

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: May 7, 2020
Subject: April Monthly Report – Finance Department



GENERAL:

- **COVID-19 (“Coronavirus”):** we continue to track all COVID-19 related expenditures in the Non-Recurring Capital account code 45.90.57.0019. Since the BOS and BOF approved the \$19,999 transfer in April, additional required spending occurred. The total has now reached \$21,716.34 and will continue to climb as we order/purchase facility cleaning/PPE items required to keep both employees and the public safe. These are being purchased/installed in anticipation of Town buildings re-opening at some point in the coming months (i.e. sneeze guards, vital oxide and sprayer, masks, tape for floors, etc.).
- **Financial Policy Manual:** A Petty Cash policy is being presented at this meeting for review and consideration; this will become a chapter in the larger Financial Policy Manual revision. This is being presented as the first addition to the manual because we have had issues with small amounts of petty cash missing periodically from all offices that hold petty cash over the last 2 months. One of our police officers opened an investigation. We view this policy, along with the installation of interior cameras, as our first step in addressing this internal control issue. We will also be addressing a recommendation by our auditor in doing so.
 - I will have time to begin addressing the rest of the sections with J. Carroll once I finish writing and advertising RFPs. The next section will be an ACH policy per the request of the Treasurer due to the fact that in practice, we have begun utilizing ACH instead of check writing.
- **Drafting two (2) RFQ/RFPs:** confidential until released. I have been working in Bonfire, the online cloud-based procurement software we have acquired for free through 7/31/20. I have begun setting the projects up (timeline, requirements, documents, reviewers, etc.). Due to the work required and other priorities demanding my attention, these are still a work in progress but moving along now.
- **Timeclock:** moved to the cloud to allow for remote clocking during COVID-19. Might decrease the number of users authorized after we return to a more normal working environment.
- **BHC Station 2 oil tank removal/gym:** project has been delayed due to COVID. BHC will draft a project description with diagrams and maps when time allows.

BUDGET/PAYABLES/RECEIVABLES/PROJECTS:

- **FY21 Budget:** the Budget Detail and Budget Narrative were posted to the website and advertised in Alerts and News from the homepage. A public question and answer period occurred and 8 questions were received and answered from 3 residents. The budget is set for BOS vote on 5/11 with BOF to set the mill rate on 5/12.
- **Monitored Lines:** A summary of **18 budget lines** that are past the traditional YTD spending is being presented to make the boards aware that they are being monitored. These are highlighted in the EE&A as well. Of this, 2 lines are new from last month and 7 lines have been shifted for transfer.
- **Transfers:** 7 transfer requests totaling \$9,272.50 are being presented for consideration.

- **Region 16:** last payment was ACH'd less the \$4,660 delta. We do not anticipate them requesting it.
- **10-Year Capital Plan:** Updated not ready yet for distribution. Roads is the only section that is pending significant updates once more information is gained from the engineer/DPW.
- **Road/infrastructure updates:**
 - **Waste-Water Treatment Plant (WWTP)/Roadwork BAN/Bond:** \$1M+\$5M BAN/bond resolution approved by BOS, BOF, WPCA and P&Z. Town Meeting is the only remaining item to officially issue the debt.
 - **Skokorat Rd.:** Aquarion credit discussion still outstanding.
 - **Burton Road wall repair/sidewalk:** Budget from Nafis & Young still outstanding.
 - **Beacon Valley Rd.:** New engineer(s) working on road and bridge plans.
 - **Cracksealing, street sweeping and CB cleaning:** POs issued. Work is either in progress or completed.
 - **Chipsealing:** SOW drafted off of Trumbull Contract #6338. We received permission to piggyback. Gorman to sign SOW shortly. PO to be issued shortly. Work set to span May 18 – first week of June (weather pending).

GRANTS:

- **FEMA Tornado reimbursement:** Our Cat A (\$380,719.01) was approved for the full amount!! No determination memo. We are also eligible to receive over \$27,000 worth of administrative expenses, which is an automatic percentage calculation based on the total obligated project. A Town Meeting to appropriate the funds needs to be scheduled as soon as it is safe. Supreme Industries will now be paid.
- **LOCIP & Town Aid Road:** We received our FY20 LOCIP allotment of \$38,692.00 and our \$192,176 (\$1400+ higher than anticipated).
- **EMPG:** Still waiting on 2019 app approval. Second quarter is past due. Will be working on this in May. It is rolling and flexible.
 - **Interoperable Communications & Emergency Management Systems/Software:** Emergency Management Director Jeremy Rodorigo presented a project that is highly encouraged by the State: radio control station capable of communicating with Region 5 in our EOC. This is a grant that is a subset of the EMPG grant and would be for a total of \$11,112.90. It is a reimbursement grant and is “guaranteed”. We should approve this as a FY20 or FY21 capital project in a public meeting. IT can be expended out of the Grant Fund (70).
- **FFY2019 AFG:** I attended a webinar providing updates on status of this grant program. Due to COVID, they had to move all of their traditional in-person panel evaluation to virtual. This has delayed the review process a month. They anticipate awards to begin in mid to late summer. All funds must be awarded no later than 9/30/20.
- **FFY2019 FP&S:** opened on 4/27/20 and closes on 5/29/20. I have reached out to BHC to determine if they wish to submit the unsuccessful fire prevention and safety project from 2018 (\$60k for trailer, curriculum materials and sparky dog), if they want to pursue a different project, or if we do not intend to apply.
- **DEMHS Region 5:** the State released an announcement that there would be a 75% reimbursement quarterly disaster grant set up for towns to apply for to get reimbursement for COVID related expenditures. The Town plans to submit for all expenditures incurred every quarter for the foreseeable future.

- **FFY2019 AFG-S:** FEMA released this special grant program for Fire Departments, EMS affiliates and Academies to get reimbursed for COVID-19 expenditures to date as well as future projected expenses through May 2021. This grant will be extremely competitive and urban/metropolitan departments are expected to consume most of the funding. BHC indicated someone from the valley association is submitting an application on behalf of the 8 valley towns. However, we would be unable to accept if we get the DEMHS Region 5 disaster reimbursement grant (discussed above).
- **Katharine Matthies Foundation:** Fire, Senior Center and Parks final reports were completed by the April 30th deadline for these 2019 grants. Pent Road Park benches, tables and trash cans 2020 application was submitted before the 5/1/20 deadline.
- **WCAAA** – still waiting to hear on our 2020 application. They updated us that their evaluation will begin soon and will be virtual due to COVID.
- **FFY20 DOT BUILD:** Applications are due 5/18/20. We will most likely not have an application ready in time.
- **HVA stream crossing:** 5/4/20 kick-off meeting was informative; participating in this project will set up for having one piece of a hazard mitigation plan complete AND design plans completed for all bridges/culverts repair/replacement. HVA does not anticipate delays due to COVID at this point. Projected to begin this summer.
- **Other grants recently announced (due in spring to late summer) that we might pursue:**
 - AARP Community Challenge (4/1/20) – deadline extended to May 15, 2020
 - Provides small grants to fund "quick-action" projects that can help communities become more livable for people of all ages. Applications are being accepted for projects to improve housing, transportation, public space, technology ("smart cities"), civic engagement and more.
 - DEEP OSWA (6/1/20)
 - DEEP Urban Green & Community Garden (6/1/20)
 - DEEP VoX (September 2020)
 - DEEP SMART (ongoing/rolling)
- **USDOJ COPS Office:** we attempted to make the 4/16/20 deadline but were unfortunately unable to establish a portal in time. We will therefore have strong applications ready to apply for next year for the three programs that are applicable to our Police Department: CPD, LEMHWA and PASS.

Attachments:

- Transfer Requests
- Lines to Monitor
- April - Actual & Estimated Revenue
- April - Expenditures, Encumbrances & Appropriations
- Proposed Petty Cash Policy

TRANSFER TO:

TRANSFER FROM:

Line	Description	Increase Amount	Decrease Amount	Line	Description	Explanation
1	10.90.03.1140 Town Hall Building Maintenance	\$ 2,000.00	\$ (2,000.00)	10.90.03.1600	Alarm Monitoring	Duct cleaning
2	10.90.29.1011 Deputy Registrar Wages	\$ 130.00	\$ (130.00)	10.90.29.1355	Primaries	Training and transition
3	10.90.29.1360 Canvas Expenses	\$ 142.50	\$ (142.50)	10.90.29.1355	Primaries	Large canvas mailing
4	10.90.44.1031 Fire - Emergency Telephone	\$ 4,000.00	\$ (2,000.00)	10.90.44.1121	Electricity	Increased cost of ipads in vehicles/Rising Comcast & Frontier costs.
5	10.90.59.1720 Mandated Storm Drains**	\$ 2,000.00	\$ (2,000.00)	10.90.44.1122	Heating Fuel	Beacon Valley Road Storm Drains project expense
6	10.90.59.1720 Mandated Storm Drains**	\$ 2,000.00	\$ (2,000.00)	10.90.59.1685	Snow Removal Line	Increased costs for analog alarm lines/additional cell phone
7	10.90.61.1130 Town Garage Telephone & Alarm**	\$ 1,000.00	\$ (1,000.00)	10.90.61.1715	Town Garage Bldg. Maintenance	
TOTAL \$		9,272.50	\$ (9,272.50)			

**Please see attached transfer sheet for account details.

The Lines to Monitor notated in red will need a transfer prior to 6/30/20. However, the total amount needed is not known at this point as spending will continue. These will be done at the June meeting.

TOWN OF BEACON FALLS

FY20

LINES TO MONITOR

Note:

April (10 months = 83.33%; lines over 90% included below (excluding seasonal/one-time lines)

# Line	Description	Budgeted Amount	Uncumbered Balance as of 4/30/20	Percent Used as of 3/31/20	New Information From Last Month
1	10.90.03.1078 LEGAL NOTICES	\$ 4,000.00	\$ 149.19	96.27% Increased	
2	10.90.07.1049 ASST TAX COLLECTOR - OVERTIME	\$ 500.00	\$ (343.49)	168.70% Constant	
3	10.90.44.1030 FIRE - TELEPHONE	\$ 3,800.00	\$ 233.61	93.85% NEW	
4	10.90.44.1436 BUILDING EQUIP-MAINT & REPAIRS	\$ 6,500.00	\$ 450.42	93.07% Constant	
5	10.90.44.1466 EQUIPMENT MAINTENANCE	\$ 8,500.00	\$ 802.94	90.55% Increased	
6	10.90.44.1471 MANDATORY VEHICLE AND EQUIPMENT	\$ 15,000.00	\$ 2,532.13	83.12% Constant	
7	10.90.44.1490 PHYSICALS/HEALTH & WELLNESS	\$ 17,000.00	\$ 3,380.00	80.12% Increased	
8	10.90.44.1553 DEPARTMENTAL SUPPLIES - AMBULANCE	\$ 18,000.00	\$ 2,167.21	87.96% Increased	
9	10.90.53.1049 WAGES - OVERTIME	\$ 47,000.00	\$ (24,679.62)	152.51% Increased - and will continue to increase; Town Meeting will be required.	
10	10.90.53.1130 TELEPHONE	\$ 4,500.00	\$ 383.84	91.47% Increased	
11	10.90.59.1550 DEPARTMENTAL EQUIPMENT	\$ 12,000.00	\$ 505.77	95.79% Increased	
12	10.90.59.1713 TREE WORK	\$ 18,000.00	\$ 1,677.73	90.68% Constant	
13	10.90.63.1010 WAGES - NURSE	\$ 30,139.00	\$ 3,216.84	89.33% New	
14	10.90.67.1140 SUPPLIES & MAINTENANCE	\$ 6,000.00	\$ 156.14	97.40% Increased	
15	10.90.67.1785 MANDATED TOXICITY TESTING	\$ 16,000.00	\$ 803.53	94.98% Increased	
16	10.90.67.1776 NITROGEN CREDITS	\$ 70,000.00	\$ -	0.00% Indication from WWTP Supervisor based on flows this line will be overbudget significantly.	
17	10.90.69.1060 COMPUTER SUPPORT	\$ 3,900.00	\$ 548.76	85.93% Constant	
18	10.90.71.1550 TOOL & EQUIPMENT	\$ 4,000.00	\$ 41.13	98.97% Increased	

Date: 05/07/2020
 Time: 11:17:51AM

Statement of Actual & Estimated Revenue

User: ERIN
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Town of Beacon Falls
 For Period Ending 04/30/2020
 Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
10.80.01.4005					
STATE PROPERTY TAX (PILOT)	24,899.00		24,899.00		100.00
10.80.01.4030					
DISABILITY TAX RELIEF	1,750.00		1,664.71	85.29	95.13
10.80.01.4035					
ADD. EXEMPTIONS FOR VETERANS	9,200.00		8,328.80	871.20	90.53
10.80.01.4040					
TOWN AID ROAD MAINT	190,730.00	192,176.32	192,176.32	1,446.32-	100.76
10.80.01.4045					
SCHOOL EQ. GRANT GTB&ECS	3,995,130.00	1,997,564.00	3,995,130.00		100.00
10.80.01.4055					
MASHANTUCKET PEQUOT GRANT	12,467.00		8,311.33	4,155.67	66.67
10.80.01.4062					
DISTRESSED MUNICIPALITIES/Grants i			7,971.78	7,971.78-	
10.80.01.4066					
MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
10.80.01.4070					
MISCELLANEOUS REIMBURSEMENTS		8.64	8,216.64	8,216.64-	
10.80.01.4072					
EMPG GRANT			5,000.00	5,000.00-	
10.80.02.4070					
PLANNING/ZONING COMMISSION	2,500.00	760.00-	3,248.00	748.00-	129.92
10.80.02.4075					
ZONING BD. OF APPEALS	500.00			500.00	
10.80.02.4080					
BUILDING PERMITS	135,000.00	330.00	107,532.70	27,467.30	79.65
10.80.02.4081					
AMBULANCE REIMBURSEMENT	3,000.00			3,000.00	
10.80.02.4082					
FIRE MARSHAL INSPECTIONS FEES	3,000.00	240.00	1,407.00	1,593.00	46.90
10.80.02.4087					
TOWN CLERK - CONVEYANCE	70,000.00	7,225.70	82,199.30	12,199.30-	117.43
10.80.02.4089					
TOWN SHARE - TOWN CLERK MERS	4,000.00	150.00	3,277.00	723.00	81.93
10.80.02.4090					
MISCELLANEOUS PERMITS	2,500.00		765.00	1,735.00	30.60
10.80.02.4091					
INLANDS WETLANDS FEES	1,500.00	92.00	1,832.00	332.00-	122.13
10.80.02.4096					
POLICE EXTRA DUTY	30,000.00		30,000.00		100.00
10.80.02.4099					
POLICE - OTHER REVENUE	2,000.00	490.00	1,455.00	545.00	72.75
10.80.02.4101					
POLICE TRAFFIC TICKETS	3,000.00		1,595.00	1,405.00	53.17
10.80.02.4110					
DISPOSAL FEES	250.00	10.00	90.00	160.00	36.00
10.80.02.4120					
MINI-BUS	4,200.00		3,910.00	290.00	93.10
10.80.02.4999					
MISCELLANEOUS INCOME			703.68	703.68-	
10.80.03.4122					
INTEREST - TAX COLLECTOR	118,000.00	4,072.35	112,207.05	5,792.95	95.09
10.80.03.4123					
LIENS/FEES - TAX COLLECTOR	1,200.00	44.00	1,313.93	113.93-	109.49
10.80.03.4126					
SUPPLEMENTAL MOTOR VEHICLE TA	185,000.00	4,208.67	191,473.45	6,473.45-	103.50
10.80.03.4132					
WATER PROJECT (2001) - CURRENT &	55,000.00	6,977.69	33,703.87	21,296.13	61.28
10.80.03.4133					
RIMMON HILL SEWER ASSESSMENTS	135,000.00	4,212.80	79,741.48	55,258.52	59.07
10.80.04.4130					

Date: 05/07/2020
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Statement of Actual & Estimated Revenue

User: ERIN
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Town of Beacon Falls
 For Period Ending 04/30/2020

Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
TELECOMM. PROPERTY TAX 10.80.04.4140	8,414.00		8,736.73	322.73-	103.84
MISCELLANEOUS 10.80.04.4145	500.00		504.53	4.53-	100.91
INSURANCE REFUNDS 10.80.04.4150	10,000.00		16,675.00	6,675.00-	166.75
XEROX EQUIPMENT 10.80.04.4155	200.00		172.00	28.00	86.00
REGION #16-SURPLUS 10.80.04.4157	10,000.00			10,000.00	
LEACHATE COLLECTION SYSTEM 10.80.05.4165	80,000.00		23,091.66	56,908.34	28.86
INVESTMENTS/INTEREST EARNED 10.80.06.4300	150,000.00	3,291.93	123,205.67	26,794.33	82.14
PROPERTY TAXES-CURRENT 10.80.06.4301	16,452,505.00	23,601.00	16,608,502.19	155,997.19-	100.95
PRIOR YEAR PROPERTY TAXES 10.80.06.4325	230,000.00	4,429.70	201,184.33	28,815.67	87.47
TRANSFER FROM UNASSIGNED FUND 10.80.06.4400	366,809.00			366,809.00	
SALE OF TOWN PROPERTY			3,650.00	3,650.00-	
Report Totals	22,342,063.00	2,248,364.80	21,893,875.15	448,187.85	97.99

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Statement of Actual & Estimated Revenue

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 For Period Ending 04/30/2020

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Date: 05/05/2020
Time: 4:15:05PM

Statement of Expenditures, Encumbrances & Appropriations

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Town of Beacon Falls
For Period Ending 04/30/2020
Selecting on FUND from 10 to 10

ACCOUNT	ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.01.1010	FIRST SELECTMAN SALARY	01	52,181.00	52,181.00		43,167.49		9,013.51	82.73
10.90.01.1011	WAGES - SELECTMAN	01	12,896.00	12,896.00		10,678.75		2,217.25	82.81
10.90.01.1012	WAGES - SELECTMAN	01	12,896.00	12,896.00		10,678.75		2,217.25	82.81
10.90.01.1013	GRANT WRITER	01	7,500.00	7,500.00	1,175.04	6,603.72		896.28	88.05
10.90.01.1014	HUMAN RESOURCES SPECIALIST	01	32,450.00	32,450.00	1,650.92	22,068.00		10,382.00	68.01
10.90.01.1020	FIRST SELECTMAN'S SECRETAR	01	42,060.00	42,060.00	3,409.75	35,008.76		7,051.24	83.24
10.90.01.1220	FIRST SELECTMAN'S EXPENSES	01	2,500.00	2,500.00		1,590.90		909.10	63.64
	Totals for Department:		162,483.00	162,483.00	6,235.71	129,796.37		32,686.63	79.88
	01 (SELECTMAN)								
10.90.03.1040	WAGES - CUSTODIAN	03	36,590.00	36,590.00	2,640.40	30,834.45		5,755.55	84.27
10.90.03.1049	WAGES - OVERTIME CUSTODIAN	03	1,000.00	1,000.00	28.30	783.77		216.23	78.38
10.90.03.1070	BOARD & COMMISSION CLERKS	03	10,000.00	10,000.00	420.00	7,437.00		2,563.00	74.37
10.90.03.1071	BOARD & COMMISSION EXPENSE	03	1,000.00	1,000.00		175.50		824.50	17.55
10.90.03.1078	LEGAL NOTICES	03	4,000.00	4,000.00	644.96	3,850.81		149.19	96.27
10.90.03.1080	POSTAGE	03	3,000.00	3,000.00	308.90	2,033.99		966.01	67.80
10.90.03.1090	OFFICE SUPPLIES	03	9,000.00	9,000.00	311.46	6,152.61	230.00	2,617.39	70.92
10.90.03.1105	COMPUTER-TECHNICAL SUPPRT	03	32,560.00	32,560.00	2,280.00	24,907.96	4,560.00	3,092.04	90.50
10.90.03.1110	HONOR ROLL MEMORIAL	03	600.00	600.00	244.80	364.80		235.20	60.80
10.90.03.1120	UTILITIES - ELECTRICITY	03	7,000.00	7,000.00	375.75	4,956.38		2,043.62	70.81
10.90.03.1121	ELECTRICITY - SOLAR GENERATIO	03	50,000.00	50,000.00	4,068.28	31,760.12		18,239.88	63.52

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10.90.03.1122	UTILITIES - HEAT & WATER	03	6,000.00	6,000.00	610.76	5,453.71		546.29	90.90
10.90.03.1130	TELEPHONE	03	21,000.00	21,000.00	2,132.37	13,194.48		7,805.52	62.83
10.90.03.1140	MISC. REPAIRS/BUILDING MAINTNTE	03	12,000.00	12,000.00	44.09	11,469.96	1,228.70	698.66-	105.82
10.90.03.1160	ELEVATOR SERVICE AGREEMEN	03	3,400.00	3,400.00	242.05	2,378.20	441.80	580.00	82.94
10.90.03.1167	MILEAGE & TOWN CAR MAINT.	03	2,000.00	2,000.00		1,151.88		848.12	57.59
10.90.03.1495	EDUCATION/TRAINING	03	5,500.00	5,500.00	120.00-	2,902.99		2,597.01	52.78
10.90.03.1600	ALARM SYSTEM MONITORING	03	7,050.00	7,050.00	608.49	3,868.89	409.98	2,771.13	60.69
Totals for Department:			211,700.00	211,700.00	14,840.61	153,677.50	6,870.48	51,152.02	75.84
03 (TOWN HALL)									
10.90.05.1010	WAGES - TOWN CLERK	05	5,400.00	5,400.00	2,119.00-	4,400.00		1,000.00	81.48
10.90.05.1020	WAGES-ASST. TOWN CLERK P/T	05	24,700.00	24,700.00	1,763.20	16,754.97		7,945.03	67.83
10.90.05.1042	WAGES - ASST. TOWN CLERK	05	44,717.00	44,717.00	3,423.00	36,864.51		7,852.49	82.44
10.90.05.1170	TOWN CLERK EXPENSES	05	5,000.00	5,000.00	155.05-	2,041.33		2,958.67	40.83
10.90.05.1175	ELECTION EXPENSES	05	1,500.00	1,500.00		898.96		601.04	59.93
10.90.05.1180	MICRO FILM RECORDS	05	20,560.00	20,560.00	1,277.00	16,085.12	3,388.00	1,086.88	94.71
10.90.05.1190	LEASE-PURCH COPIER	05	2,000.00	2,000.00	67.32	655.20	230.00	1,114.80	44.26
10.90.05.1195	RECORDS/BOOKS	05	4,000.00	4,000.00		1,355.81		2,644.19	33.90
10.90.05.1210	MAP PRINTER MAINT. & SUPPLIE	05	600.00	600.00		189.00		411.00	31.50
10.90.05.1405	VITAL STATISTICS	05	200.00	200.00				200.00	100.00
10.90.05.2155	GENERAL CODE	05	1,200.00	1,200.00					

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Totals for Department: 05 (TOWN CLERK)								
		109,877.00	109,877.00	4,256.47	79,244.90	4,818.00	25,814.10	76.51
10.90.07.1010								
WAGES - TAX COLLECTOR	07	40,921.00	40,921.00	1,155.00	26,212.04		14,708.96	64.06
10.90.07.1020								
WAGES - ASST. TAX COLLECT	07	47,684.00	47,684.00		35,745.84		11,938.16	74.96
10.90.07.1049								
WAGES - OVERTIME	07	500.00	500.00		843.49		343.49-	168.70
10.90.07.1060								
COMPUTER SUPPORT	07	6,300.00	6,300.00		6,025.00	252.00	23.00	99.63
10.90.07.1061								
COMPUTER SVCS - PRINTING	07	10,200.00	10,200.00		8,168.86		2,031.14	80.09
10.90.07.1220								
MISCELLANEOUS EXPENSES	07	6,000.00	6,000.00	5.00	1,418.01		4,581.99	23.63
Totals for Department: 07 (TAX COLLECTOR)		111,605.00	111,605.00	1,160.00	78,413.24	252.00	32,939.76	70.48
10.90.09.1010								
WAGES - TREASURER	09	12,896.00	12,896.00		10,678.75		2,217.25	82.81
Totals for Department: 09 (TREASURER)		12,896.00	12,896.00		10,678.75		2,217.25	82.81
10.90.11.1020								
WAGES - BLDG INSPECTOR	11	34,426.00	34,426.00	2,635.20	28,182.00		6,244.00	81.86
10.90.11.1130								
BUILDING INSPECTOR PHONE	11	625.00	625.00	42.11	380.95		244.05	60.95
10.90.11.1167								
BUILDING INSPECTOR MILEAGE	11	2,500.00	2,500.00		1,785.62		714.38	71.42
10.90.11.1220								
MISCELLANEOUS EXPENSES	11	2,000.00	2,000.00		497.34		1,502.66	24.87
Totals for Department: 11 (BUILDING DEPT)		39,551.00	39,551.00	2,677.31	30,845.91		8,705.09	77.99
10.90.13.1045								
WAGES - LONGEVITY	13	8,400.00	8,400.00		7,500.00		900.00	89.29
10.90.13.1047								
WAGES-PILO HEALTH INS.	13	9,000.00	9,000.00				9,000.00	

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10.90.13.1235	13	45,000.00	45,000.00		14,828.79		30,171.21	32.95
WAGE SALARY ADJUSTMENTS								
10.90.13.1240	13	173,000.00	173,000.00	10,663.43	137,014.37		35,985.63	79.20
SOCIAL SECURITY								
10.90.13.1245	13	290,000.00	290,000.00	23,831.65	251,959.89		38,040.11	86.88
MEDICAL INSURANCE								
10.90.13.1246	13	16,000.00	16,000.00	943.84	12,082.09		3,917.91	75.51
LIFE INSURANCE								
10.90.13.1247	13	15,000.00	15,000.00	2,822.98	10,540.96		4,459.04	70.27
DENTAL REIMBURSEMENT								
10.90.13.1250	13	388,000.00	388,000.00	16,113.30	337,578.44		50,421.56	87.00
PENSION PLAN								
10.90.13.1255	13	183,825.00	183,825.00		180,504.00		3,321.00	98.19
WORKERS COMPENSATION								
10.90.13.1256	13	21,700.00	21,700.00		3,653.03		18,046.97	16.83
FIRE DEPARTMENT INSURANCE								
10.90.13.1595	13	5,000.00	5,000.00		2,395.80		2,604.20	47.92
PW CLOTHING ALLOWANCE								
Totals for Department: 13 (EMPLOYEE'S BENEFITS)		1,154,925.00	1,154,925.00	54,375.20	958,057.37		196,867.63	82.95
10.90.15.1041	15	63,409.00	63,409.00	4,871.14	52,776.47		10,632.53	83.23
WAGES - CERT. ASSESSOR								
10.90.15.1042	15	24,410.00	24,410.00	2,717.09	21,845.82		2,564.18	89.50
WAGES - CLERK (PT)								
10.90.15.1060	15	9,650.00	9,650.00		9,588.09		61.91	99.36
COMPUTER SUPPORT								
10.90.15.1061	15	1,470.00	1,470.00		1,300.00	170.00		100.00
COMPUTER SVCS - PRINTING								
10.90.15.1220	15	3,500.00	3,500.00	505.15	2,761.66		738.34	78.90
OFFICE SUPPLIES								
10.90.15.1280	15	6,800.00	6,800.00		5,900.43	499.57	400.00	94.12
GIS (MAPS)								
10.90.15.1495	15	1,030.00	1,030.00				1,030.00	
EDUCATION								
Totals for Department: 15 (BD OF ASSESSORS)		110,269.00	110,269.00	8,093.38	94,172.47	669.57	15,426.96	86.01

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10.90.17.1042	17	1,800.00	1,800.00		1,800.00			100.00
WAGES - BOARD OF APPEALS		1,800.00	1,800.00		1,800.00			100.00
Totals for Department: 17 (BD OF ASSESSMENT & APPEALS)		1,800.00	1,800.00		1,800.00			100.00
10.90.19.1380	19	29,000.00	29,000.00		29,000.00			100.00
AUDIT		29,000.00	29,000.00		29,000.00			100.00
Totals for Department: 19 (BOARD OF FINANCE)		29,000.00	29,000.00		29,000.00			100.00
10.90.20.1044	20	48,903.00	48,903.00	3,742.20	40,208.60	4,300.00	27,170.00	43.40
WAGES - FINANCE CLERK		48,903.00	48,903.00	3,742.20	40,208.60	4,300.00	27,170.00	43.40
10.90.20.1046	20	62,400.00	62,400.00	4,712.40	54,145.56		8,254.44	86.77
WAGES - FINANCE MANAGER		62,400.00	62,400.00	4,712.40	54,145.56		8,254.44	86.77
10.90.20.1060	20	7,700.00	7,700.00	8,454.60	4,751.57		2,948.43	61.71
COMPUTER SUPPORT		7,700.00	7,700.00	8,454.60	4,751.57		2,948.43	61.71
Totals for Department: 20 (EXCHANGE GENERAL REVENUE)		119,003.00	119,003.00	8,454.60	99,105.73		19,897.27	83.28
10.90.21.1060	21	48,000.00	48,000.00		16,530.00	4,300.00	27,170.00	43.40
EDC CONSULTANT		48,000.00	48,000.00		16,530.00	4,300.00	27,170.00	43.40
10.90.21.1220	21	1,000.00	1,000.00		445.63		554.37	44.56
EXPENSES - EDC		1,000.00	1,000.00		445.63		554.37	44.56
Totals for Department: 21 (ECONOMIC DEVELOPMENT)		49,000.00	49,000.00		16,975.63	4,300.00	27,724.37	43.42
10.90.23.1041	23	3,642.00	3,642.00		1,734.53		1,907.47	47.63
WAGES - ENFORCEMENT OFFI		3,642.00	3,642.00		1,734.53		1,907.47	47.63
10.90.23.1305	23	1,000.00	1,000.00		60.00		940.00	6.00
SOIL CONSERVATION		1,000.00	1,000.00		60.00		940.00	6.00
Totals for Department: 23 (INLAND WETLANDS)		4,642.00	4,642.00		1,794.53		2,847.47	38.66
10.90.24.1220	24	1,000.00	1,000.00		60.00		940.00	6.00
EXPENSES		1,000.00	1,000.00		60.00		940.00	6.00
10.90.24.1806	24	1,000.00	1,000.00		1,000.00			100.00
LAND ACQUISITION/OPEN SPACE		1,000.00	1,000.00		1,000.00			100.00
10.90.24.1807	24	5,000.00	5,000.00				5,000.00	
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		1,060.00		5,940.00	15.14
10.90.25.1040	WAGES - ZONING ENFORCEMNT	25	33,093.00	33,093.00	2,358.67	28,074.52		5,018.48	84.84
10.90.25.1220	EXPENSES	25	1,500.00	1,500.00	69.51	837.57		662.43	55.84
10.90.25.1402	BLIGHT	25	100.00	100.00				100.00	
Totals for Department: 25 (PLANNING & ZONING)			34,693.00	34,693.00	2,428.18	28,912.09		5,780.91	83.34
10.90.29.1010	WAGES-REGISTRARS (2)	29	26,400.00	26,400.00		22,000.00		4,400.00	83.33
10.90.29.1011	WAGES - DPTY REGISTRARS	29	1,500.00	1,500.00		1,630.00		130.00-	108.67
10.90.29.1031	WAGES - ELECTION WORKERS	29	6,200.00	6,200.00		3,414.00		2,786.00	55.06
10.90.29.1173	CERTIFICATION & WORKSHOPS	29	500.00	500.00		60.00		440.00	12.00
10.90.29.1175	REGISTRATION/CONFERENCES	29	2,600.00	2,600.00		1,244.88		1,355.12	47.88
10.90.29.1176	OFFICE SUPPLIES	29	1,500.00	1,500.00	16.16	1,037.71		462.29	69.18
10.90.29.1177	MAINT. VOTING MACHINES	29	1,000.00	1,000.00		800.00		200.00	80.00
10.90.29.1345	ELECTION EXPENSES	29	5,000.00	5,000.00	29.50	2,740.57		2,259.43	54.81
10.90.29.1355	PRIMARIES	29	4,000.00	4,000.00				4,000.00	
10.90.29.1360	CANVAS EXPENSES	29	500.00	500.00	633.50	642.50		142.50-	128.50
Totals for Department: 29 (REGISTRAR OF VOTERS)			49,200.00	49,200.00	679.16	33,569.66		15,630.34	68.23
10.90.33.1270	TOWN COUNSEL RETAINER	33	65,000.00	65,000.00	1,750.50	31,753.38		33,246.62	48.85
10.90.33.1290	ENGINEERING & CONSULTANTS	33	30,000.00	30,000.00	3,959.20	9,923.47	1,600.00	18,476.53	38.41

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10.90.33.1385	WEBSITE CONSULTANT	33	2,600.00	2,600.00	2,550.00	2,550.00	1,600.00	50.00	98.08
	Totals for Department:		97,600.00	97,600.00	8,259.70	44,226.85	1,600.00	51,773.15	46.95
	33 (PROFESSIONAL FEES)								
10.90.37.1410	PROPERTY & CASUALTY	37	98,000.00	98,000.00		97,820.00		180.00	99.82
	Totals for Department:		98,000.00	98,000.00		97,820.00		180.00	99.82
	37 (TOWNWIDE INSURANCE)								
10.90.39.1415	REGIONAL COUNCIL GOV'TS	39	3,044.00	3,544.00		3,544.00			100.00
10.90.39.1425	CCM MUNICIPALITIES	39	3,571.00	3,571.00		3,571.00			100.00
10.90.39.1430	VALLEY COUNCIL/BROWNFIELD	39	800.00	800.00		800.00			100.00
10.90.39.1440	C.O.S.T. (SMALL TOWNS)	39	825.00	825.00		825.00			100.00
	Totals for Department:		8,240.00	8,740.00		8,740.00			100.00
	39 (AGENCY MEMBERSHIP)								
10.90.41.1404	MUNICIPAL HISTORIAN	41	250.00	250.00				250.00	
10.90.41.1405	SESQUICENTENNIAL COMMITTEE	41	2,000.00	2,000.00		2,000.00			100.00
	Totals for Department:		2,250.00	2,250.00		2,000.00		250.00	88.89
	41 (FIRE HOUSE BLDG)								
10.90.44.1010	WAGES - FIRE CHIEF	44	12,000.00	12,000.00		11,000.00		1,000.00	91.67
10.90.44.1012	WAGES - FIRE/FM ADMIN ASSIS	44	3,000.00	3,000.00		2,500.00		500.00	83.33
10.90.44.1030	TELEPHONE	44	3,800.00	3,800.00	273.22	3,566.39		233.61	93.85
10.90.44.1031	EMERGENCY TELEPHONE (911)	44	17,400.00	17,400.00	2,031.31	17,114.55	480.12	194.67	101.12
10.90.44.1060	SOFTWARE & IT	44	8,000.00	10,711.18	377.16	9,149.49		1,561.69	85.42

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10.90.44.1121	ELECTRICITY	44	10,000.00	10,000.00	434.59	4,602.70		5,397.30	46.03
10.90.44.1122	HEATING FUEL	44	15,000.00	15,000.00	1,363.57	11,522.20	1,010.00	2,467.80	83.55
10.90.44.1123	WATER	44	1,300.00	1,300.00	85.95	904.90		395.10	69.61
10.90.44.1413	FIRE PREVENTION AND SAFETY	44	3,500.00	3,500.00		3,498.49		1.51	99.96
10.90.44.1435	BUILDING MAINTENANCE	44	13,500.00	13,500.00	59.99	3,368.64	1,034.00	9,097.36	32.61
10.90.44.1436	BLDG EQUIP-MAINT & REPAIRS	44	6,500.00	6,500.00		4,683.88	1,365.70	450.42	93.07
10.90.44.1465	COMM. EQUIP-MAINTENANCE	44	6,000.00	6,000.00		281.25		5,718.75	4.69
10.90.44.1466	EQUIPMENT MAINTENANCE	44	8,500.00	8,500.00	355.20	7,415.06	282.00	802.94	90.55
10.90.44.1470	VEHICLE FUEL	44	10,000.00	10,000.00	1,025.00	8,589.31		1,410.69	85.89
10.90.44.1471	MANDATORY VEHICLE AND EQU	44	15,000.00	15,000.00	174.04	12,142.87	325.00	2,532.13	83.12
10.90.44.1472	VEHICLE REPAIRS	44	31,500.00	31,500.00	668.09	14,133.16	1,596.07	15,770.77	49.93
10.90.44.1485	PERSONAL PROTECTIVE EQUIP	44	22,000.00	22,000.00		10,949.99		11,050.01	49.77
10.90.44.1486	EMS TRAINING	44	12,000.00	12,000.00	2,000.00	5,584.02		6,415.98	46.53
10.90.44.1487	AIR BOTTLE REPLACEMENT PROC	44	5,000.00	5,000.00		4,187.00		813.00	83.74
10.90.44.1488	HOSE REPLACEMENT	44	2,500.00	2,500.00		2,500.00			100.00
10.90.44.1490	PHYSICALS/HEALTH & WELLNES	44	17,000.00	17,000.00		13,620.00		3,380.00	80.12
10.90.44.1495	TRAINING	44	20,000.00	20,000.00	5,625.00	10,213.66		9,786.34	51.07
10.90.44.1500	SERVICE AWARD PROGRAM	44	34,500.00	31,788.82		31,788.82			100.00
10.90.44.1552	DEPARTMENTAL SUPPLIES - FD	44	16,000.00	16,000.00	566.19	7,929.90	2,795.00	5,275.10	67.03

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10.90.49.1540	COTTON HOLLOW	49	9,900.00	9,900.00	831.11	6,999.91		2,900.09	70.71
10.90.49.1541	BEACON FALLS	49	194,000.00	194,000.00	16,698.10	156,963.87		37,036.13	80.91
Totals for Department: 49 (HYDRANT RENTAL)			203,900.00	203,900.00	17,529.21	163,963.78		39,936.22	80.41
10.90.53.1010	RESIDENT STATE TROOPER	53	100,000.00	100,000.00		641.78		99,358.22	0.64
10.90.53.1019	WAGES - POLICE LT.	53	25,451.00	25,451.00	1,461.15	15,618.07		9,832.93	61.37
10.90.53.1020	WAGES - PATROL F/T	53	192,566.00	192,566.00	14,740.80	152,495.25		40,070.75	79.19
10.90.53.1040	WAGES - CLERK	53	34,679.00	34,679.00	2,654.40	28,568.02		6,110.98	82.38
10.90.53.1041	WAGES - PATROL P/T	53	189,684.00	189,684.00	13,534.09	135,022.19		54,661.81	71.18
10.90.53.1049	WAGES - OVERTIME	53	47,000.00	47,000.00	7,810.84	71,679.62		24,679.62	152.51
10.90.53.1060	COMPUTER SUPPORT	53	5,500.00	5,500.00	216.15	2,160.35		3,339.65	39.28
10.90.53.1130	TELEPHONE	53	4,500.00	4,500.00	219.33	4,116.16		383.84	91.47
10.90.53.1220	DEPARTMENTAL SUPPLIES	53	7,000.00	7,000.00		1,130.87		5,869.13	16.16
10.90.53.1505	STATE MANDATED TRAINING	53	20,000.00	20,000.00		11,712.83		8,287.17	58.56
10.90.53.1585	VEHICLE REPAIRS	53	12,000.00	12,000.00		7,463.72		4,536.28	62.20
10.90.53.1595	UNIFORMS	53	10,000.00	10,000.00		3,218.00		6,782.00	32.18
10.90.53.1620	BUILDING OPS & MAINT.	53	13,000.00	13,000.00	296.87	9,469.95	494.00	3,036.05	76.65
10.90.53.1703	GAS & OIL	53	14,000.00	14,000.00	1,029.99	11,429.86		2,570.14	81.64
Totals for Department: 53 (POLICE)			675,380.00	675,380.00	41,963.62	454,726.67	494.00	220,159.33	67.40

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10.90.55.1010	WAGES - ANIMAL CONTROL	55	8,889.00	8,889.00		7,356.80		1,532.20	82.76
10.90.55.1020	MILEAGE	55	500.00	500.00		300.44		199.56	60.09
10.90.55.1550	DEPARTMENTAL SUPPLIES	55	900.00	900.00	42.35	456.19		443.81	50.69
Totals for Department: 55 (DOG WARDEN)			10,289.00	10,289.00	42.35	8,113.43		2,175.57	78.86
10.90.57.1645	E911 DISPATCH	57	48,176.00	48,176.00		43,176.00		5,000.00	89.62
10.90.57.1650	STREET LIGHTING	57	44,000.00	44,000.00	3,196.70	28,754.33		15,245.67	65.35
10.90.57.1655	DRUG AND ALCOHOL TESTING	57	1,200.00	1,200.00		1,000.00		200.00	83.33
Totals for Department: 57 (PUBLIC SAFETY)			93,376.00	93,376.00	3,196.70	72,930.33		20,445.67	78.10
10.90.59.1010	WAGES - FOREMAN	59	73,216.00	73,216.00	5,632.00	60,544.00		12,672.00	82.69
10.90.59.1011	WAGES - ASST ROAD FOREMAN (59	69,659.00	69,659.00	5,358.40	57,602.87		12,056.13	82.69
10.90.59.1012	WAGES - MAINTAINERMECHANI	59	66,747.00	66,747.00	5,134.40	55,194.88		11,552.12	82.69
10.90.59.1013	WAGES - HWY MAINT (3)	59	191,568.00	191,568.00	14,736.00	158,412.05		33,155.95	82.69
10.90.59.1049	WAGES - OVERTIME	59	58,256.00	58,256.00	801.11	31,315.76		26,940.24	53.76
10.90.59.1550	DEPARTMENTAL EQUIPMENT	59	12,000.00	12,000.00	166.48	11,494.23		505.77	95.79
10.90.59.1555	EQUIPMENT RENTAL	59	2,000.00	2,000.00		675.00		1,325.00	33.75
10.90.59.1670	STREET SWEEPING	59	18,000.00	18,000.00			13,000.00	5,000.00	72.22
10.90.59.1685	SNOW REMOVAL (MATERIAL)	59	75,000.00	75,000.00		30,400.95	41,764.05	2,835.00	96.22
10.90.59.1690	TOOLS	59	2,000.00	2,000.00		232.29		1,767.71	11.61

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10.90.59.1700	GAS/FUEL	59	13,000.00	13,000.00	1,014.11	10,678.65		2,321.35	82.14
10.90.59.1703	VEHICLE MAINTENANCE	59	35,000.00	35,000.00	1,096.09	18,504.39		16,495.61	52.87
10.90.59.1710	HIGHWAY MATERIALS	59	40,000.00	40,000.00	746.85	22,467.95	952.00	16,580.05	58.55
10.90.59.1713	TREE WORK	59	18,000.00	18,000.00		16,322.27		1,677.73	90.68
10.90.59.1714	GUARD RAIL/SILINE PAINTING	59	7,500.00	7,500.00		4,707.39		2,792.61	62.77
10.90.59.1715	CATCH BASIN CLEANING	59	16,500.00	16,500.00			15,000.00	1,500.00	90.91
10.90.59.1720	MANDATED STORM DRAINS	59	8,000.00	8,000.00	3,647.83	3,647.83	4,890.00	537.83-	106.72
10.90.59.1782	PAVEMENT MAINTENANCE	59	180,000.00	180,000.00	38,333.27	83,058.76	16,590.50	80,350.74	55.36
Totals for Department: 59 (HIGHWAY)			886,446.00	886,446.00	38,333.27	565,259.27	92,196.55	228,990.18	74.17
10.90.61.1122	PROPANE	61	2,300.00	2,300.00	78.03	1,829.39		470.61	79.54
10.90.61.1130	TELEPHONE/INTERNET/ALARM	61	4,400.00	4,400.00	865.80	4,464.70		64.70-	101.47
10.90.61.1715	BUILDING MAINTENANCE	61	10,000.00	10,000.00	234.62	3,741.83	140.00	6,118.17	38.82
Totals for Department: 61 (TOWN GARAGE)			16,700.00	16,700.00	1,178.45	10,035.92	140.00	6,524.08	60.93
10.90.63.1010	WAGES - NURSE	63	30,139.00	30,139.00	2,400.93	26,922.16		3,216.84	89.33
10.90.63.1170	DEPARTMENTAL SUPPLIES	63	750.00	750.00		137.70		612.30	18.36
10.90.63.1390	RESIDENT RELIEF	63	500.00	500.00				500.00	
10.90.63.1395	T.E.A.M.	63	7,500.00	7,500.00		7,500.00			100.00
10.90.63.1400	VETERANS FUNERALS	63	200.00	200.00				200.00	

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10.90.63.1723	MEALS ON WHEELS	63	950.00	950.00		950.00			100.00
10.90.63.1725	REGIONAL MENTAL HEALTH	63	915.00	915.00		911.00		4.00	99.56
10.90.63.1726	PROBATE COURT	63	2,700.00	2,700.00				2,700.00	
10.90.63.1730	CENTRAL NAUGATUCK VALLEY R	63	604.00	604.00				604.00	
10.90.63.1735	HEALTH DISTRICT	63	42,252.00	42,252.00		42,250.80		1.20	100.00
10.90.63.1737	BH CARE	63	500.00	500.00		500.00			100.00
Totals for Department: 63 (COMMUNITY WELFARE)			87,010.00	87,010.00	2,400.93	79,171.66	1,596.08	7,838.34	90.95
10.90.65.1740	REFUSE COLLECTION	65	259,044.00	259,044.00	20,100.08	182,955.66		76,088.34	70.63
10.90.65.1745	RECYCLING	65	88,092.00	88,092.00	6,549.35	59,046.47	96.08	28,949.45	67.14
10.90.65.1750	BULKY WASTE TRANSFER	65	36,000.00	36,000.00	403.61	26,529.77	1,500.00	7,970.23	77.86
10.90.65.1755	REFUSE-HOUSEHOLD HAZARDOUS	65	5,000.00	5,000.00		2,682.94		2,317.06	53.66
Totals for Department: 65 (REFUSE)			388,136.00	388,136.00	27,053.04	271,214.84	1,596.08	115,325.08	70.29
10.90.67.1010	WAGES - SUPERVISOR	67	71,594.00	71,594.00	5,507.20	59,202.43		12,391.57	82.69
10.90.67.1011	WAGES - ASST. SUPERVISOR	67	67,725.00	67,725.00	5,209.60	56,003.20		11,721.80	82.69
10.90.67.1042	WAGES - HELPER F/T	67	60,882.00	60,882.00	4,683.20	49,422.30		11,459.70	81.18
10.90.67.1049	WAGES - OVERTIME	67	42,740.00	42,740.00	2,899.94	36,154.66		6,585.34	84.59
10.90.67.1121	ELECTRICITY	67	19,000.00	19,000.00	5,448.02	16,002.73		2,997.27	84.22
10.90.67.1122	WATER & HEATING FUEL	67	5,300.00	5,300.00	140.67	3,373.10		1,926.90	63.64

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10.90.67.1130	TELEPHONE & ALARM	67	9,500.00	9,500.00	987.23	7,820.38		1,679.62	82.32
10.90.67.1140	SUPPLIES AND MAINTENANCE	67	6,000.00	6,000.00	517.51	5,843.86		156.14	97.40
10.90.67.1470	VEHICLE FUEL & MAINTENANCE	67	12,000.00	12,000.00	35.54	1,004.50		10,995.50	8.37
10.90.67.1760	PLANT OPERATIONS	67	50,000.00	50,000.00	767.35	30,427.00		19,573.00	60.85
10.90.67.1765	EQUIPMENT REPLACEMENT	67	40,000.00	40,000.00	262.70	13,122.86		26,877.14	32.81
10.90.67.1770	SLUDGE PROCESSING	67	150,000.00	150,000.00	10,512.00	102,070.66	39,210.55	8,718.79	94.19
10.90.67.1775	D.E.P. DISCHARGER PERMIT	67	1,800.00	1,800.00		1,722.50		77.50	95.69
10.90.67.1776	NITROGEN CREDITS	67	70,000.00	70,000.00				70,000.00	
10.90.67.1780	SEWER MAINTENANCE	67	20,000.00	20,000.00	899.03	5,485.39		14,514.61	27.43
10.90.67.1785	MANDATED TOXICITY TESTING	67	16,000.00	16,000.00	577.11	12,875.29	2,321.18	803.53	94.98
	Totals for Department:		642,541.00	642,541.00	38,447.10	400,530.86	41,531.73	200,478.41	68.80
	67 (WASTE WATER TREATMENT)								
10.90.69.1010	WAGES - FULL TIME (3)	69	124,009.00	124,009.00	9,403.20	104,676.36		19,332.64	84.41
10.90.69.1019	WAGES - PART TIME	69	11,583.00	11,583.00		8,200.95		3,382.05	70.80
10.90.69.1060	COMPUTER SUPPORT	69	3,900.00	3,900.00		3,351.24		548.76	85.93
10.90.69.1130	TELEPHONE-INTERNET	69	600.00	600.00		269.16		330.84	44.86
10.90.69.1170	DEPARTMENTAL SUPPLIES	69	23,850.00	23,850.00	703.57	18,300.58		5,549.42	76.73
10.90.69.1800	PROFESSIONAL DEVELOPMENT	69	1,000.00	1,000.00		360.49		639.51	36.05
10.90.69.1805	PROGRAMS	69	5,350.00	5,350.00	153.05	4,413.13		936.87	82.49
10.90.69.1807	LIBRARY COPIER LEASES	69	900.00	900.00	56.00	591.50	212.00	96.50	89.28

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Totals for Department: 69 (LIBRARY)								
		171,192.00	171,192.00	10,315.82	140,163.41	212.00	30,816.59	82.00
10.90.71.1019								
WAGES - SEASONAL	71	15,036.00	15,036.00		14,378.99		657.01	95.63
10.90.71.1121								
ELECTRICITY, WATER & FUEL	71	20,000.00	20,000.00	1,134.47	10,867.62		9,132.38	54.34
10.90.71.1550								
TOOLS & EQUIPMENT	71	4,000.00	4,000.00	610.72	3,958.87		41.13	98.97
10.90.71.1705								
VEHICLE MAINTENANCE	71	2,000.00	2,000.00		1,392.84		607.16	69.64
10.90.71.1815								
SPRAY FERTILIZER/CLAY	71	12,000.00	12,000.00	1,999.83	2,915.16		9,084.84	24.29
10.90.71.1820								
SANITATION FACILITIES	71	5,500.00	5,500.00	375.00	4,500.00		1,000.00	81.82
10.90.71.1840								
STOCK FISH	71	3,000.00	3,000.00				3,000.00	
10.90.71.1845								
SETTLING POND MAINTENANCE	71	5,000.00	5,000.00				5,000.00	
10.90.71.1850								
BUILDING MAINTENANCE	71	10,000.00	10,000.00	122.99	4,241.07		5,758.93	42.41
10.90.71.1855								
GROUPS MAINTENANCE	71	15,000.00	15,000.00	1,602.00	10,763.13		4,236.87	71.75
10.90.71.1856								
COURT MAINTENANCE	71	2,000.00	2,000.00				2,000.00	
10.90.71.1861								
RECREATIONAL PROGRAM & AC	71	3,000.00	3,000.00	91.04	664.04		2,335.96	22.13
10.90.71.1870								
INDEPENDENCE DAY CELEBRATI	71	14,000.00	14,000.00		6,540.80	5,000.00	2,459.20	82.43
10.90.71.1895								
MATTHIES PARK	71	13,000.00	13,000.00		7,046.19		5,953.81	54.20
10.90.71.1905								
SUMMER CONCERT SERIES	71	6,200.00	6,200.00		3,400.00		2,800.00	54.84
Totals for Department: 71 (PARK & RECREATION)		129,736.00	129,736.00	5,936.05	70,668.71	5,000.00	54,067.29	58.33
10.90.75.1915								
ELDERLY PROGRAM	75	1,000.00	1,000.00		1,000.00			100.00

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Totals for Department:			1,000.00	1,000.00		1,000.00			100.00
75 (COMMISSION FOR ELDERLY)									
10.90.77.1041	WAGES - DRIVERS	77	24,201.00	24,201.00	1,696.00	19,464.53		4,736.47	80.43
10.90.77.1055	TELEPHONE	77	550.00	550.00	42.11	380.95		169.05	69.26
10.90.77.1470	GAS/MAINTENANCE	77	2,000.00	2,000.00	1,738.11	801.74		1,198.26	40.09
Totals for Department:			26,751.00	26,751.00	1,738.11	20,647.22		6,103.78	77.18
77 (MINI BUS OPERATIONS)									
10.90.79.1120	HEATING OIL	79	2,800.00	2,800.00	885.60	2,769.80		30.20	98.92
10.90.79.1121	ELECTRICITY & WATER	79	4,500.00	4,500.00	242.36	3,234.19		1,265.81	71.87
10.90.79.1130	TELEPHONE	79	3,100.00	3,100.00	286.02	2,839.08		260.92	91.58
10.90.79.1220	SENIOR CENTER SUPPLIES	79	1,500.00	1,500.00		630.82		869.18	42.05
10.90.79.1681	SENIOR ACTIVITIES	79	2,200.00	2,200.00		1,465.90		734.10	66.63
10.90.79.1943	BUILDING MAINTENANCE	79	5,500.00	5,500.00	1,413.98	887.06	544.00	4,068.94	26.02
Totals for Department:			19,600.00	19,600.00	1,413.98	11,826.85	544.00	7,229.15	63.12
79 (SENIOR CITIZENS CENTER)									
10.90.83.1170	CONTINGENCY FUND EXPENSES	83	100,000.00	80,001.00				80,001.00	
Totals for Department:			100,000.00	80,001.00				80,001.00	
83 (CONTINGENCY)									
10.90.85.1984	PRINCIPAL - 2014 (\$5,865M) BOND	85	380,000.00	380,000.00					100.00
10.90.85.1985	INTEREST - 2014 (\$5,865M) BOND	85	135,307.00	135,307.00				0.74	100.00
Totals for Department:			515,307.00	515,307.00				0.74	100.00
85 (DEBT SERVICE - INTEREST)									

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10.90.87.2009								
PRINCIPAL - 2016 (\$4.35M) BOND	87	310,000.00	310,000.00		310,000.00			100.00
10.90.87.2013								
INTEREST - 2016 (\$4.35M) BOND	87	84,900.00	84,900.00		84,900.00			100.00
Totals for Department:		394,900.00	394,900.00		394,900.00			100.00
87 (DEBT SERVICE - PRINCIPLE)								
10.90.88.2001								
REGIONAL SCHOOL DISTRICT #1	88	14,777,586.00	14,777,586.00	924,426.00	12,735,902.00		2,041,684.00	86.18
Totals for Department:		14,777,586.00	14,777,586.00	924,426.00	12,735,902.00		2,041,684.00	86.18
88 (Department - 88)								
10.90.90.2500								
TRANSFER TO NON-RECURRING I 90	90	366,809.00	386,808.00	19,999.00	386,808.00			100.00
10.90.90.2503								
TRANSFER TO DEBT SERVICE FU 90	90	55,793.00	55,793.00		55,793.00			100.00
Totals for Department:		422,602.00	442,601.00	19,999.00	442,601.00			100.00
90 (SPECIAL PROJECTS)								
Report totals		22,341,563.00	22,342,063.00	1,263,004.19	18,511,305.54	170,607.30	3,660,150.16	83.62



TOWN OF BEACON FALLS PETTY CASH HANDLING AND ACCOUNTING POLICY

Dated May 7, 2020

**Proposed to take effect immediately and then be incorporated as a chapter of the larger Financial Policy Manual as the larger revision gets completed in the coming months.*

Purpose

The Petty Cash Handling and Accounting Policy has been created to provide guidelines for the appropriate establishment, use, and accountability of such funds. Procedures have been established to encourage effective administration and internal control of cash handling operations throughout the Town of Beacon Falls.

Summary

The majority of petty cash funds are established to enable departments to make for small, emergency purchases where a purchase order is not required, or a credit card cannot be used. The amount of the petty cash fund is established at the time the fund is approved. Expenditures may not be used to circumvent current purchasing procedures. The cash drawer system is intended to make change and to receipt payment to the Town. Any employee who is required to utilize petty cash is required to appropriately safeguard, account for and document all cash maintained on behalf of the Town. The cash should be maintained in a secure locked device. The keys and/or passwords to these locked devices should be maintained in a hidden location.

The responsible employee within the department who is the primary handler of the petty cash will be named the Department Petty Cash Custodian. There may be more than one Department Petty Cash Custodian in smaller offices due to staffing levels and/or schedules, but this should be minimized whenever possible. The Town Petty Cash Custodian is the Finance Administrative Assistant. The Finance Manager reviews the Town Petty Cash Custodian's work.

Petty Cash Guidelines

- Petty cash funds are used for expenditures of \$50 or less made by a Town employee or to make change for customer transactions (please see Cash Drawer Guidelines for more information).
- Adequate receipts and documentation must be maintained to support all transactions made from each petty cash fund.
- A petty cash fund or Department Petty Cash Custodian may be revoked at the discretion of the Finance Manager.
- The amount of the petty cash fund may be reduced/increased at the discretion of the Finance Manager.
- All Petty Cash custodians (or designees) must follow the Petty Cash Procedures (outlined below).

**TOWN OF BEACON FALLS
PETTY CASH HANDLING AND ACCOUNTING POLICY**

Petty Cash Departments and Associated Limits

Established Petty Cash Funds Department	Fund Limit
Town Clerk	\$125.00
Land Use Department	\$150.00
Library	\$50.00
Tax Collection/Assessor Department	\$200.00
Public Works Department (Transfer Station); seasonally April-October	\$100.00

Establishing New Petty Cash Funds

Departments wishing to establish a new petty cash fund shall contact the Finance Manager.

Closing a Petty Cash Fund

If it is determined that an existing petty cash fund is no longer needed, the Town Petty Cash Custodian must close the fund. The remaining cash and all receipts (and any other supporting documentation) should be taken to the Finance Department for deposit along with the appropriate account number.

Petty Cash Procedures:

1. The requester shall complete the Petty Cash Reimbursement Request, making sure to complete the following fields: pay to, date, prepared by, and department/division. Describe the purchase/expenditure in the description/explanation area and enter the total amount requested for reimbursement. A receipt for the expenditure must be attached to this form. The form must be signed and dated by the requestor and approved by the requestor's supervisor (if available) with his/her signature and the date.
2. The requestor then submits the form to the Town Petty Cash Custodian for reimbursement.
3. The Town Petty Cash Custodian reviews the Petty Cash Reimbursement Request form (Exhibit A) and the receipt(s) and confirms the total amount requested on the form. The custodian dates and initials the form, then issues the cash payment to the requestor. The Petty Cash Reimbursement Request form and the attached receipts are kept in the petty cash fund file. Exhibit A is attached to this policy in PDF format for reference, however, the Excel version must be utilized in practice.
4. On a weekly basis (at a minimum), the custodian counts the currency and coins in the petty cash fund, sums the receipts in the petty cash fund file. Daily counting is highly encouraged. Best practices are to count the petty cash at the beginning of the work day and then once again at the close of the work day. The combined dollar value of the currency, coins and the receipts must equal the petty cash fund total assigned to the custodian. The custodian then completes a Petty Cash Reconciliation Form (Exhibit B) and a check request to reimburse the petty cash fund for the amount of the outstanding receipts. Exhibit B is attached to this policy in PDF format for reference, however, the

TOWN OF BEACON FALLS PETTY CASH HANDLING AND ACCOUNTING POLICY

Excel version must be utilized in practice. A formal reconciliation form is not required daily, however, if a discrepancy is found from one day to another, it must be reported as outlined in Item 5 below.

5. If a discrepancy exists between the total of the currency, coin and receipts and the petty cash fund total assigned to the Department Petty Cash Custodian, the Department Petty Cash Custodian needs to inform his/her supervisor (if available) who then contacts the Finance Department. If no supervisor, the Department Petty Cash Custodian informs the Finance Department directly.

It is the responsibility of the Town Petty Cash Custodian to determine the frequency for reimbursing the departmental petty cash funds to ensure that sufficient currency and coin are on hand to reimburse employees for expenditures or making change for patrons.

Cash Drawer Guidelines

Cash drawers should generally be used for the following:

- Making change to the public.
- Receiving payment for multiple types of transactions.
- Adequate receipts and documentation must be maintained to support all transactions made from the petty cash drawer.

A petty cash drawer may be revoked at the discretion of the Finance Manager.

Overages and Shortages

Both overages and shortages should be noted and tracked by the Department Petty Cash Custodian and then reviewed and certified by a department supervisor (if available). Significant amounts should be immediately reported to the department supervisor (if available) and the Finance Manager. If there appears to be a growing pattern or anything unusual or strange about the overages and shortages, that information must be disclosed immediately.

Cash Drawer Procedures

1. Department Petty Cash Custodians of cash drawers shall issue a receipt to the customer for all transactions.
2. The Department Petty Cash Custodian shall complete the Cash Drawer Reconciliation Form (Exhibit B) for a period of one month and attach copies of all receipts issued and submit to the Finance Department.
3. If a discrepancy exists between the "Total Cash on Hand" and the "Valid Cash Balance", then the Department Petty Cash Custodian needs to inform his/her supervisor (if available) who then contacts the Finance Department. If no supervisor, the Department Petty Cash Custodian contacts the Finance Department directly.

Policy created: 05/07/2020

Policy presented at BOS and BOF meetings for approval: 05/11 and 05/12/2020 (respectively)

Updated: N/A

**TOWN OF BEACON FALLS
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**Exhibit A
Town of Beacon Falls
Petty Cash Reimbursement Form**

Pay To:		Date:	/ /
Account #:		Department:	
Description/Explanation:			
Receipts attached	<input type="checkbox"/>	Total Amount:	\$
Requestor's Name (printed):		Approver's Name (printed):	
Requestor's Signature:		Approver's Signature:	
Date:	/ /	Date:	/ /
Date Paid:	/ /	Check/ACH#:	

**TOWN OF BEACON FALLS
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**Exhibit B
Town of Beacon Falls
Petty Cash Reconciliation Form**

Month Covered		Reconciliation Details			
From: / /		Reconciled By:			
To: / /		Date Period Reconciled:		/ /	
Fiscal Year:		Beginning Cash:		\$	
Rec. #	Date	Employee	Description	Account #	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
Total Expenditures:					\$
Remaining Petty Cash (Beginning Cash MINUS Expenditures):					\$
Replenishment Check Request (Difference between Established Petty Cash Fund Balance and Remaining Petty Cash):					\$
Ending Cash (Remaining Petty Cash + Replenishment):					\$

Currency Type	# Bills/Coins	Amount
Pennies		
Nickels		
Dimes		
Quarters		
One-dollar bills		
Five-dollar bills		
Ten-dollar bills		
Twenty-dollar bills		
Total Remaining Petty Cash:		
Replenishment Amount:		
Ending Cash:		

RECEIPTS ATTACHED

Department Petty Cash Custodian Signature Date

Town Petty Cash Custodian Signature Date