

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager *nm*
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: September 4, 2019
Subject: August Monthly Report – Finance Office



GENERAL:

- **StreetScan:** waiting on removals, width edits and additions. Once that is complete, we will revise the 10-year plan and provide a refreshed version. Also waiting on sewer piping shapefile from Engineer.
- Reached out to Region 16 for a **fall intern**. Might be getting 2 and alternating days. Will help with workload/catching up.
- Met with J. Carroll on 8/22 about **Financial Policy Manual**. I drafted a memo with a list of my initial suggested revisions/additions/deletions for the meeting. We discussed this list in detail. We set a drafting schedule. Hoping to do 2-3 sections every 2 weeks or every month. Splitting up sections between the two of us.
- **Issue with buyer of Engine 1** setting up transporter; sending frequent and more compelling reminders. Paid for item; just pick-up delays.
- Participated in a **ClearGov webinar**, which is a sophisticated budgeting software to determine if it would be something we are interested in. Waiting on quotation.
- Met with First Selectman and WPCF Superintendent regarding the **digester cleaning project** and overall WWTP capital plan.
- Created a **new-hire on-boarding packet** and processed new-hire paperwork.
- Continued to discuss **fee-setting**; in particular, the road opening permit.
- **Drafted three (3) RFQ/RFP's** (confidential until released).

BUDGET/PAYABLES/RECEIVABLES/PROJECTS:

- **Three (3) transfers** are being provided with explanations and suggested codes. These either occurred after the set of 65 supplied in August or were due to a miscalculation by Finance – we apologize for the inconvenience.
- **Town meetings** not yet scheduled for 2016 bond re-appropriation and police PT patrol wages transfer.
- Worked with **Police Department** Office Coordinator to get more information on the **private duty accounts bad debt** for Swan, Edwards & Fischer. Computer crash in those years prevents her from locating electronic records and hard copy records were not saved. Another billing attempt was made for NEJ on 8/28. Therefore, a revised bad debt collection summary proposal is being provided to the BOF and BOS with NEJ excluded as we are still actively pursuing this amount. A bad debt write-off policy is also being presented – extending the original timeframe of 365 days to 720 days and increasing the number of attempts.
- The **Police Union Contract** was recently ratified; Finance reviewed rates and confirmed FY20 Private Duty rates (internal and external) with Police and First Selectman. First Selectman established/approved the rates and they have been posted on the website.
- **Road/infrastructure updates:**
 - **Skokorat Rd.** drainage work completed. Sent bill for pipe cost difference of \$2,159.04 to Nafis on 8/20. Pinged on 9/3. Pavement quote supplied \$226K. Delta of \$6K+ from budget is tack oil. Bond/insurance paperwork received. PO issued to O&G. \$80K budgeted in NR Cap + \$146K unbudgeted out of NR Cap prior year

balance. Paving scheduled for week of 9/9. Posted on website on 8/27 to proactively notify residents.

- **Railroad Ave.** bond/insurance paperwork received. Milling and paving PO to O&G. Paving scheduled for week of 9/9. Posted on website on 8/27 to proactively notify residents.
- **Lancaster Dr. (Industrial):** Gorman Group performed fiber mat application in 1 day (8/28). Invoice will most likely be submitted in the next couple weeks. Posted on website on 8/27 to notify residents. DPW notified earlier in person.
- **Burton Road wall repair** waiting on budget from engineer.
- **Wolfe Ave:** Contacted M. Krenesky to determine who is project manager. Sent abatement and demo RFP examples to get drafting started.
- **Beacon Valley/Rimmon Hill funding sources:** \$184K from 2016 bond re-appropriation once town meeting occurs plus \$100K left in FY20 operating. And/or part of new BAN/Bond in FY20 for 10-year plan.
- **Road Opening Permit** form and fee revision. Examples sent to Road Foreman for review and drafting. Notification for utilities could go here but should also go on RFP template and Police scheduling documentation.

GRANTS:

- **FEMA Tornado reimbursement:** NO CHANGE - CRC is working on a determination letter for Cat A (\$380,719.01). On 8/5, we received the payment notification for \$33,343.80 (out of the \$43,791.90 obligated for the other projects. The delta is due to Cat A not being determined as of yet. FEMA holds a percentage of donated resources until final determination.
 - Sent a formal email request to all tornado stakeholders to participate in the After-Action Review (AAR). Awaiting EMD to set up a meeting/electronic process.
- **2019 EMPG:** received paperwork for 2019. 9/30 deadline stated. Contacted State to confirm this is still a rolling deadline like previous years. For example, we have yet to submit for 2018.
- **2019 VFA:** official notice received in mail. PO drafted and sent.
- **Firehouse Subs grant:** submitted on 8/28 for \$24,994 for (6) rescue strut kits (higher weight limits). Would be 100% funded; no local match required. Unfortunately, I discovered all CT Firehouse Subs locations closed at the end of June due to financial hardship apparently. Unsure if that will impact funding selections.
- **2019 Katharine Matthies** award notifications for all 3 projects (Senior Computer Center, Fire Dept. Lucas Device, and Matthies Park Historical Signage) submitted. All 3 applications had amounted to \$45,494. \$28,000 awarded. \$17,494 shortfall due to grantor attempting to spread out funding as fairly as possible over all successful applicants. Stakeholders contacted to begin moving projects forward.
- **2018 DERA Grant** (2020 Freightliner Plow Truck for DPW) – expiration of grant timeline was 8/30/19. Extension filed (and granted) to 9/20/19 for destruction of 2000 International truck task due to DPW workload and delays on behalf of Freightliner with the delivery. Delivery was advertised on the website. Financing paperwork processed and signed, and payment already made.

Attachments:

- FY19 Transfers (third set)
- August - Actual & Estimated Revenue
- August - Expenditures, Encumbrances & Appropriations
- Police Private Duty – Bad Debt Write-Off
- Police Private Duty – FY20 Rate Schedule

TOWN OF BEACON FALLS
TRANSFERS FOR 9/9/19 BOS MEETING & 9/10/19 BOF MEETING
THIRD SET OF YR-END TRANSFERS
SUMMARY

Report Date
09/04/2019

#	ACCT #	ACCT NAME	TOTAL	TRANSFER FROM (ACCT #)	TRANSFER FROM (ACCT NAME)	Reason for Delay
	Registrar					
1	10.90.29.1174	E-Poll Books & Training	-\$62.60	10.90.29.1176	Office Supplies	Miscalculation by Finance in transfers submitted at 8/12 & 8/13 meetings.
	Wastewater Treatment					
2	10.90.67.1049	Wages - Overtime	-\$174.40	10.90.67.1780	Sewer Maintenance	Miscalculation by Finance in transfers submitted at 8/12 & 8/13 meetings.
3	10.90.67.1760	Plant Operations	-\$110.00	10.90.67.1780	Sewer Maintenance	Additional bill received after 8/8.
			-\$347.00			

***NOTES:**

SUMMARY LIST OF TRANSFERS ABOVE DOES NOT INCLUDE:
\$60,518.89 for 10.90.53.1041 (Police Wages - PT Patrol)

BOS Signature

_____ **Date**

BOF Signature

_____ **Date**

Transfer Completed

_____ **Date**

Finance Manager

Statement of Actual & Estimated Revenue

Town of Beacon Falls

For Period Ending 08/31/2019

Selecting on FUND from 10 to 10

ACCOUNT	DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
<u>TAX REVENUE</u>						
10.80.06.4300	TAX RECEIPTS	16,452,505.00	1,545,872.11	9,187,358.73	7,265,146.27	55.84
10.80.06.4301	PRIOR YEAR PROPERTY TAXES	230,000.00	28,365.42	51,456.19	178,543.81	22.37
10.80.03.4122	INTEREST - TAX COLLECTOR	118,000.00	10,879.50	19,532.42	98,467.58	16.55
10.80.03.4123	LIENS/FEES - TAX COLLECTOR	1,200.00	59.31	419.25	780.75	34.94
10.80.03.4126	SUPPLEMENTAL MOTOR VEHICLE TAX - CURRENT & PRIOR	185,000.00			185,000.00	
10.80.03.4132	WATER PROJECT (2001) - CURRENT & PRIOR	55,000.00	322.06	407.29	54,592.71	0.74
10.80.03.4133	RIMMON HILL SEWER ASSESSMENTS	135,000.00	1,772.05	2,334.48	132,665.52	1.73
10.80.04.4130	TELECOMM. PROPERTY TAX	8,414.00			8,414.00	
<u>STATE GRANTS</u>						
10.80.01.4005	STATE PROPERTY TAX (PILOT)	24,899.00			24,899.00	
10.80.01.4030	DISABILITY TAX RELIEF	1,750.00			1,750.00	
10.80.01.4035	ADD. EXEMPTIONS FOR VETERANS	9,200.00			9,200.00	
10.80.01.4040	TOWN AID ROAD MAINT	190,730.00			190,730.00	
10.80.01.4045	SCHOOL EQ. GRANT GTB&ECS	3,995,130.00			3,995,130.00	
10.80.01.4055	MASHANTUCKET PEQUOT GRANT	12,467.00			12,467.00	
10.80.01.4066	MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
<u>FEES & PERMITS</u>						
10.80.02.4070	PLANNING/ZONING COMMISSION	2,500.00	150.00	425.00	2,075.00	17.00
10.80.02.4075	ZONING BD. OF APPEALS	500.00			500.00	
10.80.02.4080	BUILDING PERMITS	135,000.00	18,858.00	31,160.72	103,839.28	23.08
10.80.02.4081	AMBULANCE REIMBURSEMENT	3,000.00			3,000.00	
10.80.02.4082	FIRE MARSHAL INSPECTIONS FEES	3,000.00			3,000.00	
10.80.02.4087	TOWN CLERK - CONVEYANCE	70,000.00	12,345.85	20,878.07	49,121.93	29.83
10.80.02.4089	TOWN SHARE - TOWN CLERK MERS	4,000.00	574.00	1,018.00	2,982.00	25.45
10.80.02.4090	MISCELLANEOUS PERMITS	2,500.00	260.00	485.00	2,015.00	19.40
10.80.02.4091	INLANDS WETLANDS FEES	1,500.00		44.00	1,456.00	2.93
10.80.02.4096	POLICE EXTRA DUTY	30,000.00	30,000.00	30,000.00		100.00
10.80.02.4099	POLICE - OTHER REVENUE	2,000.00	80.00	80.00	1,920.00	4.00
10.80.02.4101	POLICE TRAFFIC TICKETS	3,000.00	605.00	605.00	2,395.00	20.17
10.80.02.4110	DISPOSAL FEES	250.00	18.00	46.00	204.00	18.40
10.80.02.4120	MINI-BUS	4,200.00	298.00	925.00	3,275.00	22.02
10.80.02.4999	MISCELLANEOUS INCOME			624.00	624.00-	
<u>OTHER REVENUE</u>						
10.80.04.4140	MISCELLANEOUS	500.00	427.25	427.25	72.75	85.45
10.80.04.4145	INSURANCE REFUNDS	10,000.00	16,675.00	16,675.00	6,675.00-	166.75
10.80.04.4150	XEROX EQUIPMENT	200.00	6.00	76.00	124.00	38.00
10.80.04.4155	REGION #16-SURPLUS	10,000.00			10,000.00	
10.80.04.4157	LEACHATE COLLECTION SYSTEM	80,000.00			80,000.00	
10.80.05.4165	INVESTMENTS/INTEREST EARNED	150,000.00	20,468.92	30,265.80	119,734.20	20.18
10.80.06.4325	TRANSFER FROM UNASSIGNED FUND BALANCE	366,809.00			366,809.00	
10.80.06.4400	SALE OF TOWN PROPERTY			2,600.00	2,600.00-	
Report Totals		22,342,063.00	1,688,036.47	9,397,843.20	12,944,219.80	42.06

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Statement of Expenditures, Encumbrances & Appropriations

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Town of Beacon Falls

For Period Ending 08/31/2019

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USEC
10.90.01.1010							
FIRST SELECTMAN SALARY	52,181.00	52,181.00	4,041.61	8,041.61		44,139.39	15.41
10.90.01.1011							
WAGES - SELECTMAN	12,896.00	12,896.00	1,000.00	2,000.00		10,896.00	15.51
10.90.01.1012							
WAGES - SELECTMAN	12,896.00	12,896.00	1,000.00	2,000.00		10,896.00	15.51
10.90.01.1013							
GRANT WRITER	7,500.00	7,500.00				7,500.00	
10.90.01.1014							
HUMAN RESOURCES SPECIALIST	32,450.00	32,450.00	2,240.01	2,240.01		30,209.99	6.90
10.90.01.1020							
FIRST SELECTMAN'S SECRETAR	42,060.00	42,060.00	3,157.00	5,536.03		36,523.97	13.16
10.90.01.1220							
FIRST SELECTMAN'S EXPENSES	2,500.00	2,500.00	247.29	322.29		2,177.71	12.89
Totals for Department:	162,483.00	162,483.00	11,685.91	20,139.94		142,343.06	12.40
01 (SELECTMAN)							
10.90.03.1040							
WAGES - CUSTODIAN	36,590.00	36,590.00	3,376.10	5,816.88		30,773.12	15.90
10.90.03.1049							
WAGES - OVERTIME CUSTODIAN	1,000.00	1,000.00				1,000.00	
10.90.03.1070							
BOARD & COMMISSION CLERKS	10,000.00	10,000.00	1,160.50	1,160.50		8,839.50	11.61
10.90.03.1071							
BOARD & COMMISSION EXPENSE	1,000.00	1,000.00				1,000.00	
10.90.03.1078							
LEGAL NOTICES	4,000.00	4,000.00				4,000.00	
10.90.03.1080							
POSTAGE	3,000.00	3,000.00		158.85		2,841.15	5.30
10.90.03.1090							
OFFICE SUPPLIES	9,000.00	9,000.00	803.91	1,250.60	575.00	7,174.40	20.28
10.90.03.1105							
COMPUTER-TECHNICAL SUPPRT	32,560.00	32,560.00	2,280.00	4,560.00	22,800.00	5,200.00	84.03
10.90.03.1110							
HONOR ROLL MEMORIAL	600.00	600.00				600.00	
10.90.03.1120							
UTILITIES - ELECTRICITY	7,000.00	7,000.00	1,247.21	1,247.21		5,752.79	17.82
10.90.03.1121							
ELECTRICITY - SOLAR GENERATI	50,000.00	50,000.00	5,695.39	5,695.39		44,304.61	11.39

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10.90.03.1122							
UTILITIES - HEAT & WATER	6,000.00	6,000.00	138.04	138.04		5,861.96	2.30
10.90.03.1130							
TELEPHONE	21,000.00	21,000.00	1,306.19	2,447.92		18,552.08	11.66
10.90.03.1140							
MISC. REPAIRS/BUILDING MAINT	12,000.00	12,000.00	5,688.64	5,688.64	4,059.00	2,252.36	81.23
10.90.03.1160							
ELEVATOR SERVICE AGREEMEN	3,400.00	3,400.00	235.00	470.00	2,350.00	580.00	82.94
10.90.03.1167							
MILEAGE & TOWN CAR MAINT.	2,000.00	2,000.00	108.06	108.06		1,891.94	5.40
10.90.03.1495							
EDUCATION/TRAINING	5,500.00	5,500.00	419.99	666.99		4,833.01	12.13
10.90.03.1600							
ALARM SYSTEM MONITORING	7,050.00	7,050.00	608.49	1,018.47	1,844.91	4,186.62	40.62
Totals for Department:	211,700.00	211,700.00	23,067.52	30,427.55	31,628.91	149,643.54	29.31
03 (TOWN HALL)							
10.90.05.1010							
WAGES - TOWN CLERK	5,400.00	5,400.00	144.50	3,426.50		8,826.50	63.45
10.90.05.1020							
WAGES-ASST.TOWN CLERK P/T	24,700.00	24,700.00	1,772.02	3,268.51		21,431.49	13.23
10.90.05.1042							
WAGES - ASST. TOWN CLERK	44,717.00	44,717.00	3,355.80	5,872.65		38,844.35	13.13
10.90.05.1170							
TOWN CLERK EXPENSES	5,000.00	5,000.00	61.07	661.07		4,338.93	13.22
10.90.05.1175							
ELECTION EXPENSES	1,500.00	1,500.00	387.18	387.18		1,112.82	25.81
10.90.05.1180							
MICRO FILM RECORDS	20,560.00	20,560.00	1,555.00	3,110.00	15,550.00	1,900.00	90.76
10.90.05.1190							
LEASE-PURCH COPIER	2,000.00	2,000.00	62.18	124.64	575.00	1,300.36	34.98
10.90.05.1195							
RECORDS/BOOKS	4,000.00	4,000.00		256.00		3,744.00	6.40
10.90.05.1210							
MAP PRINTER MAINT. & SUPPLIE	600.00	600.00				600.00	
10.90.05.1405							
VITAL STATISTICS	200.00	200.00				200.00	
10.90.05.2155							
GENERAL CODE	1,200.00	1,200.00			1,200.00		100.00

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Totals for Department: 05 (TOWN CLERK)	109,877.00	109,877.00	7,337.75	10,253.55	17,325.00	82,298.45	25.10
10.90.07.1010 WAGES - TAX COLLECTOR	40,921.00	40,921.00	2,877.00	5,195.59		35,725.41	12.70
10.90.07.1020 WAGES - ASST. TAX COLLECT	47,684.00	47,684.00	3,578.40	6,268.59		41,415.41	13.15
10.90.07.1049 WAGES - OVERTIME	500.00	500.00	76.68	76.68		423.32	15.34
10.90.07.1060 COMPUTER SUPPORT	6,300.00	6,300.00			6,277.00	23.00	99.63
10.90.07.1061 COMPUTER SVCS - PRINTING	10,200.00	10,200.00	6,600.54	6,600.54		3,599.46	64.71
10.90.07.1220 MISCELLANEOUS EXPENSES	6,000.00	6,000.00	93.74	93.74		5,906.26	1.56
Totals for Department: 07 (TAX COLLECTOR)	111,605.00	111,605.00	13,226.36	18,235.14	6,277.00	87,092.86	21.96
10.90.09.1010 WAGES - TREASURER	12,896.00	12,896.00	1,000.00	2,000.00		10,896.00	15.51
Totals for Department: 09 (TREASURER)	12,896.00	12,896.00	1,000.00	2,000.00		10,896.00	15.51
10.90.11.1020 WAGES - BLDG INSPECTOR	34,426.00	34,426.00	2,439.84	4,377.36		30,048.64	12.72
10.90.11.1130 BUILDING INSPECTOR PHONE	625.00	625.00	42.40	42.40		582.60	6.78
10.90.11.1167 BUILDING INSPECTOR MILEAGE	2,500.00	2,500.00	296.96	296.96		2,203.04	11.88
10.90.11.1220 MISCELLANEOUS EXPENSES	2,000.00	2,000.00				2,000.00	
Totals for Department: 11 (BUILDING DEPT)	39,551.00	39,551.00	2,779.20	4,716.72		34,834.28	11.93
10.90.13.1045 WAGES - LONGEVITY	8,400.00	8,400.00				8,400.00	
10.90.13.1047 WAGES-PILO HEALTH INS.	9,000.00	9,000.00				9,000.00	

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For Period Ending 08/31/2019

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.13.1235							
WAGE SALARY ADJUSTMENTS	45,000.00	45,000.00				45,000.00	
10.90.13.1240							
SOCIAL SECURITY	173,000.00	173,000.00	12,215.91	22,342.75		150,657.25	12.91
10.90.13.1245							
MEDICAL INSURANCE	290,000.00	290,000.00	22,571.37	67,228.83		222,771.17	23.18
10.90.13.1246							
LIFE INSURANCE	16,000.00	16,000.00	947.52	1,926.52		14,073.48	12.04
10.90.13.1247							
DENTAL REIMBURSEMENT	15,000.00	15,000.00	1,221.20	2,442.40		12,557.60	16.28
10.90.13.1250							
PENSION PLAN	388,000.00	388,000.00	15,513.52	184,827.00		203,173.00	47.64
10.90.13.1255							
WORKERS COMPENSATION	183,825.00	183,825.00		163,815.00		20,010.00	89.11
10.90.13.1256							
FIRE DEPARTMENT INSURANCE	21,700.00	21,700.00	2,378.00	3,653.03		18,046.97	16.83
10.90.13.1595							
PW CLOTHING ALLOWANCE	5,000.00	5,000.00	221.93	221.93		4,778.07	4.44
Totals for Department: 13 (EMPLOYEE'S BENEFITS)	1,154,925.00	1,154,925.00	55,069.45	446,457.46		708,467.54	38.66
10.90.15.1041							
WAGES - CERT. ASSESSOR	63,409.00	63,409.00	4,826.59	8,446.53		54,962.47	13.32
10.90.15.1042							
WAGES - CLERK (P/T)	24,410.00	24,410.00	1,649.85	3,042.52		21,367.48	12.46
10.90.15.1060							
COMPUTER SUPPORT	9,650.00	9,650.00	4,752.00	4,752.00	4,898.00		100.00
10.90.15.1061							
COMPUTER SVCS - PRINTING	1,470.00	1,470.00	1,300.00	1,300.00	170.00		100.00
10.90.15.1220							
OFFICE SUPPLIES	3,500.00	3,500.00	340.00	366.00		3,134.00	10.46
10.90.15.1280							
GIS (MAPS)	6,800.00	6,800.00	3,000.00	3,000.00	3,800.00		100.00
10.90.15.1495							
EDUCATION	1,030.00	1,030.00				1,030.00	
Totals for Department: 15 (BD OF ASSESSORS)	110,269.00	110,269.00	15,868.44	20,907.05	8,868.00	80,493.95	27.00

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Statement of Expenditures, Encumbrances & Appropriations

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ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USEC
10.90.17.1042							
WAGES - BOARD OF APPEALS	1,800.00	1,800.00				1,800.00	
Totals for Department: 17 (BD OF ASSESSMENT & APPEALS)	1,800.00	1,800.00				1,800.00	
10.90.19.1380							
AUDIT	29,000.00	29,000.00		10,600.00	18,400.00		100.00
Totals for Department: 19 (BOARD OF FINANCE)	29,000.00	29,000.00		10,600.00	18,400.00		100.00
10.90.20.1044							
WAGES - FINANCE CLERK	48,903.00	48,903.00	3,669.40	6,395.24		42,507.76	13.08
10.90.20.1046							
WAGES - FINANCE MANAGER	62,400.00	62,400.00	7,647.51	12,751.39		49,648.61	20.43
10.90.20.1060							
COMPUTER SUPPORT	7,700.00	7,700.00				7,700.00	
Totals for Department: 20 (EXCHANGE GENERAL REVENUE)	119,003.00	119,003.00	11,316.91	19,146.63		99,856.37	16.09
10.90.21.1060							
EDC CONSULTANT	48,000.00	48,000.00	2,880.00	2,880.00		45,120.00	6.00
10.90.21.1220							
EXPENSES - EDC	1,000.00	1,000.00	27.48	54.96		945.04	5.50
Totals for Department: 21 (ECONOMIC DEVELOPMENT)	49,000.00	49,000.00	2,907.48	2,934.96		46,065.04	5.99
10.90.23.1041							
WAGES - ENFORCEMENT OFFI	3,642.00	3,642.00	218.03	218.03		3,423.97	5.99
10.90.23.1305							
SOIL CONSERVATION	1,000.00	1,000.00				1,000.00	
Totals for Department: 23 (INLAND WETLANDS)	4,642.00	4,642.00	218.03	218.03		4,423.97	4.70
10.90.24.1220							
EXPENSES	1,000.00	1,000.00				1,000.00	
10.90.24.1806							
LAND ACQUISITION/OPEN SPACE	1,000.00	1,000.00				1,000.00	
10.90.24.1807							
OPEN SPACE MAINTENANCE	5,000.00	5,000.00				5,000.00	

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Totals for Department: 24 (CONSERVATION)	7,000.00	7,000.00				7,000.00	
10.90.25.1040 WAGES - ZONING ENFORCEMENT	33,093.00	33,093.00	2,739.28	4,679.28		28,413.72	14.14
10.90.25.1220 EXPENSES	1,500.00	1,500.00	127.00	127.00		1,373.00	8.47
10.90.25.1402 BLIGHT	100.00	100.00				100.00	
Totals for Department: 25 (PLANNING & ZONING)	34,693.00	34,693.00	2,866.28	4,806.28		29,886.72	13.85
10.90.29.1010 WAGES-REGISTRARS (2)	26,400.00	26,400.00	2,200.00	4,400.00		22,000.00	16.67
10.90.29.1011 WAGES - DPTY REGISTRARS	1,500.00	1,500.00	270.00	270.00		1,230.00	18.00
10.90.29.1031 WAGES - ELECTION WORKERS	6,200.00	6,200.00				6,200.00	
10.90.29.1173 CERTIFICATION & WORKSHOPS	500.00	500.00				500.00	
10.90.29.1175 REGISTRATION/CONFERENCES	2,600.00	2,600.00	680.87	680.87		1,919.13	26.19
10.90.29.1176 OFFICE SUPPLIES	1,500.00	1,500.00	165.00	165.00		1,335.00	11.00
10.90.29.1177 MAINT. VOTING MACHINES	1,000.00	1,000.00		800.00		200.00	80.00
10.90.29.1345 ELECTION EXPENSES	5,000.00	5,000.00				5,000.00	
10.90.29.1355 PRIMARIES	4,000.00	4,000.00				4,000.00	
10.90.29.1360 CANVAS EXPENSES	500.00	500.00				500.00	
Totals for Department: 29 (REGISTRAR OF VOTERS)	49,200.00	49,200.00	3,315.87	6,315.87		42,884.13	12.84
10.90.33.1270 TOWN COUNSEL RETAINER	65,000.00	65,000.00	6,802.00	6,802.00		58,198.00	10.46
10.90.33.1290 ENGINEERING & CONSULTANTS	30,000.00	30,000.00	1,015.00	1,015.00		28,985.00	3.38

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10.90.33.1385							
WEBSITE CONSULTANT	2,600.00	2,600.00				2,600.00	
Totals for Department: 33 (PROFESSIONAL FEES)	97,600.00	97,600.00	7,817.00	7,817.00		89,783.00	8.01
10.90.37.1410							
PROPERTY & CASUALTY	98,000.00	98,000.00	947.00	97,046.00		954.00	99.03
Totals for Department: 37 (TOWNWIDE INSURANCE)	98,000.00	98,000.00	947.00	97,046.00		954.00	99.03
10.90.39.1415							
REGIONAL COUNCIL GOV'TS	3,044.00	3,044.00		3,544.00		500.00-	116.43
10.90.39.1425							
CCM MUNICIPALITIES	3,571.00	3,571.00		3,571.00			100.00
10.90.39.1430							
VALLEY COUNCIL/BROWNFIELD	800.00	800.00		800.00			100.00
10.90.39.1440							
C.O.S.T. (SMALL TOWNS)	825.00	825.00				825.00	
Totals for Department: 39 (AGENCY MEMBERSHIP)	8,240.00	8,240.00		7,915.00		325.00	96.06
10.90.41.1404							
MUNICIPAL HISTORIAN	250.00	250.00				250.00	
10.90.41.1405							
SESQUICENTENNIAL COMMITTEE	2,000.00	2,000.00				2,000.00	
Totals for Department: 41 (FIRE HOUSE BLDG)	2,250.00	2,250.00				2,250.00	
10.90.44.1010							
WAGES - FIRE CHIEF	12,000.00	12,000.00	2,000.00	3,000.00		9,000.00	25.00
10.90.44.1012							
WAGES - FIRE/FM ADMIN ASSIS	3,000.00	3,000.00	500.00	500.00		2,500.00	16.67
10.90.44.1030							
TELEPHONE	3,800.00	3,800.00	102.47	456.15		3,343.85	12.00
10.90.44.1031							
EMERGENCY TELEPHONE (911)	17,400.00	17,400.00	2,162.06	3,036.21	3,960.99	10,402.80	40.21
10.90.44.1060							
SOFTWARE & IT	8,000.00	8,000.00	5,777.50	5,777.50		2,222.50	72.22

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10.90.44.1121 ELECTRICITY	10,000.00	10,000.00	465.82	465.82		9,534.18	4.66
10.90.44.1122 HEATING FUEL	15,000.00	15,000.00	128.22	174.11		14,825.89	1.16
10.90.44.1123 WATER	1,300.00	1,300.00	178.39	178.39		1,121.61	13.72
10.90.44.1413 FIRE PREVENTION AND SAFETY	3,500.00	3,500.00				3,500.00	
10.90.44.1435 BUILDING MAINTENANCE	13,500.00	13,500.00	86.60	158.59	1,034.00	12,307.41	8.83
10.90.44.1436 BLDG EQUIP-MAINT & REPAIRS	6,500.00	6,500.00	125.00	125.00	4,200.80	2,174.20	66.55
10.90.44.1465 COMM. EQUIP-MAINTENANCE	6,000.00	6,000.00				6,000.00	
10.90.44.1466 EQUIPMENT MAINTENANCE	8,500.00	8,500.00	384.02	551.06	4,537.85	3,411.09	59.87
10.90.44.1470 VEHICLE FUEL	10,000.00	10,000.00	1,190.33	2,052.61		7,947.39	20.53
10.90.44.1471 MANDATORY VEHICLE AND EQU	15,000.00	15,000.00	245.00	245.00	8,824.93	5,930.07	60.47
10.90.44.1472 VEHICLE REPAIRS	31,500.00	31,500.00	439.83	1,246.35	1,152.36	29,101.29	7.61
10.90.44.1485 PERSONAL PROTECTIVE EQUIP	22,000.00	22,000.00	429.25	7,094.86		14,905.14	32.25
10.90.44.1486 EMS TRAINING	12,000.00	12,000.00	541.73	541.73		11,458.27	4.51
10.90.44.1487 AIR BOTTLE REPLACEMENT PRO	5,000.00	5,000.00				5,000.00	
10.90.44.1488 HOSE REPLACEMENT	2,500.00	2,500.00			2,500.00		100.00
10.90.44.1490 PHYSICALS/HEALTH & WELLNES	17,000.00	17,000.00	2,851.50	3,053.00	9,500.00	4,447.00	73.84
10.90.44.1495 TRAINING	20,000.00	20,000.00	350.00	350.00	2,300.00	17,350.00	13.25
10.90.44.1500 SERVICE AWARD PROGRAM	34,500.00	34,500.00				34,500.00	
10.90.44.1552 DEPARTMENTAL SUPPLIES - FD	16,000.00	16,000.00	282.93	282.93	1,306.20	14,410.87	9.93

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10.90.44.1553							
DEPARTMENTAL SUPPLIES - AMB	18,000.00	18,000.00	1,626.29	2,302.35	7,735.24	7,962.41	55.76
Totals for Department: 44 (EMERGENCY SERVICES)	312,000.00	312,000.00	19,866.94	31,591.66	47,052.37	233,355.97	25.21
10.90.45.1010							
WAGES - FIRE MARSHAL	16,552.00	16,552.00	1,758.66	2,383.66		14,168.34	14.40
10.90.45.1011							
WAGES - DEPUTY FIRE MARSHAL	13,000.00	13,000.00	175.00	687.50		12,312.50	5.29
10.90.45.1012							
WAGES - FIRE/FM ADMIN ASSIS	3,000.00	3,000.00	500.00	500.00		2,500.00	16.67
10.90.45.1130							
TELEPHONE	2,000.00	2,000.00	84.80	84.80		1,915.20	4.24
10.90.45.1167							
VEHICLE EXPENSES	1,000.00	1,000.00				1,000.00	
10.90.45.1515							
FIRE CODE SUBSCRIPTION	1,575.00	1,575.00				1,575.00	
10.90.45.1526							
COMPUTER SUPPORT	650.00	650.00			650.00		100.00
10.90.45.1527							
FIRE MARSHAL - EXPENSES	3,000.00	3,000.00				3,000.00	
10.90.45.1595							
FIRE MARSHAL - UNIFORMS	1,000.00	1,000.00				1,000.00	
Totals for Department: 45 (FIRE MARSHAL)	41,777.00	41,777.00	2,518.46	3,655.96	650.00	37,471.04	10.31
10.90.47.1525							
LEASE RADIO/TELEPHONE	600.00	600.00	9.40-	9.40-		609.40	1.57-
10.90.47.1530							
EMERGENCY NOTIFICATION SYS	5,000.00	5,000.00				5,000.00	
Totals for Department: 47 (CIVIL DEFENSE)	5,600.00	5,600.00	9.40-	9.40-		5,609.40	-0.17
10.90.48.1495							
TRAINING/EQUIPMENT	6,000.00	6,000.00		50.00		5,950.00	0.83
Totals for Department: 48 (SAFETY COMMITTEE)	6,000.00	6,000.00		50.00		5,950.00	0.83

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10.90.49.1540							
COTTON HOLLOW	9,900.00	9,900.00	831.11	831.11		9,068.89	8.40
10.90.49.1541							
BEACON FALLS	194,000.00	194,000.00	18,225.95	18,225.95		175,774.05	9.39
Totals for Department:	203,900.00	203,900.00	19,057.06	19,057.06		184,842.94	9.35
49 (HYDRANT RENTAL)							
10.90.50.0350							
PRIOR YEAR EXPENSE ACCOUNT	76,380.00	76,380.00			76,380.00		100.00
Totals for Department:	76,380.00	76,380.00			76,380.00		100.00
50 (EXPENDITURE CONTROL)							
10.90.53.1010							
RESIDENT STATE TROOPER	100,000.00	100,000.00				100,000.00	
10.90.53.1019							
WAGES - POLICE LT.	25,451.00	25,451.00	1,305.03	2,419.08		23,031.92	9.50
10.90.53.1020							
WAGES - PATROL F/T	192,566.00	192,566.00	12,766.64	23,786.90		168,779.10	12.35
10.90.53.1040							
WAGES - CLERK	34,679.00	34,679.00	2,602.80	4,554.91		30,124.09	13.13
10.90.53.1041							
WAGES - PATROL P/T	189,684.00	189,684.00	16,461.22	24,100.73		165,583.27	12.71
10.90.53.1049							
WAGES - OVERTIME	47,000.00	47,000.00	4,071.58	10,043.55		36,956.45	21.37
10.90.53.1060							
COMPUTER SUPPORT	5,500.00	5,500.00				5,500.00	
10.90.53.1130							
TELEPHONE	4,500.00	4,500.00	780.16	1,123.97		3,376.03	24.98
10.90.53.1220							
DEPARTMENTAL SUPPLIES	7,000.00	7,000.00	56.98	323.22		6,676.78	4.62
10.90.53.1505							
STATE MANDATED TRAINING	20,000.00	20,000.00	162.00	162.00		19,838.00	0.81
10.90.53.1585							
VEHICLE REPAIRS	12,000.00	12,000.00	2,671.83	3,802.03		8,197.97	31.68
10.90.53.1595							
UNIFORMS	10,000.00	10,000.00	1,986.00	2,586.00		7,414.00	25.86
10.90.53.1620							
BUILDING OPS & MAINT.	13,000.00	13,000.00	1,910.02	3,212.42	1,342.00	8,445.58	35.03

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10.90.53.1703							
GAS & OIL	14,000.00	14,000.00	1,373.42	2,484.92		11,515.08	17.75
Totals for Department: 53 (POLICE)	675,380.00	675,380.00	46,147.68	78,599.73	1,342.00	595,438.27	11.84
10.90.55.1010							
WAGES - ANIMAL CONTROL	8,889.00	8,889.00	722.67	1,445.34		7,443.66	16.26
10.90.55.1020							
MILEAGE	500.00	500.00	300.44	300.44		199.56	60.09
10.90.55.1550							
DEPARTMENTAL SUPPLIES	900.00	900.00	42.40	117.40		782.60	13.04
Totals for Department: 55 (DOG WARDEN)	10,289.00	10,289.00	1,065.51	1,863.18		8,425.82	18.11
10.90.57.1645							
E911 DISPATCH	48,176.00	48,176.00		21,588.00		26,588.00	44.81
10.90.57.1650							
STREET LIGHTING	44,000.00	44,000.00	3,020.46	3,020.46		40,979.54	6.86
10.90.57.1655							
DRUG AND ALCOHOL TESTING	1,200.00	1,200.00				1,200.00	
Totals for Department: 57 (PUBLIC SAFETY)	93,376.00	93,376.00	3,020.46	24,608.46		68,767.54	26.35
10.90.59.1010							
WAGES - FOREMAN	73,216.00	73,216.00	5,632.00	9,856.00		63,360.00	13.46
10.90.59.1011							
WAGES - ASST ROAD FOREMAN (	69,659.00	69,659.00	5,358.42	9,377.23		60,281.77	13.46
10.90.59.1012							
WAGES - MAINTAINER/MECHANIC	66,747.00	66,747.00	5,134.40	8,985.20		57,761.80	13.46
10.90.59.1013							
WAGES - HWY MAINT (3)	191,568.00	191,568.00	14,736.00	25,788.00		165,780.00	13.46
10.90.59.1049							
WAGES - OVERTIME	58,256.00	58,256.00	784.17	1,868.43		56,387.57	3.21
10.90.59.1550							
DEPARTMENTAL EQUIPMENT	12,000.00	12,000.00	1,714.70	1,806.86		10,193.14	15.06
10.90.59.1555							
EQUIPMENT RENTAL	2,000.00	2,000.00				2,000.00	
10.90.59.1670							
STREET SWEEPING	18,000.00	18,000.00				18,000.00	

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10.90.59.1685 SNOW REMOVAL (MATERIAL)	75,000.00	75,000.00				75,000.00	
10.90.59.1690 TOOLS	2,000.00	2,000.00	132.62	132.62		1,867.38	6.63
10.90.59.1700 GAS/FUEL	13,000.00	13,000.00	1,184.42	1,966.16		11,033.84	15.12
10.90.59.1703 VEHICLE MAINTENANCE	35,000.00	35,000.00	1,652.98	1,942.16		33,057.84	5.55
10.90.59.1710 HIGHWAY MATERIALS	40,000.00	40,000.00	5,610.93	6,120.64	6,000.00	27,879.36	30.30
10.90.59.1713 TREE WORK	18,000.00	18,000.00	6,314.61	6,314.61	3,150.00	8,535.39	52.58
10.90.59.1714 GUARD RAIL/LINE PAINTING	7,500.00	7,500.00				7,500.00	
10.90.59.1715 CATCH BASIN CLEANING	16,500.00	16,500.00				16,500.00	
10.90.59.1720 MANDATED STORM DRAINS	8,000.00	8,000.00				8,000.00	
10.90.59.1782 PAVEMENT MAINTENANCE	180,000.00	180,000.00	2,004.29	2,004.29	72,900.00	105,095.71	41.61
Totals for Department: 59 (HIGHWAY)	886,446.00	886,446.00	50,259.54	76,162.20	82,050.00	728,233.80	17.85
10.90.61.1122 PROPANE	2,300.00	2,300.00				2,300.00	
10.90.61.1130 TELEPHONE/INTERNET/ALARM	4,400.00	4,400.00	400.37	714.07		3,685.93	16.23
10.90.61.1715 BUILDING MAINTENANCE	10,000.00	10,000.00	594.94	952.32	140.00	8,907.68	10.92
Totals for Department: 61 (TOWN GARAGE)	16,700.00	16,700.00	995.31	1,666.39	140.00	14,893.61	10.82
10.90.63.1010 WAGES - NURSE	30,139.00	30,139.00	2,438.29	4,445.46		25,693.54	14.75
10.90.63.1170 DEPARTMENTAL SUPPLIES	750.00	750.00	15.92	15.92		734.08	2.12
10.90.63.1390 RESIDENT RELIEF	500.00	500.00				500.00	

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ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USEC
10.90.63.1395 T.E.A.M.	7,500.00	7,500.00				7,500.00	
10.90.63.1400 VETERAN'S FUNERALS	200.00	200.00				200.00	
10.90.63.1723 MEALS ON WHEELS	950.00	950.00				950.00	
10.90.63.1725 REGIONAL MENTAL HEALTH	915.00	915.00				915.00	
10.90.63.1726 PROBATE COURT	2,700.00	2,700.00				2,700.00	
10.90.63.1730 CENTRAL NAUGATUCK VALLEY R	604.00	604.00				604.00	
10.90.63.1735 HEALTH DISTRICT	42,252.00	42,252.00		10,562.70		31,689.30	25.00
10.90.63.1736 CENTER FOR DOMESTIC VIOLE	500.00	500.00				500.00	
10.90.63.1737 BH CARE	500.00	500.00		500.00			100.00
Totals for Department: 63 (COMMUNITY WELFARE)	87,510.00	87,510.00	2,454.21	15,524.08		71,985.92	17.74
10.90.65.1740 REFUSE COLLECTION	259,044.00	259,044.00	19,745.64	19,745.64		239,298.36	7.62
10.90.65.1745 RECYCLING	88,092.00	88,092.00	6,388.99	6,442.76		81,649.24	7.31
10.90.65.1750 BULKY WASTE TRANSFER	36,000.00	36,000.00	1,475.00	6,964.64	3,500.00	25,535.36	29.07
10.90.65.1755 REFUSE--HOUSEHOLD HAZARDOU	5,000.00	5,000.00	992.52	1,223.52		3,776.48	24.47
Totals for Department: 65 (REFUSE)	388,136.00	388,136.00	28,602.15	34,376.56	3,500.00	350,259.44	9.76
10.90.67.1010 WAGES - SUPERVISOR	71,594.00	71,594.00	5,507.21	9,637.62		61,956.38	13.46
10.90.67.1011 WAGES - ASST. SUPERVISOR	67,725.00	67,725.00	5,209.60	9,116.80		58,608.20	13.46
10.90.67.1042 WAGES - HELPER F/T	60,882.00	60,882.00	4,542.40	7,949.21		52,932.79	13.06

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Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.67.1049							
WAGES - OVERTIME	42,740.00	42,740.00	2,821.41	5,769.86		36,970.14	13.50
10.90.67.1121							
ELECTRICITY	19,000.00	19,000.00				19,000.00	
10.90.67.1122							
WATER & HEATING FUEL	5,300.00	5,300.00	260.30	260.30		5,039.70	4.91
10.90.67.1130							
TELEPHONE & ALARM	9,500.00	9,500.00	639.76	1,582.98		7,917.02	16.66
10.90.67.1140							
SUPPLIES AND MAINTENANCE	6,000.00	6,000.00	82.95	274.82	445.00	5,280.18	12.00
10.90.67.1470							
VEHICLE FUEL & MAINTENANCE	12,000.00	12,000.00	109.15	214.58		11,785.42	1.79
10.90.67.1760							
PLANT OPERATIONS	50,000.00	50,000.00	288.00	288.00	1,400.00	48,312.00	3.38
10.90.67.1765							
EQUIPMENT REPLACEMENT	40,000.00	40,000.00	660.00	666.90	3,809.60	35,523.50	11.19
10.90.67.1770							
SLUDGE PROCESSING	150,000.00	150,000.00	10,213.00	10,213.00		139,787.00	6.81
10.90.67.1775							
D.E.P. DISCHARGER PERMIT	1,800.00	1,800.00		1,722.50		77.50	95.69
10.90.67.1776							
NITROGEN CREDITS	70,000.00	70,000.00				70,000.00	
10.90.67.1780							
SEWER MAINTENANCE	20,000.00	20,000.00				20,000.00	
10.90.67.1785							
MANDATED TOXICITY TESTING	16,000.00	16,000.00	1,753.55	1,869.50	3,810.00	10,320.50	35.50
Totals for Department:	642,541.00	642,541.00	32,087.33	49,566.07	9,464.60	583,510.33	9.19
67 (WASTE WATER TREATMENT)							
10.90.69.1010							
WAGES - FULL TIME (3)	124,009.00	124,009.00	6,215.35	20,954.92		103,054.08	16.90
10.90.69.1019							
WAGES - PART TIME	11,583.00	11,583.00	1,839.00	2,457.00		9,126.00	21.21
10.90.69.1060							
COMPUTER SUPPORT	3,900.00	3,900.00	1,047.62	2,614.62		1,285.38	67.04
10.90.69.1130							
TELEPHONE-INTERNET	600.00	600.00	53.96	107.88		492.12	17.98
10.90.69.1170							
DEPARTMENTAL SUPPLIES	23,850.00	23,850.00	1,875.22	4,724.79		19,125.21	19.81

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Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USEC
10.90.69.1800							
PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	20.00	140.00		860.00	14.00
10.90.69.1805							
PROGRAMS	5,350.00	5,350.00	121.54	337.14		5,012.86	6.30
10.90.69.1807							
LIBRARY COPIER LEASES	900.00	900.00	70.04	135.38	530.00	234.62	73.93
Totals for Department:	171,192.00	171,192.00	11,242.73	31,471.73	530.00	139,190.27	18.69
69 (LIBRARY)							
10.90.71.1019							
WAGES - SEASONAL	15,036.00	15,036.00	8,865.76	14,378.99		657.01	95.63
10.90.71.1121							
ELECTRICITY, WATER & FUEL	20,000.00	20,000.00	2,946.50	2,946.50		17,053.50	14.73
10.90.71.1550							
TOOLS & EQUIPMENT	4,000.00	4,000.00	870.86	1,525.19	0.01	2,474.80	38.13
10.90.71.1705							
VEHICLE MAINTENANCE	2,000.00	2,000.00		312.97		1,687.03	15.65
10.90.71.1815							
SPRAY FERTILIZER/CLAY	12,000.00	12,000.00				12,000.00	
10.90.71.1820							
SANITATION FACILITIES	5,500.00	5,500.00	450.00	900.00		4,600.00	16.36
10.90.71.1840							
STOCK FISH	3,000.00	3,000.00				3,000.00	
10.90.71.1845							
SETTLING POND MAINTENANCE	5,000.00	5,000.00				5,000.00	
10.90.71.1850							
BUILDING MAINTENANCE	10,000.00	10,000.00	130.98	130.98		9,869.02	1.31
10.90.71.1855							
GROUPS MAINTENANCE	15,000.00	15,000.00	3,600.00	3,934.43		11,065.57	26.23
10.90.71.1856							
COURT MAINTENANCE	2,000.00	2,000.00				2,000.00	
10.90.71.1861							
RECREATIONAL PROGRAM & AC	3,000.00	3,000.00				3,000.00	
10.90.71.1870							
INDEPENDENCE DAY CELEBRATI	14,000.00	14,000.00		2,540.80		11,459.20	18.15
10.90.71.1895							
MATTHIES PARK	13,000.00	13,000.00	2,063.48	2,063.48		10,936.52	15.87
10.90.71.1905							
SUMMER CONCERT SERIES	6,200.00	6,200.00	1,650.00	3,400.00		2,800.00	54.84

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ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USEC
Totals for Department: 71 (PARK & RECREATION)	129,736.00	129,736.00	20,577.58	32,133.34	0.01	97,602.65	24.77
10.90.75.1915 ELDERLY PROGRAM	1,000.00	1,000.00				1,000.00	
Totals for Department: 75 (COMMISSION FOR ELDERLY)	1,000.00	1,000.00				1,000.00	
10.90.77.1041 WAGES - DRIVERS	24,201.00	24,201.00	1,784.00	2,841.95		21,359.05	11.74
10.90.77.1055 TELEPHONE	550.00	550.00	42.40	42.40		507.60	7.71
10.90.77.1470 GAS/MAINTENANCE	2,000.00	2,000.00	173.00	268.50		1,731.50	13.43
Totals for Department: 77 (MINI BUS OPERATIONS)	26,751.00	26,751.00	1,999.40	3,152.85		23,598.15	11.79
10.90.79.1120 HEATING OIL	2,800.00	2,800.00				2,800.00	
10.90.79.1121 ELECTRICITY & WATER	4,500.00	4,500.00	511.86	511.86		3,988.14	11.37
10.90.79.1130 TELEPHONE	3,100.00	3,100.00	277.32	559.96		2,540.04	18.06
10.90.79.1220 SENIOR CENTER SUPPLIES	1,500.00	1,500.00	128.54	128.54		1,371.46	8.57
10.90.79.1681 SENIOR ACTIVITIES	2,200.00	2,200.00				2,200.00	
10.90.79.1943 BUILDING MAINTENANCE	5,500.00	5,500.00	100.00	127.06	544.00	4,828.94	12.20
Totals for Department: 79 (SENIOR CITIZENS CENTER)	19,600.00	19,600.00	1,017.72	1,327.42	544.00	17,728.58	9.55
10.90.83.1170 CONTINGENCY FUND EXPENSES	100,000.00	100,000.00				100,000.00	
Totals for Department: 83 (CONTINGENCY)	100,000.00	100,000.00				100,000.00	
10.90.85.1984 PRINCIPAL - 2014 (\$5.865M) BOND	380,000.00	380,000.00				380,000.00	

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ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USEC
10.90.85.1985							
INTEREST - 2014 (\$5.865M) BOND	135,307.00	135,307.00				135,307.00	
Totals for Department:	515,307.00	515,307.00				515,307.00	
85 (DEBT SERVICE - INTEREST)							
10.90.87.2009							
PRINCIPAL - 2016 (\$4.35M) BOND	310,000.00	310,000.00		310,000.00			100.00
10.90.87.2013							
INTEREST - 2016 (\$4.35M) BOND	84,900.00	84,900.00		44,775.00		40,125.00	52.74
Totals for Department:	394,900.00	394,900.00		354,775.00		40,125.00	89.84
87 (DEBT SERVICE - PRINCIPLE)							
10.90.88.2001							
REGIONAL SCHOOL DISTRICT #1	14,777,586.00	14,777,586.00		2,198,935.00		12,578,651.00	14.88
Totals for Department:	14,777,586.00	14,777,586.00		2,198,935.00		12,578,651.00	14.88
88 (Department - 88)							
10.90.90.2500							
TRANSFER TO NON-RECURRING I	366,809.00	366,809.00		366,809.00			100.00
10.90.90.2503							
TRANSFER TO DEBT SERVICE FU	55,793.00	55,793.00		55,793.00			100.00
Totals for Department:	422,602.00	422,602.00		422,602.00			100.00
90 (SPECIAL PROJECTS)							
Report totals	22,342,063.00	22,418,443.00	2,049,526.88	4,091,046.47	304,151.89	18,023,244.64	19.61

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager 
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: September 4, 2019
Subject: Police Private Duty – Bad Debt Write-Off



As indicated in my memo dated August 8, 2019 for the BOS and BOF meetings on 8/12 and 8/13 respectively, the Finance Office worked with the Police Clerk to reconcile police private duty billing. We were able to confirm that a total of five customers had a balance or a partial balance for billing from October 2012 through January 2018 totaling \$16,175.00.

The Finance Office had suggested following a 365-day and 5 attempts criteria for considering amounts to be uncollectible and ready for write-off as bad debt. This policy follows a fiscal year basis and follows collection best practices. These accounts could always be reopened if a customer decides to come forward and pay all or a portion of their bill.

Since the August 8th memo, the Police Clerk rebilled the least aged (January 2018) amount to the customer, NEJ, on 8/28/19. Therefore, to adhere to criterion, we are extending the 365 days to 730 days and increasing the 5 attempts to 8 attempts (or 4 per year).

In conclusion, the Finance Office would propose writing off a total of \$10,455.

Attached:

- FY19 Police Private Duty Bad Debt Write-Off Proposal (revised from 8/8/19 version)
- Private Duty Bad Debt Write-Off Proposal

Town of Beacon Falls

Police Private Duty

UNCOLLECTIBLE A/R as of 6/30/19 for Write-Off Consideration at 9/9/19 BOS and 9/10/19 BOF

Bill Date(s)	Work Date(s)	Customer	Job	Officer(s)	Hours	Rate	Bill Amount	Paid (Y/N/P)	Paid Amount	Balance	Notes
10/24/2012	4/19/12, 4/20/19, 9/11/12, 10/15/12-10/18/12	Swan Construction	Cedar Lane/Cook Lane Drainage	O'Bar	10.00	\$70.00	\$700.00	N	\$0.00	\$700.00	See Brian Swan's email for explanation of why he feels this was incorrectly billed
10/24/2012	9/11/12, 10/15/12-10/18/12	Swan Construction	Cedar Lane/Cook Lane Drainage	O'Bar, Blakeman & Denze	38.50	\$75.00	\$2,887.50	N	\$0.00	\$2,887.50	See Brian Swan's email for explanation of why he feels this was incorrectly billed
03/22/2013	10/22/12-10/23/12, 9/11/12, 10/15/12-10/18/12	Swan Construction	Cedar Lane/Cook Lane Drainage	Blakeman & O'Bar	50.00	\$75.00	\$3,750.00	N	\$0.00	\$3,750.00	See Brian Swan's email for explanation of why he feels this was incorrectly billed
03/12/2015	01/16/2015	Edwards Constuction	Water/Sewer lines Terese St.	Wilson, O'Bar	8.50	\$75.00	\$637.50	P	\$450.00	\$187.50	Town was going to pay for a different job but withheld due to A/R balance
03/12/2015	1/17/15-1/18/15	Edwards Constuction	Water/Sewer lines Terese St.	O'Bar, Hickman, DeOliveira	25.00	\$90.00	\$2,250.00	N	\$0.00	\$2,250.00	Town was going to pay for a different job but withheld due to A/R balance
12/29/2015	12/20/2015	Fischer Ballet	Ballet WRHS	O'Bar	4.00	\$85.00	\$340.00	N	\$0.00	\$340.00	Attempts: 2/16, 4/16, 7/16, 8/16
12/28/2017	11/21/2017	Hak's Engineering	Depot St. Bridge	Denze	4.00	\$85.00	\$340.00	N	\$0.00	\$340.00	Attempts: 2/18, 4/18, 6/18, 9/18
TOTALS							\$10,905.00		\$450.00	\$10,455.00	

PROPOSED BAD DEBT WRITE-OFF \$10,455.00

Signature

Date

APPROVED BY BOS:

APPROVED BY BOF:

ENTERED BY FINANCE OFFICE:

RECORDED BY POLICE DEPARTMENT:



TOWN OF BEACON FALLS
POLICE PRIVATE DUTY
BAD DEBT WRITE-OFF POLICY



Dated 9/4/19

Proposed at 9/9/19 BOS Meeting and 9/10/19 BOF Meeting

1. Police private duty aged accounts receivable will be considered bad debt when they are 731 days old or older AND;
2. A minimum of 8 billing attempts (or 4 per year) were made by the Town of Beacon Falls Police Department and/or the Town of Beacon Falls Finance Office. Attempts must be in hard copy format and mailed (at a minimum). Emailing, faxing and phone calls are also encouraged forms of communication to ensure message is received. Copies of such records must be produced with bad-debt write off proposal to the Board of Selectmen and Board of Finance.



TOWN OF BEACON FALLS
POLICE PRIVATE DUTY
FY20 Hourly Rates
Beginning 9/1/19 – through 6/30/20



As a result of the recent ratification of the Town's Police Three-Year Union Contract, the base rates in the contract have increased and therefore, the calculation of private duty rates is therefore affected. Below is a display of the FY19 Police Private Duty rates charged compared to the FY20 Police Private Duty rates that will be charged.

Police Private Duty – External Billing Rate Changes

Type of Time	FY19	FY20 (9/1/19 – 6/30/20)
Weekday Private Duty	\$90.00	\$100.00
Weekend/Holiday Private Duty	\$100.00	\$120.00

Police Private Duty – Internal Billing Rate Changes

Type of Time	FY19	FY20 (9/1/19 – 6/30/20)
School	\$69.00	\$75.81
Town	\$54.17	\$60.81

I hereby set the above rates for the Fiscal Year (FY) 2020 as of September 1, 2019.


First Selectman