

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager *nm*
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: September 10, 2020
Subject: August Monthly Report – Finance Department



GENERAL:

- **Financial Policy Manual:** various revisions to the Cash Drawers chapter suggested by Tax Collection Department are being presented again at this month's meeting for consideration.
- **RFQs/RFPs/ITBs:**
 - **20-6 Wolfe Ave Abatement/Debris Removal:** this is on the BOS's agenda for decision.
 - **20-7 Reappraisal and Revaluation of Real Estate for 2021 Grand List:** Special Conditions language in contract is currently being negotiated.
 - **20-8 Integrated Municipal Financial Accounting Software:** Review/grading has been completed. The bid has been thrown out; currently exploring our options.
 - **20-9 Milling, Reclamation, Paving, Grading & Curbing** was advertised 8/17 – 8/31/20. An error was found on the proposal form. The bid submissions were thrown out and results were not posted. A re-bid was advertised 9/3 – 9/10/20. Contract estimated to begin 9/15/20.
 - **Reporting:** After a bid has closed and the results have been posted for the bidders, the Finance Department will then provide summary reports (with grading and costs) from Bonfire for the boards. We will begin this in October.
- **BHC Station 2 oil tank removal/gym:** checked in with BHC regarding status.
- **Solar ROI Analysis:** had a conference call with Titan Energy. This is CCM's energy consultant. They can provide this service to us at no-cost. We will be in touch with them in September to hopefully get an ROI to the boards in October.

BUDGET/PAYABLES/RECEIVABLES/PROJECTS:

- **FY20 Year-End Surplus ESTIMATE (Updated):**
 - \$893,115.87 ending surplus [was \$963,785 last month]
 - [outstanding encumbrances estimate of \$115,500 removed]
 - \$58,339 – Auditor is suggesting incorporating, where/how posted as A/P still under discussion
 - \$375,662 (tornado reimbursement)

 - = \$459,114.87 [was \$472,623 last month]
- **Budget:** working on refining 10-year capital plan.
- **Transfers:** 0 are being presented for consideration.
- **Line 14 line(s)** to monitor. Many of which are only slightly above the traditional 17% for the 2nd month of the FY. Attached for your review
- **\$6M BAN/Bond:** we have been working hard with the financial advisor and bond counsel to track down missing documents and all of the information required to do the actual issue. We should be on target for the issue to hit 10/1/20.
- **Audit:** our preliminary on-site visit occurred on 8/25/20 and we had our management discussion. Now we are tasked with a list of documents and information to provide prior

to their return the first week of December. Most of the work this year will be via our new OneDrive remotely.

- **10-Year Capital Plan:** will begin refining the roads priority order and finalizing this document in August and September.
- **Storms:** Hurricane Isaias and the tornado microburst have put paperwork burden onto this department. The Hurricane will most likely become a disaster project in the portal.

GRANTS:

- **FEMA Tornado reimbursement:** The \$27,000 worth of management expenses (Cat Z) are still being worked on.
- **FFY2019 AFG and FP&S:** No awards to date. All funds must be awarded no later than 9/18/20.
- **COVID-19 - DEMHS Region 5:** received partial determination (2 categories) for Q1 on 9/10. Waiting on 2 more categories.
- **COVID-19 CRF:** deadline got extended from 8/31 to 9/30 due to the FEMA determination being behind schedule.
- **AFG-S:** FEMA notified us that its Fire Department COVID PPE grant re-opened for volunteer and combination departments only. This would be a great option if FEMA DEMHS Region 5 and CRF did not come through...or we any ineligible PPE out of CRF portal and apply for reimbursement through this source.
- **Katharine Matthies Foundation:** we were notified of a \$7,100 award on 8/13/20 for the Pent Road Park Benches, Tables, and Trash Cans. P&R and DPW are currently working on a way to pare the project down to meet the funds.
- **BJA BVP:** final report and payment request (\$1,687.50) was submitted 8/26/20 (before the 8/31/20 deadline). Grant is 50/50. Town's match = \$1,687.50. Total project = \$3,375.
- **STEAP:** submitted an application on 8/27/20 (before the 8/31/20 deadline) for Cook Lane Drainage Improvements for the max \$128,205.
- **CDOT Community Connectivity Grant Program Funding for Bicycle/Pedestrian Safety and Improved Access to Community Centers:** Due 10/16/20; discussing with engineer and planner as to how we might be able to submit for the South Main Street TPA project.
- **Office of the Secretary of State**
 - **August - Safe Polls Grant:** Registrar sent in the certification to the State that is required and received \$1,000.
 - **September – Absentee Ballot Support, Safe Polls, Election Day Registration Access = \$4,703;** TBD if safe polls figure above is included in this total or is “in addition to”.

Attachments:

- FY20 Statement of Revenue & Expenditures
- August - Lines To Monitor
- August - Actual & Estimated Revenue
- August - Expenditures, Encumbrances & Appropriations
- Revised Cash Drawers (Chapter X) from Financial Policy Manual (and other affected areas – Addendums)

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Statement of Revenues & Expenditures

Town of Beacon Falls

For Period Ending 06/30/2020

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ACCOUNT DESCRIPTION	CURRENT PERIOD		CURRENT YEAR-TO-DATE		PRIOR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
10.80.01.4005 STATE PROPERTY TAX (PILOT)			24,899.00	24,899.00	24,899.00	24,899.00
10.80.01.4006 ENTERPRISE GRANT						19,645.09
10.80.01.4030 DISABILITY TAX RELIEF			1,750.00	1,664.71	2,258.00	1,746.32
10.80.01.4035 ADD. EXEMPTIONS FOR VETERANS			9,200.00	8,328.80	10,339.00	9,190.40
10.80.01.4040 TOWN AID ROAD MAINT			190,730.00	192,176.32	188,923.00	190,730.34
10.80.01.4045 SCHOOL EQ. GRANT GT&ECS			3,995,130.00	3,995,130.00	4,021,856.00	4,021,856.00
10.80.01.4055 MASHANTUCKET PEQUOT GRANT		4,155.67	12,467.00	12,467.00	12,467.00	12,467.00
10.80.01.4062 DISTRESSED MUNICIPALITIES/Grants				7,971.78		
10.80.01.4066 MUNICIPAL GRANT-IN-AID		43,809.00	43,809.00	43,809.00	43,809.00	46,354.00
10.80.01.4070 MISCELLANEOUS REIMBURSEMENTS		375,712.40		383,929.04		39,001.15
10.80.01.4072 EMPG GRANT				5,000.00		
10.80.02.4070 PLANNING/ZONING COMMISSION		375.00	2,500.00	3,773.00	6,000.00	1,875.00
10.80.02.4075 ZONING BD. OF APPEALS			500.00		750.00	1,131.00
10.80.02.4080 BUILDING PERMITS		46,760.00	135,000.00	171,962.70	93,500.00	131,598.27
10.80.02.4081 AMBULANCE REIMBURSEMENT			3,000.00		10,000.00	7,926.08
10.80.02.4082 FIRE MARSHAL INSPECTIONS FEES		90.00	3,000.00	1,642.00		
10.80.02.4087 TOWN CLERK - CONVEYANCE		9,290.46	70,000.00	101,486.83	70,000.00	156,561.06
10.80.02.4089 TOWN SHARE - TOWN CLERK MERS		794.00	4,000.00	4,281.00	4,000.00	3,702.00
10.80.02.4090 MISCELLANEOUS PERMITS		120.00-	2,500.00	645.00	500.00	2,855.00
10.80.02.4091 INLANDS WETLANDS FEES			1,500.00	1,934.00	2,250.00	476.00

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
10.80.02.4096 POLICE EXTRA DUTY			30,000.00	30,000.00	18,600.00	18,600.00
10.80.02.4099 POLICE - OTHER REVENUE		290.00	2,000.00	2,530.00	3,000.00	2,470.00
10.80.02.4101 POLICE TRAFFIC TICKETS			3,000.00	1,952.50		
10.80.02.4110 DISPOSAL FEES		10.00	250.00	112.00	275.00	270.00
10.80.02.4120 MINI-BUS		655.50	4,200.00	4,565.50	4,000.00	5,118.02
10.80.02.4999 MISCELLANEOUS INCOME				703.68		9,629.62
10.80.03.4122 INTEREST - TAX COLLECTOR		18,253.02	118,000.00	156,176.04	180,000.00	146,190.70
10.80.03.4123 LIENS/FEES - TAX COLLECTOR		386.86	1,200.00	1,928.04	3,000.00	1,069.15
10.80.03.4126 SUPPLEMENTAL MOTOR VEHICLE TAX		4,088.79	185,000.00	199,715.47		
10.80.03.4132 WATER PROJECT (2001) - CURRENT & I			55,000.00	37,735.40	60,000.00	48,690.19
10.80.03.4133 RIMMON HILL SEWER ASSESSMENTS		4,985.85	135,000.00	85,077.33	120,000.00	134,765.33
10.80.04.4130 TELECOMM. PROPERTY TAX			8,414.00	8,736.73	11,345.00	8,413.94
10.80.04.4140 MISCELLANEOUS			500.00	504.53	500.00	8.81-
10.80.04.4145 INSURANCE REFUNDS			10,000.00	16,675.00		15,964.48
10.80.04.4150 XEROX EQUIPMENT			200.00	172.00	400.00	158.00
10.80.04.4155 REGION #16-SURPLUS			10,000.00		125,000.00	11,230.00
10.80.04.4157 LEACHATE COLLECTION SYSTEM		9,746.25	80,000.00	44,107.98	80,000.00	81,972.28
10.80.04.4161 INSURANCE CLAIMS						11,105.78
10.80.05.4165 INVESTMENTS/INTEREST EARNED		10,631.16	150,000.00	136,590.53	13,000.00	142,722.48
10.80.06.4300 PROPERTY TAXES-CURRENT		37,255.10	16,452,505.00	16,749,905.01	16,690,570.00	16,756,168.60

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		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	ACTUAL
10.80.06.4301 PRIOR YEAR PROPERTY TAXES		14,854.28	230,000.00	247,635.61	300,000.00	251,008.32	
10.80.06.4325 TRANSFER FROM UNASSIGNED FUND			366,809.00		49,054.00		
10.80.06.4400 SALE OF TOWN PROPERTY		2,500.00		6,150.00		6,800.00	
Total Revenues		584,523.34	22,342,063.00	22,692,073.53	22,160,295.00	22,324,351.79	
10.90.01.1010 FIRST SELECTMAN SALARY	153.15	4,583.33	52,334.15	52,334.15	48,000.00	48,000.00	
10.90.01.1011 WAGES - SELECTMAN	32.75	1,125.00	12,928.75	12,928.75	12,000.00	12,000.00	
10.90.01.1012 WAGES - SELECTMAN	32.75	1,125.00	12,928.75	12,928.75	12,000.00	12,000.00	
10.90.01.1013 GRANT WRITER	169.26	857.46	7,669.26	7,669.26	8,170.66	1,295.00	
10.90.01.1014 HUMAN RESOURCES SPECIALIST	764.15	6,835.01	31,685.85	30,915.52	25,000.00	22,495.84	
10.90.01.1020 FIRST SELECTMAN'S SECRETARY	801.51	4,390.75	42,861.51	42,861.51	47,870.34	47,870.34	
10.90.01.1220 FIRST SELECTMAN'S EXPENSES		470.00	2,500.00	2,378.86	2,500.00	2,335.72	
10.90.03.1040 WAGES - CUSTODIAN	2,174.62	5,285.05	38,764.62	38,764.62	38,954.70	38,954.70	
10.90.03.1049 WAGES - OVERTIME CUSTODIAN		162.67	1,000.00	953.51			
10.90.03.1070 BOARD & COMMISSION CLERKS		1,174.25	10,000.00	9,046.75	11,738.25	11,738.25	
10.90.03.1071 BOARD & COMMISSION EXPENSES			1,000.00	175.50	1,000.00	297.05	
10.90.03.1078 LEGAL NOTICES	850.00	648.34	4,850.00	4,656.91	3,968.86	2,821.75	
10.90.03.1080 POSTAGE		295.42	3,000.00	2,329.41	2,600.00	2,549.65	
10.90.03.1090 OFFICE SUPPLIES		756.01	9,000.00	7,251.07	8,899.78	7,893.85	
10.90.03.1105 COMPUTER-TECHNICAL SUPPR		2,853.24	32,560.00	30,741.20	31,500.00	31,463.39	
10.90.03.1110 HONOR ROLL MEMORIAL			600.00	484.80	700.22	700.22	
10.90.03.1120							

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		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
UTILITIES - ELECTRICITY		350.10	7,000.00	5,464.30	3,855.30	3,855.30	
10.90.03.1121 ELECTRICITY - SOLAR GENERATION			50,000.00	46,479.22	48,069.24	48,069.24	
10.90.03.1122 UTILITIES - HEAT & WATER	800.00	111.28	6,800.00	6,254.99	7,301.25	7,301.25	
10.90.03.1130 TELEPHONE	800.00-	5,183.53	20,200.00	19,106.23	21,061.96	21,061.96	
10.90.03.1140 MISC. REPAIRS/BUILDING MAINTENAN		1,601.86	14,000.00	13,678.23	11,374.52	11,281.55	
10.90.03.1160 ELEVATOR SERVICE AGREEMENT		242.05	3,400.00	2,862.30	5,800.00	3,759.05	
10.90.03.1167 MILEAGE & TOWN CAR MAINT.		75.63	2,000.00	1,344.46	1,500.00	1,338.57	
10.90.03.1445 EMERGENCY GENERATOR					500.00		
10.90.03.1495 EDUCATION/TRAINING	850.00-		4,650.00	2,902.99	7,500.00	6,532.36	
10.90.03.1600 ALARM SYSTEM MONITORING			5,050.00	4,073.88	7,050.00	4,182.21	
10.90.05.1010 WAGES - TOWN CLERK		500.00	5,400.00	5,400.00	4,800.00	4,800.00	
10.90.05.1020 WAGES-ASST. TOWN CLERK PT		3,479.57	24,700.00	21,997.74	24,338.30	24,338.30	
10.90.05.1042 WAGES - ASST. TOWN CLERK	1,059.54	5,489.03	45,776.54	45,776.54	45,573.00	45,573.00	
10.90.05.1170 TOWN CLERK EXPENSES		577.22	5,000.00	2,867.29	5,086.90	5,086.90	
10.90.05.1175 ELECTION EXPENSES			1,500.00	898.96	1,413.10	1,230.84	
10.90.05.1180 MICRO FILM RECORDS		1,555.00	20,560.00	19,195.12	20,560.00	19,173.01	
10.90.05.1190 LEASE-PURCH COPIER		62.95	2,000.00	778.46	2,000.00	1,174.91	
10.90.05.1195 RECORDS/BOOKS		968.57	4,000.00	2,324.38	4,000.00	3,999.30	
10.90.05.1210 MAP PRINTER MAINT. & SUPPLIES			600.00	189.00	600.00		
10.90.05.1405 VITAL STATISTICS			200.00		200.00		
10.90.05.2155						30.00	

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		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
10.90.07.1010 WAGES - TAX COLLECTOR		5,544.00	40,921.00	36,376.04	36,494.00	36,494.00	
10.90.07.1020 WAGES - ASST. TAX COLLECT		2,982.65	47,684.00	43,346.25	48,679.02	48,679.02	
10.90.07.1049 WAGES - OVERTIME	343.49		843.49	843.49	1,500.00	421.74	
10.90.07.1060 COMPUTER SUPPORT			6,300.00	6,025.00	5,900.00	5,850.00	
10.90.07.1061 COMPUTER SVCS - PRINTING	296.37-		9,903.63	8,168.86	10,230.00	10,215.83	
10.90.07.1220 MISCELLANEOUS EXPENSES	296.37	2,287.76	6,296.37	6,296.57	7,000.00	5,852.02	
10.90.09.1010 WAGES - TREASURER	32.75	1,125.00	12,928.75	12,928.75	12,000.00	12,000.00	
10.90.11.1020 WAGES - BLDG INSPECTOR		3,586.80	34,426.00	34,404.00	31,741.14	31,741.14	
10.90.11.1130 BUILDING INSPECTOR PHONE		84.95	625.00	508.01	625.00	572.60	
10.90.11.1167 BUILDING INSPECTOR MILEAGE		533.60	2,500.00	2,319.22	2,260.10	2,260.10	
10.90.11.1220 MISCELLANEOUS EXPENSES			2,000.00	497.34	1,435.55	933.89	
10.90.13.1045 WAGES - LONGEVITY			8,400.00	7,500.00	8,100.00	7,100.00	
10.90.13.1047 WAGES-PILO HEALTH INS.	1,000.00	10,000.00	10,000.00	10,000.00	12,500.00	11,694.67	
10.90.13.1235 WAGE SALARY ADJUSTMENTS	24,562.53-	5,579.81	20,437.47	20,408.60	210.48		
10.90.13.1240 SOCIAL SECURITY		14,799.90	173,000.00	163,984.15	151,351.56	151,351.56	
10.90.13.1245 MEDICAL INSURANCE	1,000.00-	4,072.69-	289,000.00	270,987.77	278,525.50	273,208.02	
10.90.13.1246 LIFE INSURANCE		943.84	16,000.00	13,969.77	15,000.00	14,246.67	
10.90.13.1247 DENTAL REIMBURSEMENT		910.11	15,000.00	11,284.83	15,000.00	14,044.42	
10.90.13.1250 PENSION PLAN		13,673.64	388,000.00	367,594.27	347,911.00	333,099.78	
10.90.13.1255							

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		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
10.90.13.1256 WORKERS COMPENSATION			183,825.00	180,504.00	212,272.00	210,376.00	
10.90.13.1595 FIRE DEPARTMENT INSURANCE			21,700.00	3,653.03	24,033.00	24,032.13	
10.90.13.1595 PW CLOTHING ALLOWANCE			1,835.94	5,000.00	4,231.74	5,000.00	4,636.65
10.90.15.1041 WAGES - CERT. ASSESSOR	4,067.56	9,846.29	67,476.56	67,476.56	64,181.69	64,181.69	64,181.69
10.90.15.1042 WAGES - CLERK (P/T)		2,681.87	24,410.00	22,915.30	20,810.00	17,809.58	
10.90.15.1060 COMPUTER SUPPORT			9,650.00	9,588.09	9,500.09	9,500.09	9,500.09
10.90.15.1061 COMPUTER SVCS - PRINTING			1,470.00	1,300.00	1,300.00	1,300.00	1,300.00
10.90.15.1220 OFFICE SUPPLIES		172.30	3,500.00	3,007.14	3,499.91	3,480.83	3,480.83
10.90.15.1280 GIS (MAPS)			6,800.00	6,100.43	5,000.00	4,490.00	4,490.00
10.90.15.1495 EDUCATION		300.00-	1,030.00	1,800.00	1,030.00	840.48	840.48
10.90.17.1042 WAGES - BOARD OF APPEALS			1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
10.90.19.1380 AUDIT			29,000.00	29,000.00	28,250.00	28,250.00	28,250.00
10.90.20.1044 WAGES - FINANCE CLERK	2,305.86	7,258.06	51,208.86	51,208.86	49,012.72	49,012.72	49,012.72
10.90.20.1046 WAGES - FINANCE MANAGER	4,670.33	7,612.61	67,070.33	67,070.33	58,689.28	41,834.99	41,834.99
10.90.20.1060 COMPUTER SUPPORT			7,700.00	4,751.57	7,500.00	7,317.70	7,317.70
10.90.21.1060 EDC CONSULTANT			48,000.00	20,830.00	48,000.00	47,750.00	47,750.00
10.90.21.1220 EXPENSES - EDC		17.06	1,000.00	462.69	1,000.00	915.83	915.83
10.90.23.1041 WAGES - ENFORCEMENT OFFICER		1,186.00	3,642.00	3,335.63	2,936.07	2,936.07	2,936.07
10.90.23.1305 SOIL CONSERVATION			1,000.00	60.00	1,000.00		
10.90.24.1220 EXPENSES		500.00	1,000.00	560.00	95.00	95.00	95.00
10.90.24.1806							

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ACCOUNT DESCRIPTION	CURRENT PERIOD		CURRENT YEAR-TO-DATE		PRIOR YEAR-TO-DATE	
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
LAND ACQUISITION/OPEN SPACE PRE			1,000.00	1,000.00	1,000.00	1,000.00
10.90.24.1807		5,000.00	5,000.00	5,000.00		
OPEN SPACE MAINTENANCE						
10.90.25.1040	1,986.31	4,574.88	35,079.31	35,079.31	35,106.24	35,106.24
WAGES - ZONING ENFORCEMENT						
10.90.25.1220		185.03	1,500.00	1,095.05	701.04	701.04
EXPENSES						
10.90.25.1402			100.00			
BLIGHT						
10.90.29.1010			26,400.00	26,400.00	26,400.00	26,399.40
WAGES-REGISTRARS (2)						
10.90.29.1011			1,630.00	1,630.00	1,757.10	1,757.10
WAGES - DPTY REGISTRARS						
10.90.29.1031		198.00	6,200.00	3,612.00	4,000.00	3,813.00
WAGES - ELECTION WORKERS						
10.90.29.1173			500.00	60.00	1,500.00	46.87
CERTIFICATION & WORKSHOPS						
10.90.29.1174					535.88	535.88
E-poll Books & Training						
10.90.29.1175			2,600.00	1,304.88	2,600.00	1,481.63
REGISTRATION/CONFERENCES						
10.90.29.1176			1,500.00	1,103.71	1,632.00	791.75
OFFICE SUPPLIES						
10.90.29.1177			1,000.00	800.00	1,000.00	830.00
MAINT. VOTING MACHINES						
10.90.29.1345			5,000.00	2,859.57	5,000.00	4,995.81
ELECTION EXPENSES						
10.90.29.1355			3,727.50		2,876.12	2,876.12
PRIMARIES						
10.90.29.1360			642.50	642.50	206.00	206.00
CANVAS EXPENSES						
10.90.33.1270			65,000.00	45,488.38	76,204.49	76,204.49
TOWN COUNSEL RETAINER						
10.90.33.1290			30,000.00	18,480.72	30,410.00	30,410.00
ENGINEERING & CONSULTANTS						
10.90.33.1385			2,600.00	2,550.00	2,600.00	2,550.00
WEBSITE CONSULTANT						
10.90.37.1410			98,000.00	97,981.00	98,215.00	98,215.00
PROPERTY & CASUALTY						
10.90.39.1415						

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
REGIONAL COUNCIL GOVTS			3,544.00	3,544.00	2,762.00	2,696.00
10.90.39.1425 CCM MUNICIPALITIES			3,571.00	3,571.00	3,571.00	3,571.00
10.90.39.1430 VALLEY COUNCIL/BROWNFIELD			800.00	800.00	800.00	800.00
10.90.39.1440 C.O.S.T. (SMALL TOWNS)			825.00	825.00	825.00	825.00
10.90.41.1404 MUNICIPAL HISTORIAN			250.00			
10.90.41.1405 SESQUICENTENNIAL COMMITTEE			2,000.00	2,000.00	2,000.00	
10.90.44.1010 WAGES - FIRE CHIEF			12,000.00	12,000.00	12,000.00	12,000.00
10.90.44.1012 WAGES - FIRE/FM ADMIN ASSISTANT			250.00	3,000.00	3,000.00	
10.90.44.1030 TELEPHONE	103.33	336.94	3,903.33	3,903.33	3,800.00	3,681.93
10.90.44.1031 EMERGENCY TELEPHONE (911)	1,000.00	4,229.22	22,400.00	21,936.89	19,097.78	19,097.78
10.90.44.1060 SOFTWARE & IT			531.72	10,711.18	10,240.72	6,000.00
10.90.44.1121 ELECTRICITY			381.30	6,000.00	5,288.51	6,841.94
10.90.44.1122 HEATING FUEL	1,103.33-	735.30	13,896.67	12,661.15	14,802.25	14,802.25
10.90.44.1123 WATER			134.91	1,300.00	1,065.47	1,152.94
10.90.44.1413 FIRE PREVENTION AND SAFETY			3,500.00	3,498.49	3,510.84	3,510.84
10.90.44.1435 BUILDING MAINTENANCE			3,917.48	13,500.00	7,286.12	13,556.10
10.90.44.1436 BLDG EQUIP-MAINT & REPAIRS			200.00	6,500.00	5,018.38	6,329.65
10.90.44.1465 COMM. EQUIP-MAINTENANCE			3,568.08	6,000.00	3,839.33	5,777.69
10.90.44.1466 EQUIPMENT MAINTENANCE			580.00	8,500.00	8,162.10	8,579.60
10.90.44.1470 VEHICLE FUEL			593.30	10,000.00	9,764.04	11,302.86
10.90.44.1471						11,302.86

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
MANDATORY VEHICLE AND EQUIPME		1,260.42	15,000.00	13,569.04	13,550.77	13,550.77
10.90.44.1472		4,543.34	31,500.00	27,595.72	34,407.84	34,407.84
VEHICLE REPAIRS						
10.90.44.1485		10,743.26	22,000.00	21,948.48	22,296.36	22,296.36
PERSONAL PROTECTIVE EQUIPMENT/						
10.90.44.1486		60.54	11,000.00	5,644.56	10,000.00	9,954.76
EMS TRAINING	1,000.00-					
10.90.44.1487		795.00	5,000.00	4,982.00	4,489.67	4,187.00
AIR BOTTLE REPLACEMENT PROGRA						
10.90.44.1488			2,500.00	2,500.00		
HOSE REPLACEMENT						
10.90.44.1490		165.00	17,000.00	13,785.00	16,294.50	16,294.50
PHYSICALS/HEALTH & WELLNESS						
10.90.44.1495		1,188.77	20,000.00	12,152.43	22,000.00	21,961.17
TRAINING						
10.90.44.1500		3,561.76	16,000.00	14,372.42	16,203.13	16,203.13
SERVICE AWARD PROGRAM						
10.90.44.1552		580.25	19,000.00	17,771.82	19,771.14	19,771.14
DEPARTMENTAL SUPPLIES - FD						
10.90.44.1553	1,000.00		16,552.00	16,176.96	14,137.54	8,518.75
DEPARTMENTAL SUPPLIES - AMB						
10.90.45.1010		1,379.33	13,000.00	9,250.00		
WAGES - FIRE MARSHAL						
10.90.45.1011		250.00	3,000.00	3,000.00		
WAGES - DEPUTY FIRE MARSHAL						
10.90.45.1012		249.92	2,000.00	1,906.78	650.00	445.14
WAGES - FIRE/FM ADMIN ASSISTANT						
10.90.45.1130			1,000.00	42.86		
TELEPHONE						
10.90.45.1167			1,575.00	990.00	650.00	
VEHICLE EXPENSES						
10.90.45.1515			650.00	650.00		
FIRE CODE SUBSCRIPTION						
10.90.45.1526			3,000.00	1,035.09	2,000.00	1,940.30
COMPUTER SUPPORT						
10.90.45.1527						
FIRE MARSHAL - EXPENSES						
10.90.45.1595			1,000.00			
FIRE MARSHAL - UNIFORMS						
10.90.47.1525						

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		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
LEASE RADIO/TELEPHONE		84.95	600.00	545.96	1,000.00	572.60	
10.90.47.1530							
EMERGENCY NOTIFICATION SYSTEM			5,000.00	5,000.00	7,500.00	7,500.00	
10.90.48.1495							
TRAINING/EQUIPMENT			6,000.00	2,897.00	6,000.00	5,145.16	
10.90.49.1540							
COTTON HOLLOW		1,697.02	9,900.00	9,545.44	9,731.38	9,731.38	
10.90.49.1541							
BEACON FALLS	16,666.75	34,818.35	210,666.75	210,666.75	203,190.01	203,190.01	
10.90.53.1010							
RESIDENT STATE TROOPER		4,955.85	87,821.79	95,044.15	88,463.57	189,035.69	189,035.69
10.90.53.1015							
EXTRA DUTY - TROOPERS					1,435.65	1,435.65	
10.90.53.1019							
WAGES - POLICE LT.		3,571.70	25,451.00	20,537.28	17,777.70	17,777.70	
10.90.53.1020							
WAGES - PATROL F/T	3,241.88	28,571.83	195,807.88	195,807.88	185,628.08	185,628.08	
10.90.53.1040							
WAGES - CLERK	1,713.97	5,170.55	36,392.97	36,392.97	34,839.69	34,839.69	
10.90.53.1041							
WAGES - PATROL P/T	21,775.00	19,097.59	167,909.00	167,907.15	158,518.89	158,518.89	
10.90.53.1049							
WAGES - OVERTIME	36,008.82	7,287.29	83,008.82	83,008.82	44,336.83	44,336.83	
10.90.53.1060							
COMPUTER SUPPORT		592.30	5,500.00	3,377.24	4,869.24	3,865.20	
10.90.53.1130							
TELEPHONE	1,000.00	566.87	5,500.00	5,340.31	4,086.90	4,086.90	
10.90.53.1220							
DEPARTMENTAL SUPPLIES	1,000.00	411.00	6,000.00	1,779.77	3,996.54	3,996.54	
10.90.53.1505							
STATE MANDATED TRAINING		1,203.25	20,000.00	12,916.08	19,397.22	19,397.22	
10.90.53.1585							
VEHICLE REPAIRS		1,312.92	12,000.00	8,797.39	3,753.81	3,753.81	
10.90.53.1595							
UNIFORMS		1,040.48	10,000.00	4,438.48	11,976.48	11,976.48	
10.90.53.1620							
BUILDING OPS & MAINT.		1,885.68	13,000.00	12,157.58	12,630.15	12,630.15	
10.90.53.1703							
GAS & OIL		1,042.46	14,000.00	13,638.83	15,754.28	15,754.28	
10.90.55.1010							

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
WAGES - ANIMAL CONTROL		737.12	8,889.00	8,831.04	8,672.04	8,672.04
10.90.55.1020			500.00	300.44	549.26	549.26
MILEAGE						210.44
10.90.55.1550		84.95	900.00	583.25	350.74	
DEPARTMENTAL SUPPLIES						40,897.00
10.90.57.1645			48,176.00	43,176.00	40,900.00	
E911 DISPATCH						37,056.26
10.90.57.1650		6,315.40	44,000.00	38,161.87	1,200.00	36,845.50
STREET LIGHTING						1,000.00
10.90.57.1655			1,200.00	1,000.00		
DRUG AND ALCOHOL TESTING						75,548.00
10.90.59.1010		5,350.40	78,566.40	78,566.40	75,548.00	75,548.00
WAGES - FOREMAN						69,260.43
10.90.59.1011		3,223.68	72,882.68	72,882.68	69,260.43	
WAGES - ASST ROAD FOREMAN (1)						67,958.40
10.90.59.1012		16,153.39	10,782.24	71,111.52	67,958.40	67,958.40
WAGES - MAINTAINER/MECHANIC II						192,053.56
10.90.59.1013			30,208.81	191,568.00	203,566.87	192,053.56
WAGES - HWY MAINT (3)						62,358.44
10.90.59.1049		19,377.07-	2,632.02	38,878.93	34,279.46	62,358.44
WAGES - OVERTIME						11,594.80
10.90.59.1550			90.00	12,000.00	11,778.36	
DEPARTMENTAL EQUIPMENT						3,725.00
10.90.59.1555			689.92	2,000.00	1,364.92	3,725.00
EQUIPMENT RENTAL						12,592.50
10.90.59.1670			18,000.00	14,501.28	15,337.83	12,592.50
STREET SWEEPING						68,262.71
10.90.59.1685		7,350.40-	65,649.60	30,400.95	69,477.56	68,262.71
SNOW REMOVAL (MATERIAL)						995.53
10.90.59.1690			2,000.00	489.40	1,650.00	995.53
TOOLS						15,424.51
10.90.59.1700			905.96	13,000.00	12,347.70	15,424.51
GAS/FUEL						22,674.35
10.90.59.1703			2,281.35	35,000.00	32,575.49	22,674.35
VEHICLE MAINTENANCE						42,440.10
10.90.59.1710			5,061.97	40,000.00	42,464.98	42,440.10
HIGHWAY MATERIALS						19,699.97
10.90.59.1713		2,000.00	2,334.46	20,000.00	19,699.97	18,762.67
TREE WORK						
10.90.59.1714						

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
GUARD RAILS/LINE PAINTING						
10.90.59.1715		14,575.00	16,500.00	14,575.00	14,000.00	14,000.00
CATCH BASIN CLEANING						
10.90.59.1720		10,000.00	10,000.00	9,737.83	9,296.97	9,296.97
MANDATED STORM DRAINS						
10.90.59.1782		94,908.60	180,000.00	177,967.36	75,000.00	69,597.58
PAVEMENT MAINTENANCE						
10.90.61.1122			2,300.00	1,920.21	2,255.41	2,255.41
PROPANE						
10.90.61.1130		539.43	5,400.00	5,364.00	3,835.61	3,786.71
TELEPHONE/INTERNET/ALARM						
10.90.61.1715		437.59	9,000.00	4,482.34	9,008.98	6,924.03
BUILDING MAINTENANCE						
10.90.63.1010	3,827.33	4,679.29	33,966.33	33,966.33	32,291.44	32,291.44
WAGES - NURSE						
10.90.63.1170			750.00	137.70	750.00	420.52
DEPARTMENTAL SUPPLIES						
10.90.63.1390			500.00	500.00	500.00	500.00
RESIDENT RELIEF						
10.90.63.1395			7,500.00	7,500.00	7,500.00	7,500.00
T.E.A.M.						
10.90.63.1400			200.00	200.00	200.00	200.00
VETERAN'S FUNERALS						
10.90.63.1723			950.00	950.00	860.00	860.00
MEALS ON WHEELS						
10.90.63.1725			915.00	911.00	670.00	670.00
REGIONAL MENTAL HEALTH						
10.90.63.1726		2,310.27	2,700.00	2,310.27	2,700.00	2,310.27
PROBATE COURT						
10.90.63.1730			604.00	604.00	604.00	604.00
CENTRAL NAUGATUCK VALLEY REGI						
10.90.63.1735			42,252.00	42,250.80	41,760.00	41,750.76
HEALTH DISTRICT						
10.90.63.1736					500.00	500.00
CENTER FOR DOMESTIC VIOLENCE S						
10.90.63.1737			500.00	500.00	500.00	500.00
BH CARE						
10.90.65.1740			256,044.00	248,384.10	267,889.35	267,889.35
REFUSE COLLECTION						
10.90.65.1745	3,000.00-	27,934.68				

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
RECYCLING	4,700.00-	30,671.68	83,392.00	80,311.37	47,736.89	47,736.89
10.90.65.1750 BULKY WASTE TRANSFER	10,000.00	9,426.34	46,000.00	44,153.06	33,695.11	33,695.11
10.90.65.1755 REFUSE-HOUSEHOLD HAZARDOUS W	2,300.00-		2,700.00	2,682.94	3,880.25	3,880.25
10.90.67.1010 WAGES - SUPERVISOR	5,928.48	12,812.85	77,522.48	77,522.48	74,371.36	74,371.36
10.90.67.1011 WAGES - ASST. SUPERVISOR	4,167.48	10,679.68	71,892.48	71,892.48	71,164.81	71,164.81
10.90.67.1042 WAGES - HELPER F/T		6,607.71	60,882.00	60,713.21	55,332.21	55,332.21
10.90.67.1049 WAGES - OVERTIME	722.19	4,636.96	43,462.19	43,462.19	35,663.98	35,663.98
10.90.67.1121 ELECTRICITY	174.43	1,521.57	19,174.43	19,174.43	17,451.60	17,451.60
10.90.67.1122 WATER & HEATING FUEL	174.43-	270.70	5,125.57	4,023.00	5,499.66	5,499.66
10.90.67.1130 TELEPHONE & ALARM		664.93	9,500.00	8,792.93	9,000.00	8,688.85
10.90.67.1140 SUPPLIES AND MAINTENANCE	150.00	39.90	6,150.00	6,067.08	6,000.00	5,994.68
10.90.67.1470 VEHICLE FUEL & MAINTENANCE	4,431.21-	662.16	7,568.79	1,800.54	11,892.00	11,826.56
10.90.67.1760 PLANT OPERATIONS		8,175.22	50,000.00	44,024.03	65,235.61	65,235.61
10.90.67.1765 EQUIPMENT REPLACEMENT		4,784.48	40,000.00	18,357.10	33,621.19	32,367.22
10.90.67.1770 SLUDGE PROCESSING	8,718.79-	26,711.06	141,281.21	137,923.32	131,033.34	130,878.48
10.90.67.1775 D.E.P. DISCHARGER PERMIT			1,800.00	1,722.50	1,800.00	1,722.50
10.90.67.1776 NITROGEN CREDITS	13,000.00	82,408.00	83,000.00	82,408.00	76,075.00	76,075.00
10.90.67.1780 SEWER MAINTENANCE		1,632.75	20,000.00	7,118.14	14,715.60	10,927.06
10.90.67.1785 MANDATED TOXICITY TESTING		1,356.11	16,000.00	15,685.09	12,100.00	11,642.36
10.90.69.1010 WAGES - FULL TIME (3)	7,496.80	17,426.23	131,505.80	131,505.80	122,118.86	122,118.86
10.90.69.1019						

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
WAGES - PART TIME	360.00	11,583.00	8,560.95	12,225.00	12,225.00	12,225.00
COMPUTER SUPPORT	7.57	3,900.00	3,358.81	4,525.00	4,523.57	4,523.57
TELEPHONE-INTERNET	600.00	269.16	600.00	582.85	582.85	582.85
DEPARTMENTAL SUPPLIES	1,372.47	23,850.00	21,019.12	23,500.00	23,384.99	23,384.99
PROFESSIONAL DEVELOPMENT	1,000.00	225.49	1,000.00	1,000.00	1,000.00	1,000.00
PROGRAMS	658.94	5,350.00	5,072.07	5,000.00	4,988.14	4,988.14
LIBRARY COPIER LEASES	53.00	900.00	699.79	1,000.00	938.20	938.20
WAGES - SEASONAL	806.85	20,000.00	12,120.88	16,692.77	16,692.77	16,692.77
TOOLS & EQUIPMENT	72.94	4,000.00	4,005.91	4,000.00	3,898.18	3,898.18
VEHICLE MAINTENANCE	2,000.00	1,510.28	2,000.00	2,000.00	1,782.09	1,782.09
SPRAY FERTILIZER/CLAY	12,000.00	2,915.16	7,000.00	5,025.00	6,741.95	6,741.95
SANITATION FACILITIES	375.00	5,500.00	4,875.00	5,500.00	5,025.00	5,025.00
STOCK FISH	3,000.00	3,000.00	3,000.00	3,000.00	2,998.65	2,998.65
SETTLING POND MAINTENANCE	5,000.00	4,825.91	10,000.00	7,791.30	7,791.30	7,791.30
BUILDING MAINTENANCE	15,000.00	12,664.48	19,327.05	19,197.57	19,197.57	19,197.57
GROUNDS MAINTENANCE	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
COURT MAINTENANCE	3,000.00	810.03	1,500.00	1,198.57	1,198.57	1,198.57
RECREATIONAL PROGRAM & ACTIVI	14,000.00	6,540.80	14,000.00	9,000.00	9,000.00	9,000.00
INDEPENDENCE DAY CELEBRATION						

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	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
MATTIES PARK			13,000.00	7,046.19	13,000.00	11,843.00
10.90.71.1905			6,200.00	3,400.00	5,700.00	5,694.00
SUMMER CONCERT SERIES						
10.90.75.1915			1,000.00	1,000.00	1,000.00	1,000.00
ELDERLY PROGRAM						
10.90.77.1041	351.53	3,392.00	24,552.53	24,552.53	27,158.23	27,158.23
WAGES - DRIVERS						
10.90.77.1055			550.00	508.01	750.00	628.68
TELEPHONE						
10.90.77.1470		84.95	2,000.00	801.74	1,500.00	1,318.10
GAS/MAINTENANCE						
10.90.79.1120			2,800.00	2,769.80	3,011.25	3,011.25
HEATING OIL						
10.90.79.1121						
ELECTRICITY & WATER	350.00-	395.69	4,150.00	3,738.91	4,551.98	4,551.98
10.90.79.1130						
TELEPHONE	350.00	286.20	3,450.00	3,411.48	3,298.00	3,298.00
10.90.79.1220			1,500.00	630.82	1,068.79	1,068.79
SENIOR CENTER SUPPLIES						
10.90.79.1681			2,200.00	1,465.90	1,944.00	1,944.00
SENIOR ACTIVITIES						
10.90.79.1943			5,500.00	1,127.06	4,569.38	4,569.38
BUILDING MAINTENANCE						
10.90.83.1170		240.00	28,030.42			
CONTINGENCY FUND EXPENSES	47,510.58-					
10.90.85.1984			380,000.00	380,000.00		
PRINCIPAL - 2014 (\$5.865M) BOND						
10.90.85.1985			135,307.00	135,306.26		
INTEREST - 2014 (\$5.865M) BOND						
10.90.87.2009			310,000.00	310,000.00		
PRINCIPAL - 2016 (\$4.35M) BOND						
10.90.87.2013			84,900.00	84,900.00		
INTEREST - 2016 (\$4.35M) BOND						
10.90.88.2001			14,782,046.00	14,782,046.00	15,062,102.00	15,061,015.00
REGIONAL SCHOOL DISTRICT #16						
10.90.90.2153					3,353.65	3,353.65
STORM DAMAGE - MAY 15, 2018						
10.90.90.2500			386,808.00	386,808.00	275,600.00	580,496.00
TRANSFER TO NON-RECURRING PRO						
10.90.90.2501						

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Statement of Revenues & Expenditures

Town of Beacon Falls

For Period Ending 06/30/2020

Selecting on FUND equals 10

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ACCOUNT DESCRIPTION	BUDGET	CURRENT PERIOD		CURRENT YEAR YEAR-TO-DATE		PRIOR YEAR YEAR-TO-DATE	
		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
TRANSFER TO ROAD BOND FUND							
10.90.90.2502							
INTERFUND TRANSFERS	1,613.00	1,613.00	1,613.00	1,613.00			
10.90.90.2503			55,793.00	55,793.00		966,000.28	966,000.28
TRANSFER TO DEBT SERVICE FUND							
Total Expenditures	0.00	877,356.80	22,342,063.00	21,798,957.66	22,160,295.28	22,367,720.36	22,367,720.36
Excess of Revenues over Expenditures for Report	0.00	292,833.46-	893,115.87	0.28-	43,368.57-		



TOWN OF BEACON FALLS

FY21

TRANSFERS FOR 9/14/20 BOS & 9/15/20 BOF MEETINGS

09/10/2020

#	Transfer From	Transfer To	Amount	Description
Total		NONE	\$ -	

FY21
LINES TO MONITOR

# Line	Description	Budgeted Amount	Unencumbered Balance as of 8/31/20	Percent Used as of 8/31/20 (17% common at 2nd month in FY)	Description
1	10.90.03.1078 Legal Notices	\$ 5,000.00	\$ 3,328.09	33.44%	Numerous RFPs plus Town Meeting notice.
2	10.90.03.1090 Office Supplies	\$ 9,000.00	\$ 2,400.49	73.33%	CBS printers
3	10.90.03.1105 Computer-Technical Support	\$ 60,000.00	\$ 8,027.51	86.62%	Novus PO reflected; email migration project; CBS printers
4	10.90.05.1020 Wages - Assl. Town Clerk PT	\$ 25,866.00	\$ 20,656.17	20.14%	Slightly over the typical 17% at the 2nd month of the year.
5	10.90.05.1175 Election Expenses	\$ 1,500.00	\$ 970.00	35.33%	Slightly over the typical 17% at the 2nd month of the year. Potential state
6	10.90.23.1041 Wages - Enforcement Officer	\$ 3,733.00	\$ 2,973.00	20.36%	Slightly over the typical 17% at the 2nd month of the year.
7	10.90.29.1345 Election Expenses	\$ 5,500.00	\$ 4,170.00	24.18%	Slightly over the typical 17% at the 2nd month of the year. Potential state
8	10.90.37.1410 Property & Casualty	\$ 99,000.00	\$ (757.00)	100.76%	Additional cost to insure loaner ambulance for BH-6 fire/interim time; additional costs
9	10.90.53.1053 PT Patrol Overtime	\$ 15,000.00	\$ 10,565.53	29.56%	Slightly over the typical 17% at the 2nd month of the year.
10	10.90.53.1595 Uniforms	\$ 10,000.00	\$ 6,518.50	34.82%	The carriers that the bullet proof vests go in came out of here. This piece was not part
11	10.90.57.1130 (New) EMD Telephone	N/A	\$ 540.00	N/A	New EMD cellphone. Will need to this before the end of the FY.
12	10.90.59.1710 Highway Materials	\$ 40,000.00	\$ 24,975.69	37.56%	Slightly over the typical 17% at the 2nd month of the year. Catchbasins for roads in
13	10.90.61.1130 Telephone/Internet/Alarm	\$ 5,440.00	\$ 4,367.52	19.71%	While line does not appear to be at-risk to go over budget, new cellphones for public
14	10.90.65.1755 Refuse - HH Hazardous Waste	\$ 5,273.00	\$ 3,396.88	37.29%	Slightly over the typical 17% at the 2nd month of the year.

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Statement of Actual & Estimated Revenue

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Town of Beacon Falls
 For Period Ending 08/31/2020
 Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
10.80.01.1070 MISCELLANEOUS REIMBURSEMENTS	100.00			100.00	
10.80.01.4005 STATE PROPERTY TAX (PILOT)	24,899.00			24,899.00	
10.80.01.4030 DISABILITY TAX RELIEF	1,650.00			1,650.00	
10.80.01.4035 ADD. EXEMPTIONS FOR VETERANS	8,300.00			8,300.00	
10.80.01.4040 TOWN AID ROAD MAINT	192,176.00	96,260.79	96,260.79	95,915.21	50.09
10.80.01.4045 SCHOOL EQ. GRANT GTB&ECS	3,946,560.00			3,946,560.00	
10.80.01.4055 MASHANTUCKET PEQUOT GRANT	12,467.00			12,467.00	
10.80.01.4062 DISTRESSED MUNICIPALITIES/Grants i	5,000.00			5,000.00	
10.80.01.4066 MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
10.80.01.4070 MISCELLANEOUS REIMBURSEMENTS	500.00	275.03-	2,765.47	2,265.47-	553.09
10.80.01.4072 EMPG GRANT	5,000.00			5,000.00	
10.80.02.4070 PLANNING/ZONING COMMISSION	3,900.00	75.00	500.00	3,400.00	12.82
10.80.02.4075 ZONING BD. OF APPEALS	250.00			250.00	
10.80.02.4080 BUILDING PERMITS	130,000.00	19,442.00	32,979.63	97,020.37	25.37
10.80.02.4081 AMBULANCE REIMBURSEMENT	5,000.00		5,000.00		100.00
10.80.02.4082 FIRE MARSHAL INSPECTIONS FEES	1,800.00			1,800.00	
10.80.02.4087 TOWN CLERK - CONVEYANCE	50,000.00	20,704.14	31,906.51	28,093.49	53.18
10.80.02.4089 TOWN SHARE - TOWN CLERK MERS	3,500.00	1,026.00	1,972.00	1,528.00	56.34
10.80.02.4090 MISCELLANEOUS PERMITS	1,500.00		55.00	1,445.00	3.67
10.80.02.4091 INLANDS WETLANDS FEES	1,750.00	22.00	88.00	1,662.00	5.03
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	1,000.00	770.00	1,710.00	710.00-	171.00
10.80.02.4101 POLICE TRAFFIC TICKETS	2,100.00		440.00	1,660.00	20.95
10.80.02.4110 DISPOSAL FEES	100.00	24.00	32.00	68.00	32.00
10.80.02.4120 MINI-BUS	4,000.00			4,000.00	
10.80.02.4999 MISCELLANEOUS INCOME	100.00			100.00	
10.80.03.4122 INTEREST - TAX COLLECTOR	100,000.00	14,464.05	29,239.14	70,760.86	29.24
10.80.03.4123 LIENS/FEES - TAX COLLECTOR	1,200.00	252.35-	533.47	666.53	44.46
10.80.03.4126 SUPPLEMENTAL MOTOR VEHICLE TA	195,000.00			195,000.00	
10.80.03.4132 WATER PROJECT (2001) - CURRENT &	39,000.00	100.00	5,000.00	34,000.00	12.82
10.80.03.4133					

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Statement of Actual & Estimated Revenue

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Town of Beacon Falls
 For Period Ending 08/31/2020

Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
RIMMON HILL SEWER ASSESSMENTS	98,090.00	3,822.65	3,822.65	94,267.35	3.90
10.80.04.4130 TELECOMM. PROPERTY TAX	8,737.00			8,737.00	
10.80.04.4135 GAS REFUNDS	100.00			100.00	
10.80.04.4140 MISCELLANEOUS	512.00	53.09	53.09	458.91	10.37
10.80.04.4145 INSURANCE REFUNDS	15,000.00		6,480.00	8,520.00	43.20
10.80.04.4146 INSURANCE CLAIMS	1,000.00			1,000.00	
10.80.04.4150 XEROX EQUIPMENT	125.00			125.00	
10.80.04.4155 REGION #16-SURPLUS	20,000.00			20,000.00	
10.80.04.4157 LEACHATE COLLECTION SYSTEM	45,000.00			45,000.00	
10.80.04.4161 INSURANCE CLAIMS		6,000.60	258,359.01	258,359.01	
10.80.05.4165 INVESTMENTS/INTEREST EARNED	75,750.00	2,630.20	3,985.00	71,765.00	5.26
10.80.06.4300 PROPERTY TAXES-CURRENT	16,982,500.00	998,008.22	9,433,328.26	7,549,171.74	55.55
10.80.06.4301 PRIOR YEAR PROPERTY TAXES	190,000.00	50,923.71	92,047.48	97,952.52	48.45
10.80.06.4325 TRANSFER FROM UNASSIGNED FUND	376,727.00			376,727.00	
10.80.06.4400 SALE OF TOWN PROPERTY			45.00	45.00-	
Report Totals	22,634,202.00	1,243,799.07	10,036,602.50	12,597,599.50	44.34

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls

For Period Ending 08/31/2020

Selecting on FUND from 10 to 10

ACCOUNT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.01.1010	55,000.00	55,000.00	4,583.33	9,166.66		45,833.34	16.67
FIRST SELECTMAN SALARY							
10.90.01.1011	13,500.00	13,500.00	1,125.00	2,250.00		11,250.00	16.67
WAGES - SELECTMAN							
10.90.01.1012	13,500.00	13,500.00	1,125.00	2,250.00		11,250.00	16.67
WAGES - SELECTMAN							
10.90.01.1014	32,450.00	32,450.00	2,775.01	2,877.52		29,572.48	8.87
HUMAN RESOURCES SPECIALIST							
10.90.01.1020	42,916.00	48,016.00	3,658.84	6,080.70		41,935.30	12.66
FIRST SELECTMAN'S SECRETAR							
10.90.01.1220	2,500.00	2,500.00	13,267.18	22,624.88		2,500.00	13.71
FIRST SELECTMAN'S EXPENSES							
Totals for Department:	159,866.00	164,966.00	13,267.18	22,624.88		142,341.12	13.71
01 (SELECTMAN)							
10.90.03.1040	39,118.00	39,118.00	2,706.20	4,460.40		34,657.60	11.40
WAGES - CUSTODIAN							
10.90.03.1049	1,500.00	1,500.00	174.00	253.75		1,246.25	16.92
WAGES - OVERTIME CUSTODIAN							
10.90.03.1070	11,000.00	11,000.00	1,040.00	1,680.00		9,320.00	15.27
BOARD & COMMISSION CLERKS							
10.90.03.1071	1,000.00	1,000.00	15.05	15.05		984.95	1.51
BOARD & COMMISSION EXPENSE							
10.90.03.1078	5,000.00	5,000.00	1,671.91	1,671.91		3,328.09	33.44
LEGAL NOTICES							
10.90.03.1080	3,000.00	3,000.00	135.75	348.00		2,652.00	11.60
POSTAGE							
10.90.03.1090	9,000.00	9,000.00	235.54	378.51		2,400.49	73.33
OFFICE SUPPLIES							
10.90.03.1105	60,000.00	60,000.00	3,844.49	3,844.49		8,027.51	86.62
COMPUTER-TECHNICAL SUPPRT							
10.90.03.1110	700.00	700.00				700.00	
HONOR ROLL MEMORIAL							
10.90.03.1120	6,000.00	6,000.00	749.24	749.24		5,250.76	12.49
UTILITIES - ELECTRICITY							
10.90.03.1121	46,500.00	46,500.00				46,500.00	
ELECTRICITY - SOLAR GENERATI							
10.90.03.1122	7,300.00	7,300.00	78.82	78.82		7,221.18	1.08
UTILITIES - HEAT & WATER							

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 08/31/2020

Selecting on FUND from 10 to 10

ACCOUNT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.03.1130 TELEPHONE	20,000.00	20,000.00	1,160.77	1,989.21		18,010.79	9.95
10.90.03.1140 MISC. REPAIRS/BUILDING MAINT	18,000.00	18,000.00	322.84	591.21		17,408.79	3.28
10.90.03.1160 ELEVATOR SERVICE AGREEMEN	3,000.00	3,000.00	242.05	484.10	2,464.06	51.84	98.27
10.90.03.1167 MILEAGE & TOWN CAR MAINT.	2,000.00	2,000.00	58.53	58.53		1,941.47	2.93
10.90.03.1495 EDUCATION/TRAINING	6,000.00	6,000.00	217.00	217.00		5,783.00	3.62
10.90.03.1600 ALARM SYSTEM MONITORING	7,050.00	7,050.00	608.49	1,018.47	3,055.41	2,976.12	57.79
Totals for Department: 03 (TOWN HALL)	246,168.00	246,168.00	13,260.68	17,838.69	59,868.47	168,460.84	31.57
10.90.05.1010 WAGES - TOWN CLERK	6,000.00	6,000.00	20.00	520.00		5,480.00	8.67
10.90.05.1020 WAGES-ASST. TOWN CLERK PT	25,866.00	25,866.00	3,221.91	5,209.83		20,656.17	20.14
10.90.05.1042 WAGES - ASST. TOWN CLERK	45,609.00	45,609.00	1,729.85	1,729.85		43,879.15	3.79
10.90.05.1170 TOWN CLERK EXPENSES	5,000.00	5,000.00	207.34	254.31		4,745.69	5.09
10.90.05.1175 ELECTION EXPENSES	1,500.00	1,500.00	530.00	530.00		970.00	35.33
10.90.05.1180 MICRO FILM RECORDS	20,560.00	20,560.00	2,035.00	3,590.00	16,592.00	378.00	98.16
10.90.05.1190 LEASE-PURCH COPIER	2,000.00	2,000.00	64.08	121.58	575.00	1,303.42	34.83
10.90.05.1195 RECORDS/BOOKS	4,000.00	4,000.00				4,000.00	
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

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 08/31/2020
Selecting on FUND from 10 to 10

ACCOUNT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 05 (TOWN CLERK)							
10.90.07.1010 WAGES - TAX COLLECTOR	60,060.00	60,060.00	4,620.00	7,623.00		52,437.00	12.69
10.90.07.1020 WAGES - ASST. TAX COLLECT	24,960.00	27,360.00	2,538.00	3,840.00		23,520.00	14.04
10.90.07.1049 WAGES - OVERTIME	500.00	500.00				500.00	
10.90.07.1060 COMPUTER SUPPORT	6,477.00	6,477.00		6,477.00			100.00
10.90.07.1061 COMPUTER SVCS - PRINTING	10,294.00	10,294.00	4,820.74	4,820.74		5,473.26	46.83
10.90.07.1220 MISCELLANEOUS EXPENSES	6,000.00	6,000.00	555.53	602.92		5,397.08	10.05
Totals for Department: 07 (TAX COLLECTOR)	108,291.00	110,691.00	12,534.27	23,363.66		87,327.34	21.11
10.90.09.1010 WAGES - TREASURER							
Totals for Department: 09 (TREASURER)	13,500.00	13,500.00	1,125.00	2,250.00		11,250.00	16.67
10.90.11.1020 WAGES - BLDG INSPECTOR							
10.90.11.1130 BUILDING INSPECTOR PHONE	625.00	625.00	42.84	42.84		582.16	6.85
10.90.11.1167 BUILDING INSPECTOR MILEAGE	2,500.00	2,500.00	323.15	323.15		2,176.85	12.93
10.90.11.1220 MISCELLANEOUS EXPENSES	1,500.00	1,500.00				1,500.00	
Totals for Department: 11 (BUILDING DEPT)	39,912.00	39,912.00	3,080.37	4,814.56		35,097.44	12.06
10.90.13.1045 WAGES - LONGEVITY							
10.90.13.1047 WAGES-PILO HEALTH INS.	7,700.00	7,700.00				7,700.00	
10.90.13.1047 WAGES-PILO HEALTH INS.	9,000.00	9,000.00				9,000.00	

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Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls

For Period Ending 08/31/2020

Selecting on FUND from 10 to 10

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ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL	AMENDED BUDGET	MONTH-TO-DATE	YEAR-TO-DATE	OUTSTANDING	UNENCUMBERED	PERCENT
	BUDGET		EXPENDITURES	EXPENDITURES	ENCUMBRANCES	BALANCE	USED
10.90.13.1235	62,084.00	54,584.00	3,129.12	3,129.12		51,454.88	5.73
WAGE SALARY ADJUSTMENTS							
10.90.13.1240	168,078.00	168,078.00	14,130.87	22,883.23		145,194.77	13.61
SOCIAL SECURITY							
10.90.13.1245	312,000.00	312,000.00	24,884.40	81,603.25		230,396.75	26.15
MEDICAL INSURANCE							
10.90.13.1246	16,000.00	16,000.00	895.51	1,823.54		14,176.46	11.40
LIFE INSURANCE							
10.90.13.1247	15,750.00	15,750.00	1,632.92	2,883.86		12,866.14	18.31
DENTAL REIMBURSEMENT							
10.90.13.1250	397,261.00	397,261.00	18,923.85	187,377.07		209,883.93	47.17
PENSION PLAN							
10.90.13.1255	147,437.00	147,437.00		147,413.00		24.00	99.98
WORKERS COMPENSATION							
10.90.13.1256	9,250.00	9,250.00		4,249.56		5,000.44	45.94
FIRE DEPARTMENT INSURANCE							
10.90.13.1257	2,750.00	2,750.00	26.11	26.11		2,723.89	0.95
EMPLOYEE ASSISTANCE PROGR							
10.90.13.1595	5,000.00	5,000.00		65.96		4,934.04	1.32
PW CLOTHING ALLOWANCE							
Totals for Department:	1,152,310.00	1,144,810.00	63,622.78	451,454.70		693,355.30	39.43
13 (EMPLOYEES BENEFITS)							
10.90.15.1041	64,683.00	64,683.00	5,073.33	8,422.98		56,260.02	13.02
WAGES - CERT. ASSESSOR							
10.90.15.1042	28,869.00	28,869.00	2,405.80	4,312.14		24,556.86	14.94
WAGES - CLERK (P/T)							
10.90.15.1060	10,250.00	10,302.00	4,902.00	4,902.00	5,400.00		100.00
COMPUTER SUPPORT							
10.90.15.1061	1,525.00	1,525.00	1,300.00	1,300.00		225.00	85.25
COMPUTER SVCS - PRINTING							
10.90.15.1220	3,500.00	3,448.00	183.55	434.55		3,013.45	12.60
OFFICE SUPPLIES							
10.90.15.1280	6,800.00	6,800.00		3,000.00	3,800.00		100.00
GIS (MAPS)							
10.90.15.1495	1,500.00	1,500.00				1,500.00	
EDUCATION							

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Town of Beacon Falls
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ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 15 (BD OF ASSESSORS)	117,127.00	117,127.00	13,864.68	22,371.67	9,200.00	85,555.33	26.96
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	34,000.00	34,000.00			26,500.00	7,500.00	77.94
Totals for Department: 19 (BOARD OF FINANCE)	34,000.00	34,000.00			26,500.00	7,500.00	77.94
10.90.20.1044 WAGES - FINANCE CLERK	49,868.00	49,868.00	3,836.00	6,308.85		43,559.15	12.65
10.90.20.1046 WAGES - FINANCE MANAGER	75,687.00	75,687.00	7,145.80	11,349.21		64,337.79	14.99
10.90.20.1060 COMPUTER SUPPORT	13,375.00	13,375.00	4,838.33	7,786.90		5,588.10	58.22
Totals for Department: 20 (EXCHANGE GENERAL REVENUE)	138,930.00	138,930.00	15,820.13	25,444.96		113,485.04	18.31
10.90.21.1060 EDC CONSULTANT	48,000.00	48,000.00				48,000.00	
10.90.21.1220 EXPENSES - EDC	5,000.00	5,000.00				5,000.00	
Totals for Department: 21 (ECONOMIC DEVELOPMENT)	53,000.00	53,000.00				53,000.00	
10.90.23.1041 WAGES - ENFORCEMENT OFFI	3,733.00	3,733.00	760.00	760.00		2,973.00	20.36
10.90.23.1305 SOIL CONSERVATION	1,500.00	1,500.00				1,500.00	
Totals for Department: 23 (INLAND WETLANDS)	5,233.00	5,233.00	760.00	760.00		4,473.00	14.52
10.90.24.1220 EXPENSES	500.00	500.00				500.00	

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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	
Totals for Department: 24 (CONSERVATION)	6,500.00	6,500.00				6,500.00	
10.90.25.1040 WAGES - ZONING ENFORCEMENT	33,920.00	33,920.00	2,717.69	4,469.99		29,450.01	13.18
10.90.25.1220 EXPENSES	1,500.00	1,500.00	145.98	155.98		1,344.02	10.40
10.90.25.1402 BLIGHT	100.00	100.00				100.00	
Totals for Department: 25 (PLANNING & ZONING)	35,520.00	35,520.00	2,863.67	4,625.97		30,894.03	13.02
10.90.29.1010 WAGES-REGISTRARS (2)	26,700.00	26,700.00			4,400.00	22,300.00	16.48
10.90.29.1011 WAGES - DPTY REGISTRARS	2,000.00	2,000.00				2,000.00	
10.90.29.1031 WAGES - ELECTION WORKERS	6,200.00	6,200.00				6,200.00	
10.90.29.1173 CERTIFICATION & WORKSHOPS	2,000.00	2,000.00				2,000.00	
10.90.29.1175 REGISTRATION/CONFERENCES	2,600.00	2,600.00			19.12	1,480.88	1.27
10.90.29.1176 OFFICE SUPPLIES	1,500.00	1,500.00				200.00	80.00
10.90.29.1177 MAINT. VOTING MACHINES	1,000.00	1,000.00					
10.90.29.1345 ELECTION EXPENSES	5,500.00	5,500.00	1,298.90	1,329.90		4,170.10	24.18
10.90.29.1355 PRIMARIES	4,000.00	4,000.00	42.61	42.61		3,957.39	1.07
10.90.29.1360 CANVAS EXPENSES	300.00	300.00				300.00	
Totals for Department: 29 (REGISTRAR OF VOTERS)	51,800.00	51,800.00	3,541.51	6,591.63		45,208.37	12.73

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10.90.33.1270 TOWN COUNSEL RETAINER	75,000.00	75,000.00	731.50	731.50		74,268.50	0.98
10.90.33.1290 ENGINEERING & CONSULTANTS	100,000.00	100,000.00	3,746.20	3,746.20		96,253.80	3.75
10.90.33.1291 TOWN PLANNER	17,000.00	17,000.00		3,948.00		13,052.00	23.22
10.90.33.1385 WEBSITE CONSULTANT	2,660.00	2,660.00	4,477.70	8,425.70		2,660.00	4.33
Totals for Department: 33 (PROFESSIONAL FEES)	194,660.00	194,660.00				186,234.30	
10.90.37.1410 PROPERTY & CASUALTY	99,000.00	99,000.00	10,000.00	99,757.00		757.00	100.76
Totals for Department: 37 (TOWNWIDE INSURANCE)	99,000.00	99,000.00	10,000.00	99,757.00		757.00	100.76
10.90.39.1415 REGIONAL COUNCIL GOVTS	3,635.00	6,235.00	2,600.00	6,144.00		91.00	98.54
10.90.39.1425 CCM MUNICIPALITIES	3,571.00	3,571.00		3,571.00			100.00
10.90.39.1430 VALLEY COUNCIL/BROWNFIELD	1,000.00	1,000.00		1,000.00			100.00
10.90.39.1440 C.O.S.T. (SMALL TOWNS)	825.00	825.00	2,600.00	10,715.00		825.00	92.12
Totals for Department: 39 (AGENCY MEMBERSHIP)	9,031.00	11,631.00	2,600.00	10,715.00		916.00	
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	12,300.00	12,300.00	1,025.00	2,050.00		10,250.00	16.67
10.90.44.1012 WAGES - FIRE/FM ADMIN ASSIS	3,075.00	3,075.00	256.25	512.50		2,562.50	16.67

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10.90.44.1030 TELEPHONE	5,000.00	5,000.00	105.44	483.40		4,516.60	9.67
10.90.44.1031 EMERGENCY TELEPHONE (911)	22,700.00	22,700.00	2,357.31	3,420.31	4,841.21	14,438.48	36.39
10.90.44.1060 SOFTWARE & IT	9,500.00	9,500.00	4,364.12	4,364.12		5,135.88	45.94
10.90.44.1121 ELECTRICITY	10,000.00	10,000.00	886.84	886.84		9,113.16	8.87
10.90.44.1122 HEATING FUEL	15,000.00	15,000.00	44.62	77.24		14,922.76	0.51
10.90.44.1123 WATER	1,300.00	1,300.00	120.61	120.61		1,179.39	9.28
10.90.44.1435 BUILDING MAINTENANCE	13,500.00	13,500.00	46.99	46.99		13,453.01	0.35
10.90.44.1436 BLDG EQUIP-MAINT & REPAIRS	6,500.00	6,500.00				6,500.00	
10.90.44.1465 COMM. EQUIP-MAINTENANCE	6,000.00	6,000.00	160.39	160.39		5,839.61	2.67
10.90.44.1466 EQUIPMENT MAINTENANCE	9,000.00	9,000.00	291.49	458.53		8,541.47	5.09
10.90.44.1470 VEHICLE FUEL	10,000.00	10,000.00	567.48	1,368.66		8,631.34	13.69
10.90.44.1471 MANDATORY VEHICLE AND EQU	15,000.00	15,000.00			6,221.78	8,778.22	41.48
10.90.44.1472 VEHICLE REPAIRS	31,500.00	31,500.00	2,534.51	2,534.51	3,009.02	25,956.47	17.60
10.90.44.1485 PERSONAL PROTECTIVE EQUIP	24,000.00	24,000.00	458.00	458.00		23,542.00	1.91
10.90.44.1486 EMS TRAINING	16,000.00	16,000.00	459.83	459.83		15,540.17	2.87
10.90.44.1487 AIR BOTTLE REPLACEMENT PROC	6,500.00	6,500.00				6,500.00	
10.90.44.1488 HOSE REPLACEMENT	2,500.00	2,500.00				2,500.00	
10.90.44.1490 PHYSICALS/HEALTH & WELLNES	17,350.00	17,350.00	1,045.00	1,045.00		16,305.00	6.02
10.90.44.1495 TRAINING	20,000.00	20,000.00	1,045.34	1,045.34		18,954.66	5.23

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10.90.44.1500 SERVICE AWARD PROGRAM	50,000.00	50,000.00	50,000.00	50,000.00		15,518.52	3.01
10.90.44.1552 DEPARTMENTAL SUPPLIES - FD	16,000.00	16,000.00	470.98	481.48	7,478.56	8,429.76	54.92
10.90.44.1553 DEPARTMENTAL SUPPLIES - AMB	18,700.00	18,700.00	2,791.68	2,791.68	21,550.57	247,109.00	27.62
Totals for Department: 44 (EMERGENCY SERVICES)	341,425.00	341,425.00	69,031.88	72,765.43			
10.90.45.1010 WAGES - FIRE MARSHAL	16,966.00	16,966.00	1,413.83	2,827.66		14,138.34	16.67
10.90.45.1011 WAGES - DEPUTY FIRE MARSHAL	13,325.00	13,325.00	1,070.06	1,627.52		11,697.48	12.21
10.90.45.1012 WAGES - FIRE/FM ADMIN ASSIS	3,075.00	3,075.00	256.25	512.50		2,562.50	16.67
10.90.45.1130 TELEPHONE	2,000.00	2,000.00	125.69	125.69		1,874.31	6.28
10.90.45.1167 VEHICLE EXPENSES	1,000.00	1,000.00				1,000.00	
10.90.45.1413 FIRE PREVENTION & SAFETY	4,000.00	4,000.00				4,000.00	
10.90.45.1495 TRAINING/CONTINUING EDUCATI	2,200.00	2,200.00				2,200.00	
10.90.45.1515 FIRE CODE SUBSCRIPTION	2,300.00	2,300.00				2,300.00	
10.90.45.1526 COMPUTER SUPPORT	650.00	650.00	650.00	650.00		4,500.00	100.00
10.90.45.1527 FIRE MARSHAL - EXPENSES	4,500.00	4,500.00				2,000.00	
10.90.45.1595 FIRE MARSHAL - UNIFORMS	2,000.00	2,000.00				46,272.63	11.04
Totals for Department: 45 (FIRE MARSHAL)	52,016.00	52,016.00	3,515.83	5,743.37			
10.90.47.1525 LEASE RADIO/TELEPHONE	550.00	550.00	42.84	42.84		507.16	7.79
10.90.47.1530 EMERGENCY NOTIFICATION SYS	5,000.00	5,000.00				5,000.00	

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Totals for Department: 47 (CIVIL DEFENSE)	5,550.00	5,550.00	42.84	42.84		5,507.16	0.77
10.90.48.1495 TRAINING/EQUIPMENT	6,300.00	6,300.00		50.00		6,250.00	0.79
Totals for Department: 48 (SAFETY COMMITTEE)	6,300.00	6,300.00		50.00		6,250.00	0.79
10.90.49.1540 COTTON HOLLOW	11,295.00	11,295.00	848.51	848.51		10,446.49	7.51
10.90.49.1541 BEACON FALLS	211,460.00	211,460.00	18,884.53	18,884.53		192,575.47	8.93
Totals for Department: 49 (HYDRANT RENTAL)	222,755.00	222,755.00	19,733.04	19,733.04		203,021.96	8.86
10.90.53.1010 RESIDENT STATE TROOPER	200,000.00	200,000.00				200,000.00	
10.90.53.1019 WAGES - POLICE LT.	26,088.00	20,088.00				20,088.00	
10.90.53.1020 WAGES - PATROL F/T	197,380.00	197,380.00	15,141.88	25,213.70		172,166.30	12.77
10.90.53.1040 WAGES - CLERK	35,546.00	35,546.00	2,720.41	4,420.66		31,125.34	12.44
10.90.53.1041 WAGES - PATROL P/T	170,000.00	170,000.00	12,881.81	20,849.47		149,150.53	12.26
10.90.53.1052 FT PATROL OVERTIME	35,000.00	35,000.00	1,038.84	3,879.91		31,120.09	11.09
10.90.53.1053 PT PATROL OVERTIME	15,000.00	15,000.00	2,318.53	4,434.47		10,565.53	29.56
10.90.53.1054 SHIFT DIFFERENTIAL	4,500.00	4,500.00	206.35	315.18		4,184.82	7.00
10.90.53.1060 COMPUTER SUPPORT	5,500.00	5,500.00	917.15	917.15		4,582.85	16.68
10.90.53.1130 TELEPHONE	4,500.00	4,500.00	556.94	799.33	1,023.00	2,677.67	40.50
10.90.53.1220 DEPARTMENTAL SUPPLIES	6,000.00	6,000.00	250.00	250.00		5,750.00	4.17
10.90.53.1505 STATE MANDATED TRAINING	20,000.00	20,000.00				20,000.00	

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10.90.53.1585 VEHICLE REPAIRS	13,000.00	13,000.00	123.94	346.17		12,653.83	2.66	
10.90.53.1595 UNIFORMS	10,000.00	10,000.00	1,350.00	2,034.00	1,447.50	6,518.50	34.82	
10.90.53.1620 BUILDING OPS & MAINT.	14,000.00	14,000.00	1,239.75	1,266.00	878.00	11,856.00	15.31	
10.90.53.1703 GAS & OIL	14,000.00	14,000.00	1,199.24	2,316.98		11,683.02	16.55	
Totals for Department: 53 (POLICE)	770,514.00	764,514.00	39,944.84	67,043.02	3,348.50	694,122.48	9.21	
10.90.55.1010 WAGES - ANIMAL CONTROL	9,066.00	9,066.00	755.50	1,511.00		7,555.00	16.67	
10.90.55.1020 MILEAGE	1,000.00	1,000.00				1,000.00		
10.90.55.1550 DEPARTMENTAL SUPPLIES	900.00	900.00	42.84	42.84		857.16	4.76	
Totals for Department: 55 (DOG WARDEN)	10,966.00	10,966.00	798.34	1,553.84		9,412.16	14.17	
10.90.57.1010 Wages - Emergency Management D		6,000.00	1,000.00	1,000.00		5,000.00	16.67	
10.90.57.1645 E911 DISPATCH	43,176.00	43,176.00		21,588.00		21,588.00	50.00	
10.90.57.1650 STREET LIGHTING	38,500.00	38,500.00	3,197.42	3,197.42		35,302.58	8.30	
10.90.57.1655 DRUG AND ALCOHOL TESTING	1,000.00	1,000.00		500.00		500.00	50.00	
Totals for Department: 57 (PUBLIC SAFETY)	82,676.00	88,676.00	4,197.42	26,285.42		62,390.58	29.64	
10.90.59.1010 WAGES - FOREMAN	75,046.00	75,046.00	5,772.80	9,525.12		65,520.88	12.69	
10.90.59.1011 WAGES - ASST ROAD FOREMAN (71,386.00	71,386.00	5,491.20	9,060.48		62,325.52	12.69	
10.90.59.1012 WAGES - MAINTAINER/MECHANI	68,432.00	68,432.00	5,264.01	8,685.61		59,746.39	12.69	
10.90.59.1013 WAGES - HWY MAINT (3)	196,357.00	196,357.00	15,105.60	24,924.24		171,432.76	12.69	

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10.90.59.1049	59,712.00	59,712.00	1,808.92	2,186.60		57,525.40	3.66
WAGES - OVERTIME							
10.90.59.1550	14,000.00	14,000.00	444.74	444.74		13,555.26	3.18
DEPARTMENTAL EQUIPMENT							
10.90.59.1555	2,000.00	2,000.00				2,000.00	
EQUIPMENT RENTAL							
10.90.59.1670	20,000.00	20,000.00				20,000.00	
STREET SWEEPING							
10.90.59.1685	80,000.00	80,000.00				80,000.00	
SNOW REMOVAL (MATERIAL)							
10.90.59.1690	2,000.00	2,000.00				2,000.00	
TOOLS							
10.90.59.1700	13,000.00	13,000.00	831.19	2,138.54		10,861.46	16.45
GAS/FUEL							
10.90.59.1703	35,000.00	35,000.00	482.59	1,030.03	4,238.81	29,731.16	15.05
VEHICLE MAINTENANCE							
10.90.59.1710	40,000.00	40,000.00	12,886.02	13,205.98	1,818.33	24,975.69	37.56
HIGHWAY MATERIALS							
10.90.59.1713	20,000.00	20,000.00				20,000.00	
TREE WORK							
10.90.59.1714	8,000.00	8,000.00	5,528.51	5,528.51	0.03	2,471.46	69.11
GUARD RAILS/LINE PAINTING							
10.90.59.1715	16,500.00	16,500.00				16,500.00	
CATCH BASIN CLEANING							
10.90.59.1720	8,000.00	8,000.00				8,000.00	
MANDATED STORM DRAINS							
10.90.59.1782	90,000.00	90,000.00				90,000.00	
PAVEMENT MAINTENANCE							
Totals for Department:	819,433.00	819,433.00	53,615.58	76,729.85	6,057.17	736,645.98	10.10
59 (HIGHWAY)							
10.90.61.1122	2,300.00	2,300.00				2,300.00	
PROPANE							
10.90.61.1130	5,440.00	5,440.00	768.00	1,072.48		4,367.52	19.71
TELEPHONE/INTERNET/ALARM							
10.90.61.1715	10,000.00	10,000.00		415.53	1,246.59	8,337.88	16.62
BUILDING MAINTENANCE							

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Totals for Department:		17,740.00	17,740.00	768.00	1,488.01	1,246.59	15,005.40	15.41
61 (TOWN GARAGE)								
10.90.63.1010	WAGES - NURSE	30,742.00	30,742.00	2,468.26	4,049.72		26,692.28	13.17
10.90.63.1170	DEPARTMENTAL SUPPLIES	750.00	750.00				750.00	
10.90.63.1390	RESIDENT RELIEF	500.00	500.00				500.00	
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	1,254.00	1,254.00				1,254.00	
10.90.63.1725	REGIONAL MENTAL HEALTH	915.00	915.00				915.00	
10.90.63.1726	PROBATE COURT	2,500.00	2,500.00				2,500.00	
10.90.63.1735	HEALTH DISTRICT	43,594.00	43,594.00		10,648.50		32,945.50	24.43
10.90.63.1737	BH CARE	500.00	500.00		2,468.26		500.00	
Totals for Department:		88,455.00	88,455.00	2,468.26	14,698.22		73,756.78	16.62
63 (COMMUNITY WELFARE)								
10.90.65.1740	REFUSE COLLECTION	255,000.00	255,000.00	22,837.78	22,837.78		232,162.22	8.96
10.90.65.1745	RECYCLING	84,000.00	84,000.00	7,109.00	7,109.00		76,891.00	8.46
10.90.65.1750	BULKY WASTE TRANSFER	40,000.00	40,000.00		1,590.95		38,409.05	3.98
10.90.65.1755	REFUSE-HOUSEHOLD HAZARDOUS	5,273.00	5,273.00	1,667.12	1,966.12		3,306.88	37.29
Totals for Department:		384,273.00	384,273.00	31,613.90	33,503.85		350,769.15	8.72
65 (REFUSE)								
10.90.67.1010	WAGES - SUPERVISOR	73,382.00	73,382.00	5,644.80	9,313.92		64,068.08	12.69

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Town of Beacon Falls

For Period Ending 08/31/2020

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
10.90.67.1011							
WAGES - ASST. SUPERVISOR	69,430.00	69,430.00	5,340.80	8,812.32		60,617.68	12.69
10.90.67.1042							
WAGES - HELPER FT	62,421.00	62,421.00	4,801.61	7,922.65		54,498.35	12.69
10.90.67.1049							
WAGES - OVERTIME	43,809.00	43,809.00	6,019.55	8,436.71		35,372.29	19.26
10.90.67.1121							
ELECTRICITY	18,000.00	18,000.00	880.81	880.81		17,119.19	4.89
10.90.67.1122							
WATER & HEATING FUEL	5,300.00	5,300.00	126.41	126.41		5,173.59	2.39
10.90.67.1130							
TELEPHONE & ALARM	9,500.00	9,500.00	1,115.33	1,404.26	1,728.00	6,367.74	32.97
10.90.67.1140							
SUPPLIES AND MAINTENANCE	8,800.00	8,800.00	539.13	728.79		8,071.21	8.28
10.90.67.1470							
VEHICLE FUEL & MAINTENANCE	6,000.00	6,000.00	150.06	258.92		5,741.08	4.32
10.90.67.1760							
PLANT OPERATIONS	58,700.00	58,700.00	747.70	1,035.70	2,507.53	55,156.77	6.04
10.90.67.1765							
EQUIPMENT REPLACEMENT	37,200.00	37,200.00	257.68	257.68	7,735.00	29,207.32	21.49
10.90.67.1770							
SLUDGE PROCESSING	137,900.00	137,900.00				137,900.00	
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	80,000.00	80,000.00				80,000.00	
10.90.67.1780							
SEWER MAINTENANCE	16,000.00	16,000.00	3,450.00	3,450.00		12,550.00	21.56
10.90.67.1785							
MANDATED TOXICITY TESTING	19,400.00	19,400.00	1,309.01	1,450.88	7,685.17	10,263.95	47.09
Totals for Department:	647,642.00	647,642.00	30,382.89	45,801.55	19,655.70	582,184.75	10.11
67 (WASTE WATER TREATMENT)							
10.90.69.1010							
WAGES - FULL TIME (3)	125,299.00	125,299.00	9,638.41	15,850.09		109,448.91	12.65
10.90.69.1019							
WAGES - PART TIME	13,052.00	13,052.00				13,052.00	
10.90.69.1060							
COMPUTER SUPPORT	4,240.00	4,240.00	1,204.78	3,359.28		880.72	79.23

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Selecting on FUND from 10 to 10

ACCOUNT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.69.1130 TELEPHONE-INTERNET	660.00	660.00				660.00	
10.90.69.1170 DEPARTMENTAL SUPPLIES	24,650.00	24,650.00	745.16	1,404.44	8,700.00	14,545.56	40.99
10.90.69.1800 PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00				1,000.00	
10.90.69.1805 PROGRAMS	5,500.00	5,500.00	414.16	660.93		4,839.07	12.02
10.90.69.1807 LIBRARY COPIER LEASES	820.00	820.00	57.67	110.67	530.00	179.33	78.13
Totals for Department: 69 (LIBRARY)	175,221.00	175,221.00	12,060.18	21,385.41	9,230.00	144,605.59	17.47
10.90.71.1010 P/T Activities Director	26,000.00	26,000.00				26,000.00	
10.90.71.1019 WAGES - SEASONAL	15,300.00	15,300.00				15,300.00	
10.90.71.1121 ELECTRICITY, WATER & FUEL	17,500.00	17,500.00	1,869.52	1,869.52		15,630.48	10.68
10.90.71.1550 TOOLS & EQUIPMENT	4,000.00	4,000.00	84.94	313.95		3,686.05	7.85
10.90.71.1705 VEHICLE MAINTENANCE	2,000.00	2,000.00				2,000.00	
10.90.71.1815 SPRAY FERTILIZER/CLAY	6,000.00	6,000.00				6,000.00	
10.90.71.1816 FIELD RECONSTRUCTION	10,000.00	10,000.00				10,000.00	
10.90.71.1820 SANITATION FACILITIES	5,750.00	5,750.00	375.00	375.00	5,375.00		100.00
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	141.87	141.87		9,858.13	1.42
10.90.71.1855 GROUNDS MAINTENANCE	10,000.00	10,000.00	668.95	668.95		9,331.05	6.69
10.90.71.1856 COURT MAINTENANCE	2,000.00	2,000.00				2,000.00	

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 08/31/2020

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
10.90.71.1861 RECREATIONAL PROGRAM & AC	3,000.00	3,000.00	308.00	308.00		2,692.00	10.27
10.90.71.1870 INDEPENDENCE DAY CELEBRATI	15,000.00	15,000.00				15,000.00	
10.90.71.1895 MATTHIES PARK	13,000.00	13,000.00	1,111.20	1,111.20		11,888.80	8.55
10.90.71.1905 SUMMER CONCERT SERIES	6,500.00	6,500.00				6,500.00	
Totals for Department: 71 (PARK & RECREATION)	154,050.00	154,050.00	4,559.48	4,788.49	5,375.00	143,886.51	6.60
10.90.77.1041 WAGES - DRIVERS	30,449.00	30,449.00	347.68	1,477.64		28,971.36	4.85
10.90.77.1055 TELEPHONE	550.00	550.00	42.84	42.84		507.16	7.79
10.90.77.1470 GAS/MAINTENANCE	1,970.00	1,970.00				1,970.00	
Totals for Department: 77 (MINI BUS OPERATIONS)	32,969.00	32,969.00	390.52	1,520.48		31,448.52	4.61
10.90.79.1120 HEATING OIL	3,100.00	3,100.00				3,100.00	
10.90.79.1121 ELECTRICITY & WATER	4,500.00	4,500.00	322.10	322.10		4,177.90	7.16
10.90.79.1130 TELEPHONE	3,600.00	3,600.00	289.68	579.31		3,020.69	16.09
10.90.79.1220 SENIOR CENTER SUPPLIES	1,500.00	1,500.00				1,500.00	
10.90.79.1681 SENIOR ACTIVITIES	3,400.00	3,400.00				3,400.00	
10.90.79.1943 BUILDING MAINTENANCE	5,000.00	5,000.00				5,000.00	
Totals for Department: 79 (SENIOR CITIZENS CENTER)	21,100.00	21,100.00	611.78	901.41		20,198.59	4.27
10.90.83.1170 CONTINGENCY FUND EXPENSES	100,000.00	87,960.00				87,960.00	

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ACCOUNT ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 83 (CONTINGENCY)	100,000.00	87,960.00				87,960.00	
10.90.85.1984 PRINCIPAL - 2014 (\$5.865M) BOND	380,000.00	380,000.00				380,000.00	
10.90.85.1985 INTEREST - 2014 (\$5.865M) BOND	123,332.00	123,332.00				123,332.00	
Totals for Department: 85 (DEBT SERVICE - INTEREST)	503,332.00	503,332.00				503,332.00	
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	75,600.00	75,600.00				35,475.00	53.08
10.90.87.2020 2020 BAND/BOND - INTEREST	94,500.00	94,500.00				94,500.00	
Totals for Department: 87 (DEBT SERVICE - PRINCIPLE)	480,100.00	480,100.00				129,975.00	72.93
10.90.88.2001 REGIONAL SCHOOL DISTRICT #1	14,773,550.00	14,773,550.00				12,608,151.00	14.66
Totals for Department: 88 (Department - 88)	14,773,550.00	14,773,550.00		1,624,049.00	2,165,399.00	12,608,151.00	14.66
10.90.90.2500 TRANSFER TO NON-RECURRING F	362,702.00	460,481.00				460,481.00	
Totals for Department: 90 (SPECIAL PROJECTS)	362,702.00	460,481.00				460,481.00	
Report totals	22,634,202.00	22,722,541.00	2,066,409.93	3,622,552.22	180,399.00	18,919,589.78	16.74

TOWN OF BEACON FALLS

FINANCIAL POLICY MANUAL



**TOWN OF BEACON FALLS
FINANCIAL POLICY MANUAL**

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TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

X. CASH DRAWERS

Purpose

The purpose of this Cash Drawers policy is to establish guidelines for the appropriate creation, use, and accountability of such drawers. These procedures have been established to encourage effective administration and internal control of cash handling operations throughout the Town of Beacon Falls.

Summary

Cash drawers are established to enable departments to make change for customers and receive cash payments. Expenditures may not be used to circumvent current purchasing procedures. The amount of the cash drawer is established at the time it is approved. Expenditures may not be used to circumvent current purchasing procedures. Any employee who is required to utilize the cash drawer 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 cash drawer will be named the Cash Drawer Custodian. There may be more than one Cash Drawer Custodian in smaller offices due to staffing levels and/or schedules, but this should be minimized whenever possible.

Cash Drawer Guidelines:

- Cash Drawer funds are used for making change for customer transactions and cash receipts related to customer transactions.
- Adequate receipts and documentation must be maintained to support all transactions made from each Cash Drawer fund.
- A Cash Drawer and/or Cash Drawer Custodian may be revoked at the discretion of the Finance Manager.
- The amount of the Cash Drawer fund may be reduced/increased at the discretion of the Finance Manager.
- All Cash Drawer custodians (or designees) must follow the Petty Cash Drawer Procedures. The Tax Collection Department follows a separate set of Safeguards (outlined below).

Department Cash Drawer Locations and Associated Limits:

Established Cash Drawers	Fund Limit
Town Clerk	\$125.00
Land Use Department	\$150.00
Library	\$50.00
Tax Collection/Assessor Department	\$400.00 (\$200 each drawer)

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

Public Works Department (Transfer Station); seasonally April-October	\$100.00
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Establishing Cash Drawer Funds:

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

Closing/Removing a Cash Drawer:

If it is determined that an existing cash drawer 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.

Cash Drawer Procedures:

1. Department Cash Drawer Custodians of cash drawers shall issue a receipt to the customer for all transactions.
2. The Department Cash Drawer Custodian shall complete the Cash Drawer Reconciliation Form (Addendum E) for a period of one month and attach copies of all receipts issued and submit to the Finance Department.
3. On a weekly basis (at a minimum), the Cash Drawer custodian counts the currency and coins in the petty cash fund, sums the receipts in the drawer. Daily counting is HIGHLY encouraged. Best practices are to count the cash and coin at the beginning of the workday and then once again at the close of the workday. The combined dollar value of the currency, coins and the receipts must equal the cash drawer total assigned to the custodian. The custodian then completes a Cash Drawer Reconciliation Form (Addendum E) 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 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.
4. If a discrepancy exists between the "Total Cash on Hand" and the "Valid Cash Balance", then the Department Cash Drawer Custodian needs to inform his/her supervisor (if available) who then contacts the Finance Department. If no supervisor, the Department Cash Drawer Custodian contacts the Finance Department directly.

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

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Overages and Shortages:

Both overages and shortages should be noted and tracked by the Cash Drawer 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.

Tax Collection Department Safeguards:

1. The Tax Collector's office is closed to the public and only accessible to certain staff members via access code. Cash drawers are maintained by the Cash Drawer Custodians in the office throughout the day. Unused cash drawers must remain in the safe during the day. Only staff members from the Tax Collector and Assessor's offices (and the First Selectman's Office Administrator) have the combination to the safe.
2. Each morning, the Cash Drawer Custodians shall complete and sign the Tax Collector's Cash Drawer Balancing Form (Addendum E-TC). The drawer count will be verified and signed by the Tax Collector and/or the other Cash Drawer Custodian.
3. Cash Drawer Custodians shall issue a receipt to customers for all cash transactions. Both the bill and the customer's receipt should contain the following information- the date, amount received, amount of change given, and the word "cash."
4. All active cash drawers should be secured in the safe during lunches and breaks.
5. At the close of the workday, Cash Drawer Custodians shall separate their daily cash deposits and perform a second count to ensure the drawer is balanced. A second Tax Collector's Cash Drawer Balancing Form (Addendum E-TC) will be completed and signed. The drawer count will be verified and signed by the Tax Collector and/or the other Cash Drawer Custodian.
6. If the drawer does not balance to \$200.00, the Department Cash Drawer Custodian must inform his/her supervisor (if available) who then contacts the Finance Department.
7. At the end of the workday, both drawers will be locked in the safe in the Tax Collector's office. Cash deposits are documented via bank deposit slips and placed in the vault until the Tax Collector is ready to take the deposit to the bank.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

XVIII. ADDENDUMS

The following Addendums are attached to this Financial Policy Manual as though incorporated herein:

- Addendum A: Budget Transfer Request Form
- Addendum B: Ethics Ordinance
- Addendum C: Certificate of Insurance/Risk + TULIP Guidelines
- Addendum D: Petty Cash Reimbursement Form
- Addendum E: Cash Drawer Reconciliation Form
 - Addendum E-TC Tax Collector's Cash Drawer Balancing Form
- Addendum F: Credit/Procurement Card Agreement
- Addendum G: Asset Addition Form
- Addendum H: Asset Disposal Form
- Addendum I: Financial Policy Manual Acknowledgement Form

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Addendum E-TC Tax Collector's Cash Drawer Balancing Form

Name: _____

Date: _____

Currency	Bundled	Loose	Total
100's			
50's			
20's			
10's			
5's			
1's			

Subtotal: _____

Coin	Rolled	Loose	Total
1.00			
.50			
.25			
.10			
.05			
.01			

Subtotal: _____

Total Cash: _____

Less Fund (\$200.00): _____

Total Cash Deposit: _____

Signature: _____

Signature: _____