Selectmen	$229,313	$13,249	5.78%	216,064	$13,449
Registrar of Voters	$74,508	$6,880	9.23%	67,628	$6,537
Board of Finance	$65,547	$103	0.16%	65,444	$20,068
Assessor	$291,847	$14,566	4.99%	277,281	$18,966
Board of Assessment Appeals	$1,620	$0	0.00%	1,620	$0
Tax Collector	$211,907	$34,558	16.31%	177,349	$34,467
Finance Department	$653,894	$183,117	28.00%	470,777	$48,020
Legal Department	$298,000	($2,172)	-0.73%	300,172	($2,579)
Town Clerk	$269,750	$40,224	14.91%	229,526	$16,581
Planning and Zoning	$634,914	$47,431	7.47%	587,483	$55,503
Building Maintenance	$778,870	$50,106	6.43%	728,764	($65,152)
Insurance	$4,717,903	$1,353,926	28.70%	3,363,977	$594,126
Economic Development Commission	$10,076	$212	2.10%	9,864	$0
Conservation Commission	$18,250	$87	0.48%	18,163	$263
Zoning Board of Appeals	$4,310	57	1.32%	4,253	30
Retirement Commission	$5,682,906	$1,242,249	21.86%	4,440,657	$1,985,595
R.T.M.	$18,903	$12,852	67.99%	6,051	$12,852
Building Department	$293,008	$20,459	6.98%	272,549	$13,714
Youth Service Bureau	$232,634	$23,401	10.06%	209,233	$25,238
Social Service Grants/Miscellaneous	$82,366	$101	0.12%	82,265	$63,824
Contingency Fund	$241,000	0	0.00%	241,000	0
Emergency Management	$1,062,665	$74,753	7.03%	987,912	$73,902
Fire Services	$3,326,034	$940,065	28.26%	2,385,969	$288,311
Police Department	$6,361,688	$417,534	6.56%	5,944,155	$407,882
Public Works Department	$4,709,654	$1,303,492	27.68%	3,406,162	$1,166,103
Conservation of Health	$142,282	0	0.00%	142,282	0
Public Health Nursing	$27,820	7,917	28.46%	19,903	0
Senior Citizens Commission	$491,489	$51,105	10.40%	440,384	$23,446
Waterford Public Library	$999,475	$108,800	10.89%	890,675	$90,598

GENERAL FUND
STATEMENT OF EXPENDITURES COMPARED TO BUDGET
FOR FISCAL YEAR 2021-2022, THROUGH JULY 31, 2021
WITH COMPARATIVE ACTUAL AMOUNTS
FOR FISCAL YEAR 2020-2021, THROUGH JULY 31, 2020

	FISCAL YEAR2022 APPROPRIATED	FISCAL YEAR2022 ACTUAL	FISCAL YEAR2022 PERCENT EXPENDED	FISCAL YEAR2022 VARIANCE FAVORABLE (UNFAVORABLE)	FISCAL YEAR 2020-2021 ACTUAL
Recreation and Parks	$1,445,409	$146,959	10.17%	1,298,450	$107,231
Flood and Erosion Control Bd.	$2,138	0	0.00%	2,138	0
Ethics Commission	$850	49	5.80%	801	77
Human Resources	$265,664	$9,723	3.66%	255,941	$16,582
Community Use of Schools	$0	$0	0.00%	0	$0
Information Technology	$846,642	$470,014	55.52%	376,628	$409,435
Transfer to Waterford Week Activity Fund	$4,750	$4,750	100.00%	0	$4,750
Transfer to Waterford Shellfish Fund	$2,000	$2,000	100.00%	0	$1,664
Transfer to Capital Improvement Fund	$2,964,754	$2,964,754	100.00%	0	$2,216,680
Transfer to Capital & Non-Recurring Fund	$900,600	$900,600	100.00%	0	$1,401,280
Transfer to Dog Fund	$60,000	$60,000	100.00%	0	$30,000
Debt Service	$7,934,633	$2,259,325	28.47%	5,675,308	$2,511,982
Total General Government	***$46,360,073***	***$12,763,247***	**27.53%**	***$33,596,826***	***$11,591,425***
Board of Education	***$50,645,471***	***$2,026,395***	**4.00%**	**48,619,076**	***$1,696,252***
Total General Fund	***$97,005,544***	***$14,789,642***	**15.25%**	***$82,215,902***	***$13,287,677***

TOWN OF WATERFORD
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FLEET MANAGEMENT FUND
AS OF JULY 31, 2021

Revenues:	
Investment Income	247
Vehicle Rentals	11,150
Sale of Equipment	
Total Revenues	11,397
Expenditures:	
Equipment Replacement	248,822
Vehicle Replacement	365,625
Total Expenditures	614,447
Excess (Deficiency) of Revenues Over Expenditures	(603,051)
Other Financing Sources (Uses):	
Transfers from other funds	800,000
Total Other Financing Sources (Uses)	800,000
Net Change in Fund Balances	196,949
Fund Balances - Beginning	2,650,669
Fund Balances - Ending	2,847,618

TOWN OF WATERFORD
CAPITAL AND NON-RECURRING EXPENDITURE FUND
FUND BALANCE AND APPROPRIATION
AS OF JULY 31, 2021

		APPROPRIATED	DESIGNATED	UNDESIGNATED	TOTAL
20501-57639	REVALUATION	$255,989.43	$257,700.00	$0.00	$513,689.43
20501-57788	COMMUNITY CENTER HVAC CONTROL SEPARATION	$0.00	$59,650.00	$0.00	$59,650.00
20507-57776	FIBER INSTALL MUNICPAL COMPLEX	$14,808.85	$0.00	$0.00	$14,808.85
20507-57790	WIFI TOWN-WIDE WIRING	$0.00	$25,000.00	$0.00	$25,000.00
20510-57830	THAMES RIVER MARINA DOCK SYSTEM	$227.75	$0.00	$0.00	$227.75
20502-48720	THAMES RIVER MARINA GRANT	$0.00	$0.00	$0.00	$0.00
20510-57864	CRYSTAL MALL REDEVELOPMENT FEASIBLITY STUDY	$250,000.00	$0.00	$0.00	$250,000.00
20511-57767	NEVINS COTTAGE STRUCTURAL REPAIRS	$20,715.00	$100,000.00	$0.00	$120,715.00
20511-57805	YSB FLOORING	$45,611.44	$0.00	$0.00	$45,611.44
20511-57839	TOWN HALL EMERGENCY EGRESS	$0.00	$46,000.00	$0.00	$46,000.00
20511-57840	PLAN OF CONSERVATION DEVELOPMENT	$100,000.00	$0.00	$0.00	$100,000.00
20511-57856	JORDAN VILLAGE SIDEWALKS	$0.00	$100,000.00	$0.00	$100,000.00
20511-57857	CIVIC TRIANGLE UPGRADES	$17,820.00	$0.00	$0.00	$17,820.00
20500-48070	DONATION-EUGENE O'NEILL ROOF REPLACEMENT	$0.00	$0.00	$25,000.00	$25,000.00
20522-57794	MOBILE & PORTABLE RADIO REPLACEMENT PROGRAM	$0.00	$740,165.00	$0.00	$740,165.00
20523-57733	OSWEGATCHIE FIRE BUILDING IMPROVEMENTS	$500.00	$1,000,000.00	$0.00	$1,000,500.00
20523-57792	OSWEGATCHIE-BUILDING RENOVATIONS	$213,700.00	$1,990,000.00	$0.00	$2,203,700.00
20507-59205	FUNDING OFFSETS FY18 DEBT SERVICE-OSWEGATCHIE FIRE	$0.00	($3,000,000.00)	$0.00	($3,000,000.00)
20523-57751	ELECTRICAL UPGRADE-JORDAN	$40,175.25	$0.00	$0.00	$40,175.25
20523-57791	JORDAN-TRAFFIC LIGHT UPGRADE	$0.00	$25,000.00	$0.00	$25,000.00
20523-57826	FIRE SERVICES HYDRAULIC EQUIPMENT	$0.00	$50,000.00	$0.00	$50,000.00
20523-57836	FIRE SERVICES CARPET REPLACEMENT	$0.00	$30,000.00	$0.00	$30,000.00
20523-57837	FIRE SERVICES HYDRAULIC EQUIPMENT UPGRADE	$0.00	$150,000.00	$0.00	$150,000.00
20523-57838	FIRE SERVICES PRE EMPTION LIGHT REPAIRS	$0.00	$50,000.00	$0.00	$50,000.00
20530-57695	MUNICIPAL COMPLEX RENOVATION	$328,509.33	$6,100,833.00	$0.00	$6,429,342.33
20507-59205	FUNDING OFFSETS DEBT SERVICE-MUNICIPAL COMPLEX	($1,251,500.00)	($6,000,000.00)	$0.00	($7,251,500.00)
20530-57696	MUNICIPAL COMPLEX CLEAN UP	$4,179.15	$0.00	$0.00	$4,179.15
20530-57815	REDESIGN/RECONSTRUCT GARDINERS WOOD ROAD	$83,447.00	$0.00	$0.00	$83,447.00
20530-57832	LED STREETLIGHT CONVERSION	$27,131.80	$0.00	$0.00	$27,131.80
20530-57855	BRAMAN ROAD REDESIGN/RECONSTR	$58,310.00	$0.00	$0.00	$58,310.00
20531-55771	HARVEY AVENUE PUMP STATION REHAB	$19,422.12	$0.00	$0.00	$19,422.12
20531-57685	I/I MITIGATION & CONTROL	$310,985.86	$0.00	$0.00	$310,985.86
20531-57766	WASTEWATER SCADA SYSTEM UPGRADE	$0.04	$0.00	$0.00	$0.04
20531-57802	FORCE MAIN AIR RELEASE VALVES-EVALUATE & REPLACE	$0.00	$43,000.00	$0.00	$43,000.00
20531-57816	OLD NORWICH/EVERGREEN/HARVEY AVE PUMP STATION REHAB	$506,000.00	$544,000.00	$0.00	$1,050,000.00
20531-57817	WASTEWATER PS FLOOD PROTECTION	$30.10	$85,000.00	$0.00	$85,030.10
20536-57848	LIBRARY HVAC UPGRADE	$0.00	$545,600.00	$0.00	$545,600.00
20537-57735	LEARY PARK ROAD /PARKING LOT	$0.00	$20,000.00	$0.00	$20,000.00
20537-57781	WATERFORD BEACH PAVILION RESTROOM	$3,253.14	$0.00	$0.00	$3,253.14
20537-57795	WBP CAUSEWAY BRIDGE	$0.00	$25,000.00	$0.00	$25,000.00
20537-57824	WBP CAUSEWAY BRIDGE FABRICATION	$0.00	$61,700.00	$0.00	$61,700.00

TOWN OF WATERFORD
CAPITAL AND NON-RECURRING EXPENDITURE FUND
FUND BALANCE AND APPROPRIATION
AS OF JULY 31, 2021

		APPROPRIATED	DESIGNATED	UNDESIGNATED	TOTAL
20537-57854	WTFD BEACH PARK IMPROVEMENTS	$0.00	$30,000.00	$0.00	$30,000.00
20541-57328	ALEWIFE COVE DREDGING	$0.00	$37,500.00	$0.00	$37,500.00
20547-57747	UPS SYSTEM FOR COMMUNICATIONS	$0.00	$12,500.00	$0.00	$12,500.00
20547-57846	FIBER UPGRADE	$0.00	$28,000.00	$0.00	$28,000.00
20547-57847	TOWN-WIDE CAMERA SYSTEM	$0.00	$85,000.00	$0.00	$85,000.00
20547-57860	PHONE SYSTEM UPGRADE	$0.00	$16,000.00	$0.00	$16,000.00
20547-57861	SWITCHES	$0.00	$22,500.00	$0.00	$22,500.00
20560-57808	REPLACE DVR SECURITY CAMERA	$30,000.00	$0.00	$0.00	$30,000.00
20500-43600	TURF FIELD RENTAL REVENUES	$0.00	$4,815.00	$0.00	$4,815.00
20560-57822	IT LEARNING BOARDS -END OF LIFE	$4,590.29	$291,888.88	$0.00	$296,479.17
20560-57823	IT SECURITY DVR CAMERAS	$29,998.71	$0.00	$0.00	$29,998.71
20560-57828	QH 10-YR RETRO COMMISSIONING	$0.00	$30,000.00	$0.00	$30,000.00
20560-57833	TENNIS COURTS	$0.00	$52,300.00	$0.00	$52,300.00
20560-57841	BUS LOT OFFICE	$0.00	$150,000.00	$0.00	$150,000.00
20560-57842	SCHOOL SECURITY	$32,175.00	$0.00	$0.00	$32,175.00
205-31520	UNDESIGNATED FUND BALANCE	$0.00	$0.00	$2,755,927.19	$2,755,927.19
	TOTAL	$1,146,080.26	$3,809,151.88	$2,780,927.19	$7,736,159.33

TOWN OF WATERFORD
CAPITAL AND NON-RECURRING EXPENDITURE FUND
FUND BALANCE DESIGNATION AND APPROPRIATION
JULY 1,2021 TO JUNE 30,2022
AS OF JULY 31,2021

		BEGINNING BALANCE			FY22 RTM	FISCAL YEAR 2021-2022						AVAILABLE TO DATE		
		APPROPRIATIONS	DESIGNATED	UNDESIGNATED	XFER IN DESIGNATED	APPROPRIATED	DESIGNATED	UNDESIGNATED	EXPENDED	INTEREST INC	OTHER REVENUES	APPROPRIATED	DESIGNATED	UNDESIGNATED
20501-57639	REVALUATION	$255,989.43	$257,700.00	$0.00								$255,989.43	$257,700.00	$0.00
20501-57788	COMMUNITY CENTER HVAC CONTROL SEPARATION	$0.00	$59,650.00	$0.00								$0.00	$59,650.00	$0.00
20507-57776	FIBER INSTALL MUNICPAL COMPLEX	$14,808.85	$0.00	$0.00								$14,808.85	$0.00	$0.00
20507-57790	WIFI TOWN-WIDE WIRING	$0.00	$25,000.00	$0.00								$0.00	$25,000.00	$0.00
20510-57830	THAMES RIVER MARINA DOCK SYSTEM	$227.75	$0.00	$0.00								$227.75	$0.00	$0.00
20502-48720	THAMES RIVER MARINA GRANT	$0.00	$0.00	$0.00								$0.00	$0.00	$0.00
20510-57864	CRYSTAL MALL REDEVELOPMENT FEASIBLITY STUDY	$250,000.00	$0.00	$0.00								$250,000.00	$0.00	$0.00
20511-57767	NEVINS COTTAGE STRUCTURAL REPAIRS	$20,715.00	$0.00	$0.00	$100,000.00							$20,715.00	$100,000.00	$0.00
20511-57805	YSB FLOORING	$45,611.44	$0.00	$0.00								$45,611.44	$0.00	$0.00
20511-57839	TOWN HALL EMERGENCY EGRESS	$0.00	$46,000.00	$0.00								$0.00	$46,000.00	$0.00
20511-57840	PLAN OF CONSERVATION DEVELOPMENT	$100,000.00	$0.00	$0.00								$100,000.00	$0.00	$0.00
20511-57856	JORDAN VILLAGE SIDEWALKS	$0.00	$100,000.00	$0.00								$0.00	$100,000.00	$0.00
20511-57857	CIVIC TRIANGLE UPGRADES	$50,000.00	$0.00	$0.00					$32,180.00			$17,820.00	$0.00	$0.00
20511-57859	EUGENE O'NEILL ROOF REPLACEMENT	$25,767.64	$0.00	$0.00					$25,767.64			$0.00	$0.00	$0.00
20500-48070	DONATION-EUGENE O'NEILL ROOF REPLACEMENT	$0.00	$0.00	$25,000.00								$0.00	$0.00	$25,000.00
20522-57794	MOBILE & PORTABLE RADIO REPLACEMENT PROGRAM	$0.00	$740,165.00	$0.00								$0.00	$740,165.00	$0.00
20522-57865	MED RADIO BASE STATIONS REPLACEMENT	$20,012.19	$0.00	$0.00					$20,012.19			$0.00	$0.00	$0.00
20523-57733	OSWEGATCHIE FIRE BUILDING IMPROVEMENTS	$500.00	$1,000,000.00	$0.00								$500.00	$1,000,000.00	$0.00
20507-59205	FUNDING OFFSETS FY18 DEBT SERVICE-OSWEGATCHIE FIRE	$0.00	($3,000,000.00)	$0.00								$0.00	($3,000,000.00)	$0.00
20523-57751	ELECTRICAL UPGRADE-JORDAN	$40,175.25	$0.00	$0.00								$40,175.25	$0.00	$0.00
20523-57791	JORDAN-TRAFFIC LIGHT UPGRADE	$0.00	$25,000.00	$0.00								$0.00	$25,000.00	$0.00
20523-57792	OSWEGATCHIE-BUILDING RENOVATIONS	$213,700.00	$1,990,000.00	$0.00								$213,700.00	$1,990,000.00	$0.00
20523-57826	FIRE SERVICES HYDRAULIC EQUIPMENT	$0.00	$50,000.00	$0.00								$0.00	$50,000.00	$0.00
20523-57836	FIRE SERVICES CARPET REPLACEMENT	$0.00	$30,000.00	$0.00								$0.00	$30,000.00	$0.00
20523-57837	FIRE SERVICES HYDRAULIC EQUIPMENT UPGRADE	$0.00	$150,000.00	$0.00								$0.00	$150,000.00	$0.00
20523-57838	FIRE SERVICES PRE EMPTION LIGHT REPAIRS	$0.00	$50,000.00	$0.00								$0.00	$50,000.00	$0.00
20530-55850	CROSS ROAD DESIGN WORK	$5,481.49	$0.00	$0.00					$5,481.49			$0.00	$0.00	$0.00
20530-57695	MUNICIPAL COMPLEX RENOVATION	$780,386.59	$6,100,833.00	$0.00					$451,877.26			$328,509.33	$6,100,833.00	$0.00
20507-59205	FUNDING OFFSETS DEBT SERVICE-MUNICIPAL COMPLEX	($1,251,500.00)	($6,000,000.00)	$0.00								($1,251,500.00)	($6,000,000.00)	$0.00
20530-57696	MUNICIPAL COMPLEX CLEAN UP	$5,957.31	$0.00	$0.00					$1,778.16			$4,179.15	$0.00	$0.00
20530-57815	REDESIGN/RECONSTRUCT GARDINERS WOOD ROAD	$101,955.48	$0.00	$0.00					$18,508.48			$83,447.00	$0.00	$0.00
20530-57832	LED STREETLIGHT CONVERSION	$33,554.76	$0.00	$0.00					$6,422.96			$27,131.80	$0.00	$0.00
20530-57855	BRAMAN ROAD REDESIGN/RECONSTR	$280,000.00	$0.00	$0.00					$221,690.00			$58,310.00	$0.00	$0.00
20531-55771	HARVEY AVENUE PUMP STATION REHAB	$19,422.12	$0.00	$0.00								$19,422.12	$0.00	$0.00
20531-57685	I/I MITIGATION & CONTROL	$332,286.86	$0.00	$0.00					$21,301.00			$310,985.86	$0.00	$0.00
20531-57766	WASTEWATER SCADA SYSTEM UPGRADE	$0.04	$0.00	$0.00								$0.04	$0.00	$0.00
20531-57802	FORCE MAIN AIR RELEASE VALVES-EVALUATE & REPLACE	$0.00	$43,000.00	$0.00								$0.00	$43,000.00	$0.00
20531-57816	OLD NORWICH/EVERGREEN/HARVEY AVE PUMP STATION REHAB	$506,000.00	$544,000.00	$0.00								$506,000.00	$544,000.00	$0.00
20531-57817	WASTEWATER PS FLOOD PROTECTION	$30.10	$85,000.00	$0.00								$30.10	$85,000.00	$0.00
20536-57848	LIBRARY HVAC UPGRADE	$0.00	$200,000.00	$0.00	$345,600.00							$0.00	$545,600.00	$0.00
20537-57735	LEARY PARK ROAD /PARKING LOT	$0.00	$20,000.00	$0.00								$0.00	$20,000.00	$0.00
20537-57781	WATERFORD BEACH PAVILION RESTROOM	$160,758.70	$0.00	$0.00					$157,505.56			$3,253.14	$0.00	$0.00
20537-57795	WBP CAUSEWAY BRIDGE	$0.00	$25,000.00	$0.00								$0.00	$25,000.00	$0.00

TOWN OF WATERFORD
CAPITAL AND NON-RECURRING EXPENDITURE FUND
FUND BALANCE DESIGNATION AND APPROPRIATION
JULY 1,2021 TO JUNE 30,2022
AS OF JULY 31,2021

			BEGINNING BALANCE		FY22 RTM XFER IN	FISCAL YEAR 2021-2022				INTEREST	OTHER	AVAILABLE TO DATE		
		APPROPRIATIONS	DESIGNATED	UNDESIGNATED	DESIGNATED	APPROPRIATED	DESIGNATED	UNDESIGNATED	EXPENDED	INC	REVENUES	APPROPRIATED	DESIGNATED	UNDESIGNATED
20537-57824	WBP CAUSEWAY BRIDGE FABRICATION	$0.00	$61,700.00	$0.00								$0.00	$61,700.00	$0.00
20537-57854	WTFD BEACH PARK IMPROVEMENTS	$0.00	$0.00	$0.00	$30,000.00							$0.00	$30,000.00	$0.00
20541-57328	ALEWIFE COVE DREDGING	$0.00	$37,500.00	$0.00								$0.00	$37,500.00	$0.00
20547-57747	UPS SYSTEM FOR COMMUNICATIONS	$0.00	$0.00	$0.00	$12,500.00							$0.00	$12,500.00	$0.00
20547-57846	FIBER UPGRADE	$0.00	$14,000.00	$0.00	$14,000.00							$0.00	$28,000.00	$0.00
20547-57847	TOWN-WIDE CAMERA SYSTEM	$0.00	$0.00	$0.00	$85,000.00							$0.00	$85,000.00	$0.00
20547-57860	PHONE SYSTEM UPGRADE	$0.00	$0.00	$0.00	$16,000.00							$0.00	$16,000.00	$0.00
20547-57861	SWITCHES	$0.00	$0.00	$0.00	$22,500.00							$0.00	$22,500.00	$0.00
20560-57808	REPLACE DVR SECURITY CAMERA	$30,000.00	$0.00	$0.00								$30,000.00	$0.00	$0.00
20500-43600	TURF FIELD RENTAL REVENUES	$0.00	$4,815.00	$0.00								$0.00	$4,815.00	$0.00
20560-57822	IT LEARNING BOARDS -END OF LIFE	$4,590.29	$91,888.88	$0.00	$200,000.00							$4,590.29	$291,888.88	$0.00
20560-57823	IT SECURITY DVR CAMERAS	$29,998.71	$0.00	$0.00								$29,998.71	$0.00	$0.00
20560-57828	QH 10-YR RETRO COMMISSIONING	$0.00	$30,000.00	$0.00								$0.00	$30,000.00	$0.00
20560-57833	TENNIS COURTS	$0.00	$52,300.00	$0.00								$0.00	$52,300.00	$0.00
20560-57841	BUS LOT OFFICE	$0.00	$75,000.00	$0.00	$75,000.00							$0.00	$150,000.00	$0.00
20560-57842	SCHOOL SECURITY	$32,175.00	$0.00	$0.00								$32,175.00	$0.00	$0.00
205-31520	UNDESIGNATED FUND BALANCE	$0.00	$0.00	$2,755,170.41						$756.78		$0.00	$0.00	$2,755,927.19
		$2,108,605.00	$2,908,551.88	$2,780,170.41	$900,600.00	$0.00	$0.00	$0.00	$962,524.74	$756.78	$0.00	$1,146,080.26	$3,809,151.88	$2,780,927.19

TOWN OF WATERFORD
CAPITAL IMPROVEMENT FUND
JULY 31, 2021

ACCOUNT	DEPT/YEAR	DESCRIPTION	APPROPRIATED	EXPENDED/ ENCUMBERED	BALANCE
30117-55797	SELECTMEN FY17	ADA COMPLIANCE	20,000.00	0.00	20,000.00
30122-55738	SELECTMEN FY22	FLEET MANAGEMENT PLAN	800,000.00	800,000.00	0.00
30716-55793	FINANCE (IT) FY16	FINANCIAL ACCOUNTING SOFTWARE	170,000.00	144,028.53	25,971.47
31117-55803	BLDG MAINT FY17	PARKING LOT -YOUTH SERVICES	300,000.00	7,200.00	292,800.00
31118-55803	BLDG MAINT FY18	PARKING LOT -YSB/POLICE	195,320.00	29,000.00	166,320.00
31120-55851	BLDG MAINT FY20	ADA IMPROVEMENTS YSB/PD	87,000.00	0.00	87,000.00
31120-55852	BLDG MAINT FY20	TOWN HALL BATHROOMS	87,500.00	0.00	87,500.00
31120-55853	BLDG MAINT FY20	AUDITORIUM SEATING UPGRADE	12,760.00	0.00	12,760.00
31121-55851	BLDG MAINT FY21	ADA IMPROVEMENTS YSB/PD	80,700.00	14,500.00	66,200.00
31121-55852	BLDG MAINT FY21	TOWN HALL BATHROOMS	25,000.00	0.00	25,000.00
31122-55819	BLDG MAINT FY22	UST REPLACEMENT	250,000.00	0.00	250,000.00
31122-55892	BLDG MAINT FY22	AC UNIT REPLACMENT RADIO SITES	60,500.00	0.00	60,500.00
31122-55893	BLDG MAINT FY22	EUGENE O'NEILL ROOF REPLACE	60,767.64	2,350.00	58,417.64
31122-57857	BLDG MAINT FY22	CIVIC TRIANGLE UPGRADES	150,000.00	0.00	150,000.00
32320-55847	FIRE SERVICES FY20	COHANZIE ROOF REPLACEMENT	45,000.00	0.00	45,000.00
32322-55847	FIRE SERVICES FY22	COHANZIE ROOF REPLACEMENT	60,000.00	0.00	60,000.00
32322-55881	FIRE SERVICES FY22	GOSHEN A/C	25,000.00	0.00	25,000.00
32920-55846	POLICE DEPT FY20	PD POLICY DIRECTIVES REVAMP	30,000.00	11,455.49	18,544.51
32920-55859	POLICE DEPT FY20	POLICE BLGD ARCHITECTURAL PLAN	15,000.00	0.00	15,000.00
32921-55837	POLICE DEPT FY21	POLICE INFRARED CAMERAS IN CARS	14,350.00	14,076.00	274.00
32921-55864	POLICE DEPT FY21	POLICE BODY CAMERAS	110,100.00	114,107.07	(4,007.07)
32922-55876	POLICE DEPT FY22	CYBER CRIME TASK FORCE EQUIPME	11,000.00	0.00	11,000.00
32922-55877	POLICE DEPT FY22	TRAFFIC MESSAGE BOARDS	28,000.00	0.00	28,000.00
32922-55878	POLICE DEPT FY22	IMPOUND YARD IMPROVEMENTS	28,500.00	0.00	28,500.00
32922-55879	POLICE DEPT FY22	MARINE OUTBOARD MOTORS	38,500.00	0.00	38,500.00
32922-55880	POLICE DEPT FY22	LICENSE PLATE READERS	27,120.00	0.00	27,120.00
33020-55850	PUBLIC WORKS FY20	CROSS ROAD	2,754,000.00	550.10	2,753,449.90
33020-59300	PUBLIC WORKS FY20	FUNDING OFFSET-CROSS ROAD	(2,754,000.00)	0.00	(2,754,000.00)
33021-55866	PUBLIC WORKS FY21	BLOOMINGDALE SOUTH MILL & PAVE	152,690.00	113,553.48	39,136.52
33021-55867	PUBLIC WORKS FY21	REMOVE UST COHANZIE FIRE	299,000.00	37,000.00	262,000.00
33021-55868	PUBLIC WORKS FY21	GALLOWS LANE RECLAIM/PAVE	153,790.00	153,790.00	0.00
33022-55882	PUBLIC WORKS FY22	NORMAN/CONCRETE PANELS	80,100.00	18,097.46	62,002.54

TOWN OF WATERFORD
CAPITAL IMPROVEMENT FUND
JULY 31, 2021

ACCOUNT	DEPT/YEAR	DESCRIPTION	APPROPRIATED	EXPENDED/ ENCUMBERED	BALANCE
33022-55883	PUBLIC WORKS FY22	WILLIAM ST CONCRETER SIDEWALK	42,300.00	8,240.78	34,059.22
33022-55884	PUBLIC WORKS FY22	SUMMER STREET/CONCRETE SW	33,420.00	6,220.98	27,199.02
33022-55885	PUBLIC WORKS FY22	DAVID STREET/CONCRETE SW	43,680.00	8,240.78	35,439.22
33022-55886	PUBLIC WORKS FY22	CROSS ROAD/ASPHALT	69,800.00	0.00	69,800.00
33022-55887	PUBLIC WORKS FY22	ROPE FERRY ROAD	304,000.00	0.00	304,000.00
33022-55889	PUBLIC WORKS FY22	RD RESURFACING SEC A	334,473.00	35,800.00	298,673.00
33022-55890	PUBLIC WORKS FY22	ROAD RESURFACING EVERSOURCE AF	215,813.00	152,222.00	63,591.00
33022-55891	PUBLIC WORKS FY22	T. STATION SCALE & SCALE HOUSE	106,548.00	0.00	106,548.00
33120-55821	UTILITY COMM FY20	IN-LINE WASTEWATER SOLID GRIND	48,000.00	3,077.24	44,922.76
33120-55821	UTILITY COMM FY20	RICHARD'S GROVE P.S. EMERGENCY GENERATOI	37,000.00	31,676.54	5,323.46
33121-55821	UTILITY COMM FY21	IN-LINE WASTEWATER SOLID GRIND	85,000.00	0.00	85,000.00
33121-55871	UTILITY COMM FY21	EVERGREEN PUMP STATION	375,000.00	0.00	375,000.00
33122-55870	UTILITY COMM FY22	CCTV CAMERA & LATERAL LAUNCHIN	120,000.00	0.00	120,000.00
33122-55894	UTILITY COMM FY22	CONTROL PANEL RETRO-FIT (GORMA	30,000.00	0.00	30,000.00
33122-55895	UTILITY COMM FY22	ROOF & SIDING REPLACEMENT	50,000.00	8,600.00	41,400.00
33719-55822	REC & PARKS FY19	LEARY PARK IRRIGATION	47,300.00	0.00	47,300.00
33719-55835	REC & PARKS FY19	VETERAN'S FIELD IRRIGATION SYS	13,700.00	0.00	13,700.00
33720-55854	REC & PARKS FY20	LEARY BASKETBALL COURT REBUILD	55,000.00	0.00	55,000.00
33720-55855	REC & PARKS FY20	TOWN HALL BASKETBALL COURT REP	16,000.00	0.00	16,000.00
33722-55896	REC & PARKS FY22	EQUIPMENT STORAGE PLAN	21,000.00	0.00	21,000.00
34720-55844	I.T. COMMITTEE FY20	BACK UP SYSTEM	10,427.00	0.00	10,427.00
34720-55845	I.T. COMMITTEE FY20	FD NETWORK COMPUTER PHONE WIFI	120,000.00	127,049.00	(7,049.00)
34721-55862	I.T. COMMITTEE FY21	PURE ARRAY	74,000.00	73,940.00	60.00
		TOTALS	5,670,158.64	1,914,775.45	3,755,383.19
		PRIOR YEAR EXPENDITURES		820,383.60	
		CURRENT YEAR EXPENDITURES		1,094,391.85	

TOWN OF WATERFORD
CAPITAL IMPROVEMENT FUND
JULY 31, 2021

ACCOUNT	DEPT/YEAR	DESCRIPTION	APPROPRIATED	EXPENDED/ ENCUMBERED	BALANCE	EXPENDED	TRANSFERS OUT
30117-55797	SELECTMEN FY17	ADA COMPLIANCE	20,000.00	0.00	20,000.00	0.0%	
30122-55738	SELECTMEN FY22	FLEET MANAGEMENT PLAN	800,000.00	800,000.00	0.00	100.0%	800,000.00 TO FLT MGMT
30716-55793	FINANCE (IT) FY16	FINANCIAL ACCOUNTING SOFTWARE	170,000.00	144,028.53	25,971.47	84.7%	
31117-55803	BLDG MAINT FY17	PARKING LOT -YOUTH SERVICES	300,000.00	7,200.00	292,800.00	2.4%	
31118-55803	BLDG MAINT FY18	PARKING LOT -YSB/POLICE	195,320.00	29,000.00	166,320.00	14.8%	
31120-55851	BLDG MAINT FY20	ADA IMPROVEMENTS YSB/PD	87,000.00	0.00	87,000.00	0.0%	
31120-55852	BLDG MAINT FY20	TOWN HALL BATHROOMS	87,500.00	0.00	87,500.00	0.0%	
31120-55853	BLDG MAINT FY20	AUDITORIUM SEATING UPGRADE	12,760.00	0.00	12,760.00	0.0%	
31121-55851	BLDG MAINT FY21	ADA IMPROVEMENTS YSB/PD	80,700.00	14,500.00	66,200.00	18.0%	
31121-55852	BLDG MAINT FY21	TOWN HALL BATHROOMS	25,000.00	0.00	25,000.00	0.0%	
31122-55819	BLDG MAINT FY22	UST REPLACEMENT	250,000.00	0.00	250,000.00	0.0%	
31122-55892	BLDG MAINT FY22	AC UNIT REPLACMENT RADIO SITES	60,500.00	0.00	60,500.00	0.0%	
31122-55893	BLDG MAINT FY22	EUGENE O'NEILL ROOF REPLACE	60,767.64	2,350.00	58,417.64	3.9%	
31122-57857	BLDG MAINT FY22	CIVIC TRIANGLE UPGRADES	150,000.00	0.00	150,000.00	0.0%	
32320-55847	FIRE SERVICES FY20	COHANZIE ROOF REPLACEMENT	45,000.00	0.00	45,000.00	0.0%	
32322-55847	FIRE SERVICES FY22	COHANZIE ROOF REPLACEMENT	60,000.00	0.00	60,000.00	0.0%	
32322-55881	FIRE SERVICES FY22	GOSHEN A/C	25,000.00	0.00	25,000.00	0.0%	
32920-55846	POLICE DEPT FY20	PD POLICY DIRECTIVES REVAMP	30,000.00	11,455.49	18,544.51	38.2%	
32920-55859	POLICE DEPT FY20	POLICE BLGD ARCHITECTURAL PLAN	15,000.00	0.00	15,000.00	0.0%	
32921-55837	POLICE DEPT FY21	POLICE INFRARED CAMERAS IN CARS	14,350.00	14,076.00	274.00	98.1%	
32921-55864	POLICE DEPT FY21	POLICE BODY CAMERAS	110,100.00	114,107.07	(4,007.07)	103.6%	
32922-55876	POLICE DEPT FY22	CYBER CRIME TASK FORCE EQUIPME	11,000.00	0.00	11,000.00	0.0%	
32922-55877	POLICE DEPT FY22	TRAFFIC MESSAGE BOARDS	28,000.00	0.00	28,000.00	0.0%	
32922-55878	POLICE DEPT FY22	IMPOUND YARD IMPROVEMENTS	28,500.00	0.00	28,500.00	0.0%	
32922-55879	POLICE DEPT FY22	MARINE OUTBOARD MOTORS	38,500.00	0.00	38,500.00	0.0%	
32922-55880	POLICE DEPT FY22	LICENSE PLATE READERS	27,120.00	0.00	27,120.00	0.0%	
33020-55850	PUBLIC WORKS FY20	CROSS ROAD	2,754,000.00	550.10	2,753,449.90	0.0%	
33020-59300	PUBLIC WORKS FY20	FUNDING OFFSET-CROSS ROAD	(2,754,000.00)	0.00	(2,754,000.00)	0.0%	
33021-55866	PUBLIC WORKS FY21	BLOOMINGDALE SOUTH MILL & PAVE	152,690.00	113,553.48	39,136.52	74.4%	
33021-55867	PUBLIC WORKS FY21	REMOVE UST COHANZIE FIRE	299,000.00	37,000.00	262,000.00	12.4%	
33021-55868	PUBLIC WORKS FY21	GALLOWS LANE RECLAIM/PAVE	153,790.00	153,790.00	0.00	100.0%	
33022-55882	PUBLIC WORKS FY22	NORMAN/CONCRETE PANELS	80,100.00	18,097.46	62,002.54	22.6%	

TOWN OF WATERFORD
CAPITAL IMPROVEMENT FUND
JULY 31, 2021

ACCOUNT	DEPT/YEAR	DESCRIPTION	APPROPRIATED	EXPENDED/ ENCUMBERED	BALANCE	EXPENDED	TRANSFERS OUT
33022-55883	PUBLIC WORKS FY22	WILLIAM ST CONCRETER SIDEWALK	42,300.00	8,240.78	34,059.22	19.5%	
33022-55884	PUBLIC WORKS FY22	SUMMER STREET/CONCRETE SW	33,420.00	6,220.98	27,199.02	18.6%	
33022-55885	PUBLIC WORKS FY22	DAVID STREET/CONCRETE SW	43,680.00	8,240.78	35,439.22	18.9%	
33022-55886	PUBLIC WORKS FY22	CROSS ROAD/ASPHALT	69,800.00	0.00	69,800.00	0.0%	
33022-55887	PUBLIC WORKS FY22	ROPE FERRY ROAD	304,000.00	0.00	304,000.00	0.0%	
33022-55889	PUBLIC WORKS FY22	RD RESURFACING SEC A	334,473.00	35,800.00	298,673.00	10.7%	
33022-55890	PUBLIC WORKS FY22	ROAD RESURFACING EVERSOURCE AF	215,813.00	152,222.00	63,591.00	70.5%	
33022-55891	PUBLIC WORKS FY22	T. STATION SCALE & SCALE HOUSE	106,548.00	0.00	106,548.00	0.0%	
33120-55821	UTILITY COMM FY20	IN-LINE WASTEWATER SOLID GRIND	48,000.00	3,077.24	44,922.76	6.4%	
33120-55821	UTILITY COMM FY20	RICHARD'S GROVE P.S. EMERGENCY GENERATOI	37,000.00	31,676.54	5,323.46	85.6%	
33121-55821	UTILITY COMM FY21	IN-LINE WASTEWATER SOLID GRIND	85,000.00	0.00	85,000.00	0.0%	
33121-55871	UTILITY COMM FY21	EVERGREEN PUMP STATION	375,000.00	0.00	375,000.00	0.0%	
33122-55870	UTILITY COMM FY22	CCTV CAMERA & LATERAL LAUNCHIN	120,000.00	0.00	120,000.00	0.0%	
33122-55894	UTILITY COMM FY22	CONTROL PANEL RETRO-FIT (GORMA	30,000.00	0.00	30,000.00	0.0%	
33122-55895	UTILITY COMM FY22	ROOF & SIDING REPLACEMENT	50,000.00	8,600.00	41,400.00	17.2%	
33719-55822	REC & PARKS FY19	LEARY PARK IRRIGATION	47,300.00	0.00	47,300.00	0.0%	
33719-55835	REC & PARKS FY19	VETERAN'S FIELD IRRIGATION SYS	13,700.00	0.00	13,700.00	0.0%	
33720-55854	REC & PARKS FY20	LEARY BASKETBALL COURT REBUILD	55,000.00	0.00	55,000.00	0.0%	
33720-55855	REC & PARKS FY20	TOWN HALL BASKETBALL COURT REP	16,000.00	0.00	16,000.00	0.0%	
33722-55896	REC & PARKS FY22	EQUIPMENT STORAGE PLAN	21,000.00	0.00	21,000.00	0.0%	
34720-55844	I.T. COMMITTEE FY20	BACK UP SYSTEM	10,427.00	0.00	10,427.00	0.0%	
34720-55845	I.T. COMMITTEE FY20	FD NETWORK COMPUTER PHONE WIFI	120,000.00	127,049.00	(7,049.00)	105.9%	
34721-55862	I.T. COMMITTEE FY21	PURE ARRAY	74,000.00	73,940.00	60.00	99.9%	
		TOTALS	5,670,158.64	1,914,775.45	3,755,383.19	33.8%	800,000.00
		PRIOR YEAR EXPENDITURES		820,383.60			
		CURRENT YEAR EXPENDITURES		1,094,391.85			

TOWN OF WATERFORD
CAPITAL PROJECTS FUNDS
JULY 31, 2021

FUND I	DESCRIPTION	APPROPRIATION	EXPENDED	REMAINING BALANCE
424	DISTRICT MAGNET SCHOOL/EARLY CHLDHD LRN CTR	21,248,892.00	21,248,807.19	84.81
432	WATERFORD HIGH SCHOOL BUILDING PROJECT	68,362,787.00	67,786,416.66	576,370.34
	TOTALS	**89,611,679.00**	**89,035,223.85**	**576,455.15**
	PRIOR YEAR EXPENDITURES		**89,035,223.85**	
	CURRENT YEAR EXPENDITURES		**0.00**	

TOWN OF WATERFORD
CAPITAL PROJECTS FUNDS
JULY 31, 2021

FUND I	DESCRIPTION	APPROPRIATION	EXPENDED	REMAINING BALANCE	PCT EXP	BALANCE RETURNED
424	DISTRICT MAGNET SCHOOL/EARLY CHLDHD LRN CTR	21,248,892.00	21,248,807.19	84.81	100.00%	
432	WATERFORD HIGH SCHOOL BUILDING PROJECT	68,362,787.00	67,786,416.66	576,370.34	99.16%	
	TOTALS	**89,611,679.00**	**89,035,223.85**	**576,455.15**	**99.36%**	**0.00**
	PRIOR YEAR EXPENDITURES		**89,035,223.85**			
	CURRENT YEAR EXPENDITURES		**0.00**			

Contributed Gifts Fund
Fund # 212
JULY 31, 2021

FISCAL YEAR 2022	R&P HELMET RODEO DONATIONS	R&P GENERAL DONATIONS	R&P MEMORIAL TREES & BENCHES DONATIONS	R&P FRANCES X. SWEENEY MEMORIAL DONATIONS	R&P DOG PARK DONATIONS	R&P PLAYGROUND DONATIONS	R&P CIVIC TRIANGLE MEMORIAL DONATIONS	R&P DEIDRICK FIELD PRESS BOX DONATIONS	FINANCE DEPT. AUDITORIUM A/V UPGRADE
REVENUES									
REC & PARKS MEMORIAL TREES & BENCHES DONATIONS			$2,000.00						
TOTAL REVENUES	$0.00	$0.00	$2,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL EXPENDITURES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
NET CURRENT YEAR ACTIVITY	$0.00	$0.00	$2,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
PRIOR YEAR BALANCE	$6,425.57	$29.60	($1,588.61)	$65.00	$725.97	$36,175.81	$1,140.00	$12,600.00	$151.00
CURRENT YEAR BALANCE	$6,425.57	$29.60	$411.39	$65.00	$725.97	$36,175.81	$1,140.00	$12,600.00	$151.00

Contributed Gifts Fund
Fund # 212
JULY 31, 2021

FISCAL YEAR 2022	POLICE AUSTISM TRAINING	POLICE DEPT. VEHICLE CHALLENGE	POLICE DEPT. K-9 PROGRAM	POLICE DEPT. GENERAL DONATIONS	POLICE PUBLIC SAFETY DOCK	TOTAL
REVENUES						
REC & PARKS MEMORIAL TREES & BENCHES DONATIONS						$2,000.00
TOTAL REVENUES	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL EXPENDITURES	$0.00	$0.00	$0.00	$0.00	$0.00	
NET CURRENT YEAR ACTIVITY	$0.00	$0.00	$0.00	$0.00	$0.00	$2,000.00
PRIOR YEAR BALANCE	$1,700.00	$780.11	$4,961.89	$7,403.65	$7.04	$70,577.03
CURRENT YEAR BALANCE	$1,700.00	$780.11	$4,961.89	$7,403.65	$7.04	$72,577.03

Insurance
Administration Fund
Balance Sheet
July 31, 2021

Assets	
Cash and Cash Equivalents	5,439,784
Accounts Receivable	0
Due From Other Funds	231,689
Total Assets	5,671,472
Liabilities	
Accrued Liabilities (IBNR)	605,346
Advance Payments	24,768
Total Liabilities	630,114
Net Assets	
Unrestricted	$5,041,359
Total Net Assets	$ $5,041,359

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FIFTEEN ROPE FERRY ROAD

Town of Waterford

WATERFORD, CT 06385-2886

BOARD OF FINANCE 2022-2023 BUDGET GUIDELINES

DATE: September 1, 2021

BUDGET REQUESTS NOT ADEQUATELY PRESENTED OR JUSTIFIED MAY BE RETURNED, REDUCED, OR SIMPLY NOT APPROVED.

SECTION A: GENERAL INSTRUCTIONS

All Town departments, boards, commissions and agencies are directed to use the following guidelines, attachments, and forms in the preparation of your Fiscal Year 2022-2023 budget.

1. **Every budget line item should be justified and explained to the maximum extent possible.** The amount requested should not be a percentage increase from the previous year's expenditure. This includes detailed lists of all expenditures using, as a minimum, the previous 24 months' values. For certain measurable items such as electricity, heat and gasoline, a minimum of 24 months of history should be disclosed to justify the volume of units used in calculating the need for FY2023. If anomalies exist causing the 24-month historical use to be inaccurate, do not use it; however, please include an explanation on how the proposed budgeted amount was calculated.

2. Comparisons to prior year budgets should be based on what was appropriated by the RTM, (i.e. do not include mid-year appropriations). Be sure to identify any new cost items that have not appeared in earlier budgets.

3. To ensure purchase quality, provide consistency and to determine appropriate costs for each item, all budget requests for the purchase of any equipment or supplies MUST be reviewed by the Director of Finance or the Purchasing Agent in the Finance Director's absence. When possible, similar equipment will be purchased for all departments to save costs for maintenance and supplies.

   All equipment must be budgeted under the equipment line and not under other lines (i.e. other supplies or maintenance of vehicles, etc.).

4. Provide a detailed breakdown of all service contracts and maintenance & repair costs. These should be reviewed with the Director of Finance or Purchasing Agent to ascertain if cost savings can be achieved by servicing similar equipment from many departments under one bill

with prorated costs. In addition, all such budget requests MUST be reviewed by either of these individuals to ensure all costs are consistent and appropriate. **Maintenance and Service contracts related to Software & Hardware will be budgeted within the Information Technology Budget. Please ensure your requests are forwarded the IT Committee Chair to ensure they are included in the IT Budget Proposal.**

5. Personnel budgets for each department are established based on the number and classification of employees disclosed at the budget hearings. Department heads must provide explanation for variance(s) between the annual personnel survey report provided by the Human Resources Director and the budgeted personnel count. Transfer of funds from one 51000 series line item to another for the purpose of creating additional positions or change of classification requires prior approval of the Finance Board and the RTM. Open positions should not be filled unless absolutely necessary. Departments Heads must disclose the assignment of and costs associated with re-assignment of personnel outside of their normal work function. Please attach a detailed listing of positions under each category (i.e. administration).

6. Provide a detailed listing of specific dues, conferences and other educational expenses and a rationale for this need. These costs must be disclosed within this classification and not included under Training. The Training Line Item must be restricted to mandated or required training only.

    - Provide a five-year history of mandatory training
    - Describe the changes year-to-year as the schedule requires

7. Accounts with a $1 budgeted will be zeroed out and removed unless a justification to keep it open is attached.

8. A certified audit report of all funds appropriated during the last completed fiscal year should be supplied by public health nurses, Ledge Light Health District, seCTer, library and social service agencies. Requests should also include a reporting of total Waterford residents serviced.

9. Any organization that receives funds from source(s) other than the Town or anticipates receiving funds from source(s) other than the Town is requested to disclose the source(s), amount received/anticipated and how those funds are or will be used. Any organization that receives funding from outside sources and does not disclose those sources is required to provide an explanation. For each source of funding please provide the amount received in the previous fiscal year, the amount received or expected in the current fiscal year and any amount expected in the next fiscal year, including grants. In addition, for grant funds, include the line item from which the funds were expended, as well as a projection of anticipated grant funds for the next fiscal year.

    - The Utility Commission must provide a copy of its Sewer Enterprise Fund current fiscal year operating budget and its projected operating budget for Fiscal Year 2022-2023.

10. Director of Fire Services is requested to provide rationale for differences (if any) between fire company budgets in all budgeted classifications now that all company budgets are funded through the Fire Service budget. In addition, please provide a summary by line item for each company.

11. The Youth and Family Services Bureau, Recreation and Park Department and the Senior Citizens Commission are expected to provide a summary of the past, current and projected size of each program and any revenue vs. cost information associated with fee based programs. Provide a 3-year history of all programs offered but were subsequently cancelled and provide the reason for the cancellation.

12. The Youth and Family Services Bureau, Recreation and Park Department and the Senior Citizens Commission are expected to provide a full accounting report for any grants, donations or special revenue received from sources other than the Town of Waterford for Fiscal Year 2020-2021 and current data on Fiscal Year 2021-2022. Said reports <u>MUST</u> be attached to the department Fiscal Year 2023 budget request.

<u>SECTION B - FINANCE DEPARTMENT INSTRUCTIONS</u>

1. Review your schedule of fees charged, providing the rationale for those amounts. Please report your revenues on the Schedule of Revenue. This form should be used to report <u>General Fund</u> revenue only.

2. Personnel costs for general government employees covered by expired or expiring union contracts should be calculated at the rate in effect at the expiration of the current contract. For budget purposes, note that there are **261** workdays/**52.2** weeks (Monday-Friday) in fiscal year 2022-2023.

3. Calculate mileage reimbursement at **56.0** cents per mile (2021 IRS standard mileage rate).

4. Calculate unleaded gasoline as follows:
   $1.35 per gallon; (Estimated price/gallon based on information provided by our current supplier.)

5. Calculate heating oil and diesel as follows:
   (Estimated price/gallon based on information provided by our current supplier.)

Ultra Low Sulfur Diesel Fuel;	$1.6318 per gallon (summer blend)
Ultra Low Sulfur Diesel Fuel:	$1.6318 per gallon (winter blend)
#2 Heating Oil	$1.6714 per gallon

6. The Finance Office will provide all standard office supplies. (Only those supplies that are unique to your department needs and not available through the Finance Office should be reflected in your budget request.) A list of standard office supplies provided by the Finance Office can be found on the "T" Drive in the Purchasing Folder for your reference. Office

furniture and equipment are not consumables and must be budgeted in department budgets.

7. The Finance Office will provide black and white printing unless your requirement is unusual. Check with the Purchasing Agent before budgeting for any printing. All color printing must be budgeted within your department's operating budget at a rate of $.05 per page.

8. Include a brief functional statement of the duties and responsibilities of your agency and submit the budget summary worksheet for your department. A budget format template (MsWord) and budget worksheet template (Excel) can be found on the **"G" Drive/Budget 2022-2023/FY23.** There are tabs along the bottom of the workbook for each department. All budgets and supporting documentation must be submitted on 8 ½ x 11 paper. If that drive is not available to your office, please contact the Finance Office as soon as possible. **Only these forms will be accepted.**

9. An excel workbook titled **FY 23 Personnel-Fringe Benefit Template** is available on the **"G" Drive/Budget 2022-2023**. There is a tab for Salaries and a tab for Fringe Benefits. A "SAMPLE" tab is also included for the salaries worksheet. These forms must be completed and submitted in Excel format with your budget request**. Totals on these forms must reconcile with line item budget requests.**

10. Any amounts proposed to be expended for gifts associated with illness, retirement, special personal events or achievements, etc. must be submitted to the First Selectman, with justification, for inclusion in the Board of Selectmen's budget. Traditional employee performance awards and citations are permissible through departmental budgets but must be described in your budget justification.

11. Any department with employees covered under the GGA Contract or Non-Union Management Professionals whose sick time will exceed the maximum accrual allowed by the GGA Contract, must budget the value of the estimated overage under Fringe Benefits by individual calculated as follows:

    Current hourly rate of pay - (employee's annual salary on their anniversary date divided by 2080 hours) times 50% of the numbers of hours over the maximum (175 days) if hired prior to July 1, 2006. This amount will be deposited into the employee's HRA.

SECTION C – ADDITIONAL BUDGET INSTRUCTIONS

It is recognized that much work goes into the preparation of your budgets and your efforts and cooperation are acknowledged and appreciated.

Please email your budget documents to Kim Allen, kallen@waterfordct.org no later than the close of business on **December 10, 2021**. Budgets that require commission approval should include a copy of the meeting minutes that show the commission's vote to approve the FY23 budget request.

If you are unable to email your budget, please send two copies of your final budget to the Finance Office no later than close of business on **December 10, 2021**. **Your budget must be single-sided, indexed, paginated and submitted without staples.** You must be in attendance for your budget review session in accordance with the attached schedule.

Ronald Fedor, Chairman
Board of Finance

Attachments:

- Schedule of Revenues (general and special fund)
- Budget Workbook – Department
- Uniform Budget Forms
- Personnel-Fringe Benefit Template

(These documents are also available on the 'G' Drive/Budget 2022-2023)

11 d.

Waterford Ambulance Service
2021/2022 Budget

Payee	Comment	Amount	Total	Increases
		Monthly	Yeraly	
Baude & Rolfe	Accounting Services	$1,000.00	$12,000.00	$0.00
Verizon	2 Mobile Phones + Internet 5 Amb.	$290.00	$3,480.00	Minus 1.9 K
Common Cents	EMS Supplies	$1,250.00	$15,000.00	0.00
Physio Control	LUCAS Contract 5 Units		$3,000.00	
Stryker Medical	5 Stretcher Annual Contract	$2,848.23	$34,178.76	16.5 K +
Maine Oxy	Oxygen Supplies	$291.67	$3,500.00	$0.00
Cyntox	Medical Waste Service 12 Month		$2,000.00	Minus 2 K
Eastford Fire & Secor Dodge	Mechanical Maintenance six Units	$2,500.00	$30,000.00	Minus 2 K
Ricoh Copies	Four EMS Stations & WAS Office	$50.00	$600.00	$ 350. +
Quick Med Claims	Billing Service	$5,200.00	$62,400.00	Minus 16 K
Attorney	Legal Fees		$4,000.00	$0.00
Town of Waterford	Fuel- Gas & Diesel all 6 units (7,152)	$1,000.00	$12,000.00	$0.00
Town of Waterford	Monthly Payment per Contract	$1,000.00	$12,000.00	$0.00
Benchmark Insurance Co.	Workers Compensation		$35,600.00	3 K +
McNeil & Co.	Vehicle & Umbrella Policy		$35,000.00	Minus 5 K
Depreciation Expense	Goal $ 5,000.00 Per month	$5,000.00	$0.00	Minus 60 K
Radio Repairs	Six Mobiles & Six Portables + 6 Med.	$250.00	$3,000.00	None
Pagers/ Amp Chargers				None
Computers Expenses	12 Laptops for all 6 units + office		$10,000.00	None
Office Supplies		$100.00	$1,200.00	None
Membership & Dues	N. L. C. F. C. + Log Me In		$275.00	
Postage & Shipping		$41.67	$500.00	Minus$100.00
Licenses & Permits	Sec. of State +		$100.00	
ESO Solutions	Scheduling Software + Hospital Conn.	$5,000.00	$5,000.00	+ 2 K
EMS Technology Solutions	Inventory/Asset Management Software		$3,000.00	New
Stipends & Precepting	Five EMS Stations	$833.00	$10,000.00	Minus 2 K
EMS Manager	Full Time	$6,250.00	$75,000.00	
Full Time EMS Crew (2 EMT's)	24 /7 Coverage X 12 Months		$321,667.00	2.00%
16 Hour Crew (2 EMT,s)	16/7 Coverage X 12 Months	$662,012.00	$214,445.00	2.00%
Administrative Support			$900.00	Minus
24+16 Hours Crews (2 EMT's)	Payroll Taxes X 12 Months for the above @ 14 %		$87,082.00	
	Total Payroll & Taxes	$749,094.00		
Benefits			$20,000.00	NEW
Paycheck	Payroll Service	$230.77	$6,000.00	$0.00
EMS Training & Education		$500.00	$6,000.00	Minus 9 K
Travel			$2,000.00	Minus 6 K
Recruiting & Retention	EMS Week, Awards, Food, Other		$5,000.00	None
Uniforms			$4,000.00	$0.00
Physicals	Occupational Health		$1,000.00	$0.00
Background Checks	Foley Carrier Service		$500.00	$0.00
Donations	Youth Football + WPD Standbys +	$250.00	$3,000.00	Minus .5 K
	Total Proposed Budget 2021/2022	#REF!	$1,044,427.76	
		Minus		
Income Projected	Estimated Billing Revenue		$1,000,000.00	
	Speedbowl		$8,000.00	
	Interest Income On Capital Accout		$12,000.00	
	Sub Total		$1,024,427.76	
	Refunds (Estimate)	Minus	$3,500.00	
	Total Income		$1,020,927.76	
Difference $	(Possible Loss) $ 20,927.76			

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