

**To:** Board of Finance & Board of Selectmen  
**From:** Natasha Nau, Finance Manager  
**Cc:** Erin Schwarz, Assistant to the Finance Manager  
**Date:** September 8, 2022  
**Subject:** August Monthly Report – Finance Department

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#### GENERAL:

- **Financial Accounting/Asset Software:** AsseTrax data audit is 90% complete. A little more work to be done in September. SlatePages API integration project to occur in October, with a launch to staff in November.
- **Streetlogix:** summer interns did not get to this. Now a fall item as we finish the asset project.
- **Financial Policy Manual:** proposed policy change to procurement of software.

#### PROCUREMENT:

- **RFQs/RFPs/ITBs:**
  - Fall opportunities being drafted (22-3, 22-4, 22-5, and 22-6).
- **Contracts:**
  - **Paving (20-9R):** Nearing completion for the season.
  - **BV Rd (21-1):** Guardrails installed. Final inspection and payment to occur momentarily.
  - **Data Center Professional Engineering Services (21-4):** Underway.
  - **Data Center Legal:** Underway.
  - **Burton Road Sanitary Sewer Replacement (22-1):** work is 50% complete and first payment application has been submitted for review/approval.
  - **Rehabilitation of Patricia Terrace, Dolly Drive, and Coventry Lane (22-2):** awarded to low bidder and materials ordered. Work set to begin soon.
- **SOWs:** None currently.

#### BUDGET/PAYABLES/RECEIVABLES:

- **August FY23 Revenue and Expenditure Summary:**
  - **Revenue:** 41.43% collected or \$9.97M realized YTD and \$2.73M this month. The most notable receipts this month are property taxes.
  - **Expenditures:** 85.70% committed. \$2.11M expended this month and \$4.07M YTD. \$16.23M encumbered and \$3.39M unencumbered.
- **Transfers:** 2 FY22 transfers and 6 FY23 transfers.
- **FY21 Outstanding Capital Projects:**
  - **DPW generator:** Delivery/install expected August 2023.
  - **Digester:** installation contractor's final change order being reviewed this week. Work set to begin in October.
  - **Station 2:** no response from State. Performed monthly ping on 9/7/22.
- **FY22 Outstanding Capital Projects:**
  - **Fire generator:** see notes above under DPW generator.
  - **Police carport:** discussed during a meeting on 7/21. Pinged 9/7. Memorandum with proposal from PD forthcoming.

- **FM vehicle:** Additional FY23 budget request denied. Used vehicle or transfer from another department should be explored. Pinged on 6/8.
- **Town Hall Roof:** procurement policy waived last month in best interest of the town. PO issued to vendor. Work expected to begin soon and conclude before winter.
- **Guardrail replacement program:** Cook Lane guardrails have been replaced. Project is complete.
- **Rimmon Hill Schoolhouse Relocation:** IWWC public hearing did NOT take place in August. Status is the same: owner is having property surveyed.
- **FY23 Outstanding Capital Projects:**
  - **Fire & EMS - Cutter/Spreader/Rams + Vehicle Stabilization Kits:** see comments in Grants section below.
  - **Fire & EMS - Rescue Rope Replacement:** ordered.
  - **Fire & EMS - Pumper + Tanker Financing Pmt. (1 of 5):** will occur before due date on 1/27/23. Delivery estimates are June 2023 for engine and February 2022 for tanker.
  - **Fire Marshal - Fire Extinguisher Simulation Prog.:** see comments in Grants section below.
  - **Land Use - Plan of Conservation & Development (POCD):** ITB is in the works.
  - **Police - Patrol Car Replacement:** Delivery is expected September/October.
  - **PW - 2001 Plow Truck Replacement Plan:** Grants research commencing soon.
  - **PW - Repaint Volvo Loader:** procurement discussion has begun with Assistant Road Foreman. PO is forthcoming after research complete.
  - **PW - Beacon Valley Road Bridge:** ITB in the works.
  - **PW - Beacon Valley Road (East Side):** engineer must supply answers to the NVCOG's questions. Final review will follow. Commitment To Fund Letter can then be administered to us. We get the State to review the bid package and get permission to advertise.
  - **PW - Burton Road & Wall:** water work completed. Sewer work underway. Authorization to advertise received from the state.
  - **PW - Street Master Plan: Preventative/Rehabilitation/Reconstruction:** working on the Patricia/Dolly/Coventry contract, as noted above.
  - **Recreation - Expansion of Playscape:** working with (state contract) vendor to get PO drafted.
  - **Senior/Health Services - Replacement of Windows & Flooring:** this will be a May/June project because we have to wait to apply to LOCIP in March.
  - **Senior/Health Services - Replacement of Concrete Ramp:** same comment as above.
  - **Town Hall/Townwide - Main St. Improvement:** Met with engineer on 8/3/22 about their proposal. They are revising and reconvening soon.
  - **Town Hall/Townwide - Switch Replacement – EOC/Snr Center Generator:** added to existing PO. Same delivery date.
  - **Town Hall/Townwide - SWM/Sewer Projects –** as we work on road rehab projects, we separate out this work to go under ARPA.

- **Town Hall/Townwide** - O&G Data Center Development (engineering + legal): no update.
- **Town Hall/Townwide** - AEDs Replacement: discussing with BHC.
- **WWTP - Electrical & Generator**: ITB anticipated to be a winter item.
- **American Rescue Plan Act**: monthly spending report attached.

**GRANTS:**

- **DEEP VFA**: Submitted on 7/21 for \$1,241 for bumper line nozzle replacement. We should hear back within a couple months.
- **FEMA AFG & FPS**: Awards for AFG began in late August and continue every Friday until all \$ is expended.
- **State EV grant**: Due 9/30/22. Working with CCM vendor to cost-out the replacement or add-on.
- **STEAP**: Submitted on 8/15/22 for rehabilitation of Church Street.
- **Build Back Better America grants (Fed DOT)**: working hand-in-hand with our Planners and the NVCOG to coordinate a \$4M application for Safe Streets – due 10/13/22 (20% match might be required).
- **Transit Oriented Design (TOD) (CT OPM)**: Submitted for \$2M community center on Wolfe Avenue on 9/1/22.
- **LOTICIP**:
  - The NVCOG comments need to be reflected by engineer and resubmitted before a Commitment to Fund can be administered.

**Attachments:**

- Aug - Actual & Estimated Revenue report
- Aug - Expenditures, Encumbrances & Appropriations report
- Aug - Actual & Estimated Revenue report
- Aug - Expenditures, Encumbrances & Appropriations report
- FY22 and FY23 Transfers
- Aug - ARPA Expenditure Report
- Proposed procurement language change to Financial Policy Manual

**Statement of Actual & Estimated Revenue**

Town of Beacon Falls  
 For Period Ending 08/31/2022  
 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	1,000.00			1,000.00	
10.80.01.4005					
STATE PROPERTY TAX (PILOT)	38,089.00			38,089.00	
10.80.01.4022					
MUNICIPAL TRANSITION (MV CAP RE	142,406.00		142,406.00		100.00
10.80.01.4030					
DISABILITY TAX RELIEF	2,129.00			2,129.00	
10.80.01.4035					
ADD. EXEMPTIONS FOR VETERANS	8,236.00			8,236.00	
10.80.01.4040					
TOWN-AID-ROAD	192,974.00			192,974.00	
10.80.01.4045					
SCHOOL EQ. GRANT GTB&ECS	4,012,796.00			4,012,796.00	
10.80.01.4055					
MASHANTUCKET PEQUOT GRANT	12,467.00			12,467.00	
10.80.01.4066					
MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
10.80.01.4070					
MISCELLANEOUS REIMBURSEMENTS	5,000.00			5,000.00	
10.80.01.4072					
EMPG GRANT	5,000.00			5,000.00	
10.80.02.4070					
PLANNING & ZONING COMMISSION	5,000.00	1,077.00	1,127.00	3,873.00	22.54
10.80.02.4075					
ZONING BD. OF APPEALS	500.00			500.00	
10.80.02.4080					
BUILDING PERMITS	200,000.00	12,930.00	19,850.00	180,150.00	9.93
10.80.02.4081					
AMBULANCE REIMBURSEMENT	5,000.00			5,000.00	
10.80.02.4082					
FIRE MARSHAL INSPECTIONS	3,000.00	560.00	910.00	2,090.00	30.33
10.80.02.4087					
CONVEYANCE - TOWN CLERK	125,000.00	12,842.72	25,624.60	99,375.40	20.50
10.80.02.4088					
LOCIP - TOWN CLERK	2,000.00	180.00	417.00	1,583.00	20.85
10.80.02.4089					
MERS - TOWN CONTRIBUTION	12,000.00	328.00	684.00	11,316.00	5.70
10.80.02.4090					
MISCELLANEOUS PERMITS	500.00	25.00	25.00	475.00	5.00
10.80.02.4091					
INLANDS WETLANDS FEES	1,500.00	44.00	44.00	1,456.00	2.93
10.80.02.4096					
POLICE EXTRA DUTY	15,000.00			15,000.00	
10.80.02.4099					
POLICE - OTHER REVENUE	2,500.00	70.00	210.00	2,290.00	8.40
10.80.02.4101					
POLICE TRAFFIC TICKETS	2,500.00	5.00	1,465.00	1,035.00	58.60
10.80.02.4105					
DOG LICENSE	350.00	16.00	41.00	309.00	11.71
10.80.02.4106					
TOWN CLERK RECORDING FEES & VI	45,000.00	3,125.00	6,126.00	38,874.00	13.61
10.80.02.4110					
DISPOSAL FEES	100.00	179.60	217.60	117.60-	217.60
10.80.02.4120					
MINI-BUS	6,000.00		1,205.00	4,795.00	20.08
10.80.02.4999					
MISCELLANEOUS INCOME	1,000.00	3,099.81	3,099.81	2,099.81-	309.98
10.80.03.4122					
INTEREST - TAX COLLECTOR	150,000.00	8,947.57	14,567.74	135,432.26	9.71
10.80.03.4123					

**Statement of Actual & Estimated Revenue**

Town of Beacon Falls  
 For Period Ending 08/31/2022

Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
LIENS/FEES - TAX COLLECTOR 10.80.03.4126	1,500.00	904.03-	101.99-	1,601.99	-6.80
SUPPLEMENTAL MOTOR VEHICLE TA 10.80.03.4132	200,000.00			200,000.00	
WATER PROJECT (2001) - CURRENT & 10.80.03.4133	35,000.00			35,000.00	
RIMMON HILL SEWER ASSESSMENTS 10.80.04.4130	85,000.00	200.00	2,059.96	82,940.04	2.42
TELECOMM. PROPERTY TAX 10.80.04.4140	9,641.00			9,641.00	
MISCELLANEOUS 10.80.04.4145	500.00			500.00	
INSURANCE MEMBER DISTRIBUTION 10.80.04.4150	10,000.00		13,250.00	3,250.00-	132.50
XEROX EQUIPMENT 10.80.04.4161	150.00	78.00	78.00	72.00	52.00
INSURANCE CLAIMS 10.80.05.4165	1,000.00	1,701.00	5,682.28	4,682.28-	568.23
INVESTMENTS/INTEREST EARNED 10.80.06.4300	10,000.00	2,240.79	3,648.84	6,351.16	36.49
PROPERTY TAXES-CURRENT 10.80.06.4301	16,921,048.00	2,660,617.62	9,426,174.00	7,494,874.00	55.71
PROPERTY TAXES - PRIOR 10.80.06.4325	250,000.00	23,882.49	52,765.96	197,234.04	21.11
TRANSFER FROM UNASSIGNED FUND 10.80.06.4327	1,143,704.00			1,143,704.00	
TRANSFER FROM UNASSIGNED TO V 10.80.06.4328	100,000.00			100,000.00	
TRANSFER IN FROM DEBT SERVICE 10.80.06.4400	250,000.00		250,000.00		100.00
SALE OF TOWN PROPERTY 10.80.71.1005	1,000.00			1,000.00	
K. MATTHIES - PENT RD PLAYScape E	10,753.00			10,753.00	
<b>Report Totals</b>	<b>24,070,152.00</b>	<b>2,731,245.57</b>	<b>9,971,576.80</b>	<b>14,098,575.20</b>	<b>41.43</b>

# Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls  
 For Period Ending 08/31/2022  
 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								
WAGES - FIRST SELECTMAN	01	62,000.00	62,000.00	5,166.67	10,333.34		51,666.66	16.67
10.90.01.1011								
WAGES - SELECTMAN	01	13,750.00	13,750.00	1,145.83	2,291.66		11,458.34	16.67
10.90.01.1012								
WAGES - SELECTMAN	01	13,750.00	13,750.00	1,145.83	2,291.66		11,458.34	16.67
10.90.01.1014								
HUMAN RESOURCES CONSULTA	01	41,580.00	41,580.00	2,493.76	2,493.76		39,086.24	6.00
10.90.01.1020								
WAGES - FIRST SELECTMAN'S S	01	50,432.00	50,432.00	3,979.87	6,200.13		44,231.87	12.29
10.90.01.1021								
OVERTIME - OFFICE ADMINISTRA	01	1,662.00	1,662.00				1,662.00	
10.90.01.1220								
FIRST SELECTMAN'S EXPENSES	01	2,500.00	2,500.00	264.98	359.98		2,140.02	14.40
<b>Totals for Department: 01 (SELECTMAN)</b>		<b>185,674.00</b>	<b>185,674.00</b>	<b>14,196.94</b>	<b>23,970.53</b>		<b>161,703.47</b>	<b>12.91</b>
10.90.03.1040								
WAGES - CUSTODIAN	03	42,739.00	42,739.00	3,764.10	5,508.05		37,230.95	12.89
10.90.03.1049								
WAGES - OVERTIME CUSTODIAN	03	2,000.00	2,000.00	35.54	35.54		1,964.46	1.78
10.90.03.1070								
BOARD & COMMISSION CLERKS	03	13,000.00	13,000.00	720.00	1,280.00		11,720.00	9.85
10.90.03.1071								
BOARD & COMMISSION EXPENSE	03	1,000.00	1,000.00	120.00	120.00		880.00	12.00
10.90.03.1078								
LEGAL NOTICES	03	6,000.00	6,000.00	385.12	385.12		5,614.88	6.42
10.90.03.1080								
POSTAGE	03	3,200.00	3,200.00	446.76	559.01		2,640.99	17.47
10.90.03.1090								
OFFICE SUPPLIES	03	12,700.00	12,700.00	1,334.02	1,388.80	7,017.52	4,293.68	66.19
10.90.03.1105								
INFORMATION TECHNOLOGY - SU	03	74,000.00	74,000.00	10,232.88	10,232.88	52,415.00	11,352.12	84.66
10.90.03.1110								
HONOR ROLL MEMORIAL	03	800.00	800.00				800.00	
10.90.03.1120								
UTILITIES - ELECTRICITY	03	7,500.00	7,500.00	588.79	588.79		6,911.21	7.85
10.90.03.1121								
ELECTRICITY - SOLAR GENERATIO	03	50,000.00	50,000.00	5,776.38	5,776.38		44,223.62	11.55

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10.90.03.1122								
UTILITIES - HEAT & WATER	03	9,200.00	9,200.00	180.23	180.23		9,019.77	1.96
10.90.03.1130								
TELEPHONE & INTERNET	03	19,540.00	19,540.00	1,260.91	3,811.53		15,728.47	19.51
10.90.03.1135								
TOWN CELL PHONES	03	21,000.00	21,000.00	1,601.83	1,601.83		19,398.17	7.63
10.90.03.1140								
MISC. REPAIRS/BUILDING MAINT	03	18,000.00	26,000.00	1,698.73	1,948.73	8,295.00	15,756.27	39.40
10.90.03.1160								
ELEVATOR SERVICE AGREEMEN	03	3,500.00	3,500.00	513.58	513.58	2,620.10	366.32	89.53
10.90.03.1167								
MILEAGE & TOWN CAR MAINT.	03	2,500.00	2,500.00				2,500.00	
10.90.03.1495								
EDUCATION/TRAINING	03	6,000.00	6,000.00	67.00	91.00		5,909.00	1.52
10.90.03.1600								
ALARM SYSTEM MONITORING	03	12,000.00	12,000.00	917.84	1,376.76	4,130.28	6,492.96	45.89
<b>Totals for Department: 03 (TOWN HALL)</b>		<b>304,679.00</b>	<b>312,679.00</b>	<b>29,643.71</b>	<b>35,398.23</b>	<b>74,477.90</b>	<b>202,802.87</b>	<b>35.14</b>
10.90.05.1010								
WAGES - TOWN CLERK	05	61,500.00	61,500.00	4,730.76	7,265.09		54,234.91	11.81
10.90.05.1020								
WAGES-ASST.TOWN CLERK / PT	05	26,459.00	26,459.00				26,459.00	
10.90.05.1042								
WAGES - ASST. TOWN CLERK	05	47,921.00	47,921.00	3,686.20	5,660.95		42,260.05	11.81
10.90.05.1170								
TOWN CLERK EXPENSES	05	5,000.00	5,000.00	879.65	909.71		4,090.29	18.19
10.90.05.1175								
ELECTION EXPENSES	05	2,000.00	2,000.00	114.03	114.03		1,885.97	5.70
10.90.05.1180								
LAND RECORDS SOFTWARE SYS	05	20,560.00	20,560.00	2,507.00	2,781.00	16,338.00	1,441.00	92.99
10.90.05.1190								
LEASE PURCHASE COPIER	05	2,000.00	2,000.00	115.00	115.00	575.00	1,310.00	34.50
10.90.05.1195								
RECORDS/BOOKS	05	4,000.00	4,000.00	385.00	385.00		3,615.00	9.63
10.90.05.1210								
MAP PRINTER MAINT. & SUPPLIE	05	600.00	600.00				600.00	
10.90.05.1405								
VITAL STATISTICS	05	200.00	200.00				200.00	

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Town of Beacon Falls  
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10.90.05.2155								
GENERAL CODE	05	1,200.00	1,200.00				1,200.00	
<b>Totals for Department: 05 (TOWN CLERK)</b>		<b>171,440.00</b>	<b>171,440.00</b>	<b>12,417.64</b>	<b>17,230.78</b>	<b>16,913.00</b>	<b>137,296.22</b>	<b>19.92</b>
10.90.07.1010								
WAGES - TAX COLLECTOR	07	63,101.00	63,101.00	4,853.92	7,454.23		55,646.77	11.81
10.90.07.1020								
WAGES - ASST. TAX COLLECTOR	07	30,390.00	30,390.00	2,900.31	4,634.17		25,755.83	15.25
10.90.07.1060								
COMPUTER LICENSE & SUPPORT	07	7,000.00	7,000.00				7,000.00	
10.90.07.1061								
COMPUTER SVCS - PRINTING	07	8,800.00	8,800.00				8,800.00	
10.90.07.1220								
MISCELLANEOUS EXPENSES	07	6,600.00	6,600.00	226.69	439.86		6,160.14	6.66
10.90.07.1221								
EDUCATION	07	800.00	800.00	645.48	645.48		154.52	80.69
<b>Totals for Department: 07 (TAX COLLECTOR)</b>		<b>116,691.00</b>	<b>116,691.00</b>	<b>8,626.40</b>	<b>13,173.74</b>		<b>103,517.26</b>	<b>11.29</b>
10.90.09.1010								
WAGES - TREASURER	09	13,750.00	13,750.00	1,145.83	2,291.66		11,458.34	16.67
<b>Totals for Department: 09 (TREASURER)</b>		<b>13,750.00</b>	<b>13,750.00</b>	<b>1,145.83</b>	<b>2,291.66</b>		<b>11,458.34</b>	<b>16.67</b>
10.90.11.1020								
WAGES - BUILDING INSPECTOR	11	42,500.00	42,500.00	3,469.24	5,103.86		37,396.14	12.01
10.90.11.1021								
WAGES - BUILDING ADMINISTRAT	11	15,589.00	15,589.00	1,093.50	1,887.70		13,701.30	12.11
10.90.11.1022								
OVERTIME - BUILDING ADMINIST	11	6,318.00	6,318.00		100.82		6,217.18	1.60
10.90.11.1023								
WAGES - LAND USE ADMINISTRA	11	15,600.00	15,600.00	1,205.00	1,855.00		13,745.00	11.89
10.90.11.1024								
WAGES - WEO	11	6,644.00	6,644.00	662.76	1,125.89		5,518.11	16.95
10.90.11.1025								
WAGES - ZEO	11	34,590.00	34,590.00	1,363.60	2,837.99		31,752.01	8.20
10.90.11.1167								
BUILDING INSPECTOR MILEAGE	11	3,500.00	3,500.00	235.63	235.63		3,264.37	6.73



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10.90.11.1220								
BLDG/P&Z/IWWC/CONSERV MIS	11	5,300.00	5,300.00	69.49	76.90		5,223.10	1.45
10.90.11.1223								
SOIL CONSERVATION	11	1,500.00	1,500.00				1,500.00	
10.90.11.1225								
BLIGHT	11	1,000.00	1,000.00				1,000.00	
10.90.11.1226								
LAND ACQ./OS PRESERVATION F	11	1,000.00	1,000.00				1,000.00	
10.90.11.1227								
OPEN SPACE MAINTENANCE	11	5,000.00	5,000.00			5,000.00		100.00
<b>Totals for Department: 11 (BUILDING DEPT)</b>		<b>138,541.00</b>	<b>138,541.00</b>	<b>8,099.22</b>	<b>13,223.79</b>	<b>5,000.00</b>	<b>120,317.21</b>	<b>13.15</b>
10.90.13.1045								
WAGES - LONGEVITY	13	7,200.00	7,200.00				7,200.00	
10.90.13.1047								
WAGES-PAYMENT IN LIEU HEAL	13	5,750.00	5,750.00				5,750.00	
10.90.13.1235								
WAGE SALARY ADJUSTMENTS	13	45,000.00	45,000.00	14,511.48	14,511.48		30,488.52	32.25
10.90.13.1240								
SOCIAL SECURITY	13	186,347.00	186,347.00	16,450.45	25,527.97		160,819.03	13.70
10.90.13.1245								
MEDICAL INSURANCE	13	422,000.00	422,000.00	30,879.36	113,448.48		308,551.52	26.88
10.90.13.1246								
LIFE INSURANCE	13	15,000.00	15,000.00	990.38	2,008.47		12,991.53	13.39
10.90.13.1247								
DENTAL REIMBURSEMENT	13	19,500.00	19,500.00	1,603.16	2,749.11		16,750.89	14.10
10.90.13.1250								
PENSION	13	470,064.00	470,064.00	22,351.11	191,990.81		278,073.19	40.84
10.90.13.1255								
WORKERS COMPENSATION	13	125,979.00	125,979.00		121,305.00		4,674.00	96.29
10.90.13.1256								
FIRE - LIFE AND AD&D INSURANC	13	9,400.00	9,400.00	3,230.00	3,230.00	4,762.74	1,407.26	85.03
10.90.13.1257								
EMPLOYEE ASSISTANCE PROGR	13	3,375.00	3,375.00	237.79	237.79	2,615.69	521.52	84.55
10.90.13.1595								
PW CLOTHING ALLOWANCES	13	5,000.00	5,000.00				5,000.00	

# Statement of Expenditures, Encumbrances & Appropriations

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<b>Totals for Department: 13 (EMPLOYEE'S BENEFITS)</b>		<b>1,314,615.00</b>	<b>1,314,615.00</b>	<b>90,253.73</b>	<b>475,009.11</b>	<b>7,378.43</b>	<b>832,227.46</b>	<b>36.69</b>
10.90.15.1041								
WAGES - CERTIFIED ASSESSOR	15	67,959.00	67,959.00	5,418.97	8,312.83		59,646.17	12.23
10.90.15.1042								
WAGES - CLERK P/T	15	35,100.00	35,100.00	2,700.00	4,050.00		31,050.00	11.54
10.90.15.1043								
WAGES - BD. OF ASSESSMENT A	15	1,800.00	1,800.00				1,800.00	
<b>10.90.15.1060</b>								
<b>COMPUTER LICENSES &amp; SUPPO</b>	<b>15</b>	<b>12,320.00</b>	<b>12,320.00</b>			<b>13,076.00</b>	<b>756.00-</b>	<b>106.14</b>
10.90.15.1061								
COMPUTER SERVICES - PRINTI	15	1,480.00	1,480.00			1,480.00		100.00
10.90.15.1220								
OFFICE SUPPLIES	15	3,500.00	3,500.00	617.89	627.76		2,872.24	17.94
10.90.15.1280								
GIS (MAPS)/ONLINE PROPERTY C	15	6,800.00	6,800.00	3,300.00	3,300.00	2,500.00	1,000.00	85.29
10.90.15.1495								
EDUCATION	15	2,200.00	2,200.00				2,200.00	
<b>Totals for Department: 15 (BD OF ASSESSORS)</b>		<b>131,159.00</b>	<b>131,159.00</b>	<b>12,036.86</b>	<b>16,290.59</b>	<b>17,056.00</b>	<b>97,812.41</b>	<b>25.42</b>
10.90.19.1380								
AUDIT	19	30,700.00	30,700.00			27,400.00	3,300.00	89.25
<b>10.90.19.1381</b>								
<b>ACTUARIAL VALUATIONS</b>	<b>19</b>	<b>4,000.00</b>	<b>4,000.00</b>				<b>4,000.00</b>	
<b>Totals for Department: 19 (BOARD OF FINANCE)</b>		<b>34,700.00</b>	<b>34,700.00</b>			<b>27,400.00</b>	<b>7,300.00</b>	<b>78.96</b>
10.90.20.1044								
WAGES - ADMIN ASST. FINANCE	20	53,690.00	53,690.00	4,137.38	6,401.51		47,288.49	11.92
10.90.20.1046								
WAGES - FINANCE MANAGER	20	79,517.00	79,517.00	5,905.76	9,227.75		70,289.25	11.60
10.90.20.1047								
WAGES - OVERTIME	20	5,236.00	5,236.00	303.68	303.68		4,932.32	5.80
10.90.20.1060								
COMPUTER LICENSES & SUPPO	20	25,000.00	25,000.00	7,085.83	7,085.83	14,092.67	3,821.50	84.71
10.90.20.1061								
INTERNS	20	2,960.00	2,960.00	630.00	840.00		2,120.00	28.38

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<b>Totals for Department: 20 (FINANCE DEPARTMENT)</b>		<b>166,403.00</b>	<b>166,403.00</b>	<b>18,062.65</b>	<b>23,858.77</b>	<b>14,092.67</b>	<b>128,451.56</b>	<b>22.81</b>
10.90.21.1220								
EXPENSES - EDC	21	5,000.00	5,000.00				5,000.00	
<b>Totals for Department: 21 (ECONOMIC DEVELOPMENT)</b>		<b>5,000.00</b>	<b>5,000.00</b>				<b>5,000.00</b>	
10.90.29.1010								
WAGES - REGISTRARS (2)	29	27,500.00	27,500.00	2,543.66	4,835.32		22,664.68	17.58
10.90.29.1011								
WAGES - DPTY REGISTRARS	29	2,000.00	2,000.00	528.00	528.00		1,472.00	26.40
10.90.29.1031								
WAGES - ELECTION WORKERS	29	5,000.00	5,000.00	3,368.94	3,436.44		1,563.56	68.73
10.90.29.1173								
CERTIFICATION & WORKSHOPS	29	1,500.00	1,500.00	87.50	87.50		1,412.50	5.83
10.90.29.1175								
REGISTRATION/CONFERENCES/	29	1,500.00	1,500.00	220.00	220.00		1,280.00	14.67
10.90.29.1176								
OFFICE SUPPLIES	29	1,500.00	1,500.00	21.02	21.02		1,478.98	1.40
10.90.29.1177								
MAINT. VOTING MACHINES	29	1,000.00	1,000.00				1,000.00	
10.90.29.1345								
ELECTION EXPENSES	29	4,000.00	4,000.00	1,726.87	1,730.11		2,269.89	43.25
10.90.29.1355								
PRIMARIES	29	2,000.00	2,000.00	1,557.02	1,557.02		442.98	77.85
10.90.29.1360								
CANVAS EXPENSES	29	300.00	300.00				300.00	
<b>Totals for Department: 29 (REGISTRAR OF VOTERS)</b>		<b>46,300.00</b>	<b>46,300.00</b>	<b>10,053.01</b>	<b>12,415.41</b>		<b>33,884.59</b>	<b>26.82</b>
10.90.33.1270								
LEGAL FEES/TOWN COUNSEL RE	33	100,000.00	100,000.00	3,133.87	3,133.87		96,866.13	3.13
10.90.33.1290								
ENGINEERING & CONSULTANTS	33	150,000.00	150,000.00	1,950.00	1,950.00	69,720.00	78,330.00	47.78
10.90.33.1291								
TOWN PLANNER	33	49,000.00	49,000.00			42,520.00	6,480.00	86.78
10.90.33.1385								
TOWN WEBSITE/WEBSITE CONS	33	2,955.00	2,955.00				2,955.00	

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<b>Totals for Department: 33 (PROFESSIONAL FEES)</b>		<b>301,955.00</b>	<b>301,955.00</b>	<b>5,083.87</b>	<b>5,083.87</b>	<b>112,240.00</b>	<b>184,631.13</b>	<b>38.85</b>
10.90.37.1410 PROPERTY, CASUALTY & CYBER	37	116,500.00	116,500.00		92,932.00		23,568.00	79.77
<b>Totals for Department: 37 (TOWNWIDE INSURANCE)</b>		<b>116,500.00</b>	<b>116,500.00</b>		<b>92,932.00</b>		<b>23,568.00</b>	<b>79.77</b>
10.90.39.1415 REGIONAL COUNCIL GOV'TS (NV	39	3,792.00	3,792.00		3,715.17		76.83	97.97
10.90.39.1425 CCM	39	3,571.00	3,571.00		3,571.00			100.00
10.90.39.1430 VALLEY COUNCIL/BROWNFIELD	39	1,000.00	1,000.00		1,000.00			100.00
10.90.39.1440 C.O.S.T.	39	1,075.00	1,075.00				1,075.00	
<b>Totals for Department: 39 (AGENCY MEMBERSHIP)</b>		<b>9,438.00</b>	<b>9,438.00</b>		<b>8,286.17</b>		<b>1,151.83</b>	<b>87.80</b>
10.90.44.1010 STIPEND - FIRE CHIEF	44	12,923.00	12,923.00	1,076.92	2,153.84		10,769.16	16.67
10.90.44.1012 STIPEND - ADMIN. ASSISTANT (S	44	3,652.00	3,652.00	304.33	608.66		3,043.34	16.67
10.90.44.1030 TELEPHONE	44	5,759.00	5,759.00	971.63	1,260.39		4,498.61	21.89
10.90.44.1031 EMERGENCY TELEPHONE (911)	44	20,820.00	20,820.00	1,759.75	2,978.78	4,841.21	13,000.01	37.56
10.90.44.1060 SOFTWARE & IT	44	19,100.00	19,100.00	3,017.58	7,599.02	8,478.80	3,022.18	84.18
10.90.44.1121 ELECTRICITY	44	10,000.00	10,000.00	552.66	552.66		9,447.34	5.53
10.90.44.1122 HEATING FUEL	44	15,000.00	15,000.00	233.91	303.12		14,696.88	2.02
10.90.44.1123 WATER	44	1,300.00	1,300.00	182.60	182.60		1,117.40	14.05
10.90.44.1435 BUILDING MAINTENANCE	44	18,000.00	18,000.00	1,638.12	1,797.59		16,202.41	9.99
10.90.44.1436 BUILDING EQUIPMENT	44	6,500.00	6,500.00	150.50	150.50		6,349.50	2.32

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10.90.44.1465								
COMM. EQUIP-MAINTENANCE	44	6,000.00	6,000.00	2,473.43	2,473.43	87.50	3,439.07	42.68
10.90.44.1466								
EQUIPMENT MAINTENANCE	44	9,000.00	9,000.00	479.48	508.14		8,491.86	5.65
10.90.44.1470								
VEHICLE FUEL	44	14,200.00	14,200.00		2,465.31		11,734.69	17.36
10.90.44.1471								
MANDATORY VEHICLE AND EQU	44	20,000.00	20,000.00			4,158.65	15,841.35	20.79
10.90.44.1472								
VEHICLE REPAIRS	44	38,000.00	38,000.00	505.12	1,431.19	4,981.12	31,587.69	16.87
10.90.44.1485								
PERSONAL PROTECTIVE EQUIP	44	30,000.00	30,000.00	844.99	844.99		29,155.01	2.82
10.90.44.1486								
EMS TRAINING	44	16,000.00	16,000.00	232.20	232.20		15,767.80	1.45
10.90.44.1487								
AIR BOTTLE REPLACEMENT PROC	44	6,500.00	6,500.00				6,500.00	
10.90.44.1488								
HOSE REPLACEMENT	44	5,000.00	5,000.00			3,638.00	1,362.00	72.76
10.90.44.1489								
AIR PACK REPLACEMENT	44	22,500.00	22,500.00				22,500.00	
10.90.44.1490								
PHYSICALS/HEALTH & WELLNES	44	17,350.00	17,350.00	1,350.00	1,407.85	5,156.00	10,786.15	37.83
10.90.44.1495								
FIRE TRAINING	44	20,000.00	20,000.00	2,750.00	2,803.18	2,300.00	14,896.82	25.52
10.90.44.1500								
SERVICE AWARD PROGRAM	44	52,000.00	52,000.00			52,000.00		100.00
10.90.44.1552								
DEPARTMENTAL SUPPLIES - FD	44	16,000.00	16,000.00	1,238.04	1,330.31	1,861.18	12,808.51	19.95
<b>10.90.44.1553</b>								
<b>    DEPARTMENTAL SUPPLIES - AMB</b>	<b>44</b>	<b>22,000.00</b>	<b>22,000.00</b>	<b>3,144.03</b>	<b>3,276.18</b>	<b>18,019.12</b>	<b>704.70</b>	<b>96.80</b>
<b>Totals for Department:</b>	<b>44 (EMERGENCY SERVICES)</b>	<b>407,604.00</b>	<b>407,604.00</b>	<b>22,905.29</b>	<b>34,359.94</b>	<b>105,521.58</b>	<b>267,722.48</b>	<b>34.32</b>
10.90.45.1010								
STIPEND - FIRE MARSHAL	45	25,490.00	25,490.00	2,124.16	4,248.32		21,241.68	16.67
10.90.45.1011								
WAGES - DEPUTY FIRE MARSHAL	45	26,658.00	26,658.00	2,369.84	2,625.62		24,032.38	9.85
10.90.45.1012								
STIPEND - ADMIN. ASSISTANT (S	45	3,652.00	3,652.00	304.34	608.68		3,043.32	16.67

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10.90.45.1167 VEHICLE EXPENSES	45	3,000.00	3,000.00			2,730.00	270.00	91.00
10.90.45.1413 FIRE PREVENTION & SAFETY	45	4,000.00	4,000.00				4,000.00	
10.90.45.1495 TRAINING/CONTINUING EDUCATI	45	2,200.00	2,200.00				2,200.00	
10.90.45.1515 FIRE CODE SUBSCRIPTION	45	2,300.00	2,300.00	1,495.00	1,495.00		805.00	65.00
10.90.45.1526 COMPUTER SUPPORT	45	650.00	650.00		650.00			100.00
10.90.45.1527 FIRE MARSHAL - EXPENSES	45	4,500.00	4,500.00				4,500.00	
10.90.45.1595 FIRE MARSHAL - UNIFORMS	45	750.00	750.00				750.00	
<b>Totals for Department: 45 (FIRE MARSHAL)</b>		<b>73,200.00</b>	<b>73,200.00</b>	<b>6,293.34</b>	<b>9,627.62</b>	<b>2,730.00</b>	<b>60,842.38</b>	<b>16.88</b>
10.90.47.1010 STIPEND - EMD	47	6,304.00	6,304.00	525.33	1,050.66		5,253.34	16.67
10.90.47.1530 EMERGENCY NOTIFICATION SYS	47	5,513.00	5,513.00		5,512.50		0.50	99.99
<b>Totals for Department: 47 (CIVIL DEFENSE)</b>		<b>11,817.00</b>	<b>11,817.00</b>	<b>525.33</b>	<b>6,563.16</b>		<b>5,253.84</b>	<b>55.54</b>
10.90.49.1540 COTTON HOLLOW	49	10,250.00	10,250.00	881.03	881.03		9,368.97	8.60
10.90.49.1541 BEACON FALLS	49	216,800.00	216,800.00	16,864.65	16,864.65		199,935.35	7.78
<b>Totals for Department: 49 (HYDRANT RENTAL)</b>		<b>227,050.00</b>	<b>227,050.00</b>	<b>17,745.68</b>	<b>17,745.68</b>		<b>209,304.32</b>	<b>7.82</b>
10.90.53.1010 RESIDENT STATE TROOPER	53	191,211.00	191,211.00				191,211.00	
10.90.53.1020 WAGES - PATROL F/T	53	215,000.00	215,000.00	15,901.08	25,658.48		189,341.52	11.93
10.90.53.1040 WAGES - CLERK	53	42,073.00	42,073.00	1,618.20	3,236.41		38,836.59	7.69
10.90.53.1041 WAGES - PATROL P/T	53	150,000.00	150,000.00	11,311.41	17,609.53		132,390.47	11.74

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10.90.53.1052 FT PATROL OVERTIME	53	35,875.00	35,875.00	4,515.21	4,515.21		31,359.79	12.59
10.90.53.1053 PT PATROL OVERTIME	53	30,750.00	30,750.00	1,536.60	4,201.40		26,548.60	13.66
10.90.53.1054 SHIFT DIFFERENTIAL	53	3,000.00	3,000.00	128.82	211.17		2,788.83	7.04
10.90.53.1060 COMPUTER SUPPORT	53	5,500.00	5,500.00				5,500.00	
10.90.53.1130 TELEPHONE	53	5,100.00	5,100.00	1,258.56	1,512.61		3,587.39	29.66
10.90.53.1220 DEPARTMENTAL SUPPLIES	53	6,500.00	6,500.00	679.65	679.65		5,820.35	10.46
10.90.53.1505 STATE MANDATED TRAINING	53	40,000.00	40,000.00	1,398.00	1,398.00		38,602.00	3.50
10.90.53.1585 VEHICLE REPAIRS & MAINTENANCE	53	6,500.00	6,500.00		728.40		5,771.60	11.21
10.90.53.1595 UNIFORMS	53	12,000.00	12,000.00		600.00		11,400.00	5.00
10.90.53.1620 BUILDING OPS & MAINTENANCE	53	16,000.00	16,000.00	748.33	748.33	1,252.00	13,999.67	12.50
10.90.53.1703 GAS & OIL	53	14,000.00	14,000.00		2,206.07		11,793.93	15.76
10.90.53.1704 EQUIPMENT	53	4,200.00	4,200.00			4,200.00		100.00
10.90.53.1705 BODY & DASH CAMERAS	53	23,000.00	23,000.00			11,458.09	11,541.91	49.82
<b>Totals for Department: 53 (POLICE)</b>		<b>800,709.00</b>	<b>800,709.00</b>	<b>39,095.86</b>	<b>63,305.26</b>	<b>16,910.09</b>	<b>720,493.65</b>	<b>10.02</b>
10.90.55.1010 STIPEND - ANIMAL CONTROL	55	9,525.00	9,525.00	793.76	1,587.51		7,937.49	16.67
10.90.55.1020 MILEAGE	55	1,000.00	1,000.00				1,000.00	
10.90.55.1550 DEPT SUPPLIES/PHONE/TRAIN.	55	500.00	500.00				500.00	
<b>Totals for Department: 55 (DOG WARDEN)</b>		<b>11,025.00</b>	<b>11,025.00</b>	<b>793.76</b>	<b>1,587.51</b>		<b>9,437.49</b>	<b>14.40</b>

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10.90.57.1645 E911 DISPATCH	57	43,274.00	43,274.00	21,588.00	21,588.00	21,588.00	98.00	99.77
10.90.57.1650 STREET LIGHTING	57	42,000.00	42,000.00	3,177.22	3,177.22		38,822.78	7.56
10.90.57.1655 DRUG AND ALCOHOL TESTING	57	1,073.00	1,073.00				1,073.00	
<b>10.90.57.1656 SAFETY COMMITTEE</b>	<b>57</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>50.00</b>	<b>50.00</b>		<b>5,950.00</b>	<b>0.83</b>
<b>Totals for Department: 57 (PUBLIC SAFETY)</b>		<b>92,347.00</b>	<b>92,347.00</b>	<b>24,815.22</b>	<b>24,815.22</b>	<b>21,588.00</b>	<b>45,943.78</b>	<b>50.25</b>
10.90.59.1010 WAGES - FOREMAN	59	78,832.00	78,832.00	5,916.80	9,171.04		69,660.96	11.63
10.90.59.1011 WAGES - ASST ROAD FOREMAN	59	75,004.00	75,004.00	2,814.40	2,814.40		72,189.60	3.75
10.90.59.1012 WAGES - MAINTAINER/MECHANI	59	71,885.00	71,885.00	2,697.60	5,664.96		66,220.04	7.88
10.90.59.1013 WAGES - HWY MAINT (3)	59	206,294.00	206,294.00	19,672.06	30,042.71		176,251.29	14.56
10.90.59.1049 WAGES - OVERTIME	59	62,735.00	62,735.00	736.10	1,843.87		60,891.13	2.94
10.90.59.1550 HIGHWAY & PARKS EQUIPMENT	59	10,000.00	10,000.00	1,846.67	2,612.15	1,058.10	6,329.75	36.70
10.90.59.1555 EQUIPMENT RENTAL	59	2,000.00	2,000.00				2,000.00	
10.90.59.1670 STREET SWEEPING	59	18,000.00	18,000.00				18,000.00	
10.90.59.1685 SNOW REMOVAL MATERIALS	59	70,000.00	70,000.00				70,000.00	
10.90.59.1690 TOOLS	59	4,000.00	4,000.00				4,000.00	
10.90.59.1700 VEHICLE FUEL	59	15,000.00	15,000.00		2,088.78		12,911.22	13.93
10.90.59.1703 VEHICLE MAINTENANCE	59	37,500.00	37,500.00	1,962.16	2,516.12		34,983.88	6.71
10.90.59.1710 HIGHWAY MATERIALS	59	45,000.00	45,000.00	5,197.82	5,197.82	3,600.00	36,202.18	19.55
10.90.59.1713 TREE WORK	59	20,000.00	20,000.00			15,000.00	5,000.00	75.00



# Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls  
 For Period Ending 08/31/2022  
 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
10.90.59.1714								
GUARD RAILS/LINE PAINTING	59	8,000.00	8,000.00			6,226.00	1,774.00	77.83
10.90.59.1715								
CATCH BASIN CLEANING	59	16,500.00	16,500.00				16,500.00	
10.90.59.1720								
MANDATED STORM DRAINS	59	8,000.00	8,000.00				8,000.00	
10.90.59.1782								
PAVEMENT MAINTENANCE	59	75,000.00	75,000.00				75,000.00	
10.90.59.1785								
FERTILIZER/CLAY	59	6,000.00	6,000.00				6,000.00	
10.90.59.1786								
SETTLING POND MAINTENANCE	59	5,000.00	5,000.00			5,000.00		100.00
10.90.59.1787								
PARKS - BUILDING MAINTENANC	59	13,000.00	13,000.00	68.53	68.53		12,931.47	0.53
10.90.59.1788								
PARKS GROUNDS MAINTENANCE	59	20,000.00	20,000.00	1,428.99	2,083.89		17,916.11	10.42
10.90.59.1789								
PARKS COURTS MAINTENANCE	59	2,000.00	2,000.00				2,000.00	
10.90.59.1790								
FIELD RECONSTRUCTION	59	10,000.00	10,000.00				10,000.00	
10.90.59.1791								
PROPANE	59	2,300.00	2,300.00				2,300.00	
10.90.59.1792								
TELEPHONE/INTERNET/ALARM	59	2,400.00	2,400.00	196.51	391.92		2,008.08	16.33
10.90.59.1793								
TOWN GARAGE - BUILDING MAI	59	10,000.00	10,000.00	426.29	426.29		9,573.71	4.26
<b>Totals for Department: 59 (HIGHWAY)</b>		<b>894,450.00</b>	<b>894,450.00</b>	<b>42,963.93</b>	<b>64,922.48</b>	<b>30,884.10</b>	<b>798,643.42</b>	<b>10.71</b>
10.90.63.1010								
WAGES - NURSE	63	32,302.00	32,302.00	2,562.46	4,092.17		28,209.83	12.67
10.90.63.1170								
DEPARTMENTAL SUPPLIES	63	500.00	500.00	117.85	117.85		382.15	23.57
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	7,500.00			100.00
10.90.63.1400								
VETERAN'S FUNERALS	63	200.00	200.00				200.00	

# Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls  
 For Period Ending 08/31/2022  
 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
10.90.63.1723								
MEALS ON WHEELS	63	1,400.00	1,400.00				1,400.00	
10.90.63.1725								
REGIONAL MENTAL HEALTH	63	925.00	925.00				925.00	
10.90.63.1726								
PROBATE COURT	63	2,500.00	2,500.00				2,500.00	
10.90.63.1735								
HEALTH DISTRICT	63	41,532.00	41,532.00		10,382.87		31,149.13	25.00
10.90.63.1737								
BH CARE	63	500.00	500.00				500.00	
10.90.63.1739								
MUNICIPAL HISTORIAN	63	250.00	250.00				250.00	
<b>Totals for Department: 63 (COMMUNITY WELFARE)</b>		<b>88,109.00</b>	<b>88,109.00</b>	<b>10,180.31</b>	<b>22,092.89</b>		<b>66,016.11</b>	<b>25.07</b>
10.90.65.1740								
REFUSE COLLECTION	65	280,000.00	280,000.00	22,047.84	22,047.84		257,952.16	7.87
10.90.65.1745								
RECYCLING	65	117,000.00	117,000.00	6,767.70	6,767.70		110,232.30	5.78
10.90.65.1750								
BULKY WASTE TRANSFER	65	50,000.00	50,000.00	555.75	1,255.75		48,744.25	2.51
10.90.65.1755								
HOUSEHOLD HAZARDOUS WAST	65	10,000.00	10,000.00	602.89	894.89		9,105.11	8.95
<b>Totals for Department: 65 (REFUSE)</b>		<b>457,000.00</b>	<b>457,000.00</b>	<b>29,974.18</b>	<b>30,966.18</b>		<b>426,033.82</b>	<b>6.78</b>
10.90.67.1010								
WAGES - SUPERVISOR	67	77,085.00	77,085.00	5,785.60	8,967.68		68,117.32	11.63
10.90.67.1011								
WAGES - ASST. SUPERVISOR	67	72,946.00	72,946.00	5,473.60	8,484.08		64,461.92	11.63
10.90.67.1042								
WAGES - MAINTAINER/OPERATO	67	65,582.00	65,582.00	4,675.52	7,382.40		58,199.60	11.26
10.90.67.1049								
WAGES - OVERTIME	67	46,027.00	46,027.00	2,598.98	4,163.64		41,863.36	9.05
10.90.67.1121								
ELECTRICITY	67	19,000.00	19,000.00	319.04	319.04		18,680.96	1.68
10.90.67.1122								
WATER & HEATING FUEL	67	5,500.00	5,500.00	241.18	241.18		5,258.82	4.39

# Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls  
 For Period Ending 08/31/2022  
 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
10.90.67.1130 TELEPHONE & ALARM	67	4,500.00	4,500.00	908.22	1,061.04	1,824.00	1,614.96	64.11
10.90.67.1140 SUPPLIES & MAINTENANCE	67	9,328.00	9,328.00	487.46	487.46		8,840.54	5.23
10.90.67.1470 VEHICLE FUEL & MAINTENANCE	67	6,000.00	6,000.00	665.05	679.12		5,320.88	11.32
<b>10.90.67.1760 PLANT OPERATIONS</b>	<b>67</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>5,878.54</b>	<b>8,760.04</b>	<b>33,856.65</b>	<b>7,383.31</b>	<b>85.23</b>
10.90.67.1765 EQUIPMENT REPLACEMENT	67	40,000.00	40,000.00	2,065.20	2,235.42	134.80	37,629.78	5.93
10.90.67.1770 SLUDGE PROCESSING	67	180,000.00	180,000.00	10,868.68	10,868.68	79,131.32	90,000.00	50.00
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	55,000.00	55,000.00				55,000.00	
10.90.67.1780 SEWER MAINTENANCE	67	20,000.00	20,000.00				20,000.00	
10.90.67.1785 MANDATED TOXICITY TESTING	67	19,982.00	19,982.00	1,449.76	2,432.99	16,027.07	1,521.94	92.38
<b>Totals for Department: 67 (WASTE WATER TREATMENT)</b>		<b>672,750.00</b>	<b>672,750.00</b>	<b>41,416.83</b>	<b>57,805.27</b>	<b>130,973.84</b>	<b>483,970.89</b>	<b>28.06</b>
10.90.69.1010 WAGES - FULL TIME (3)	69	167,040.00	167,040.00	12,849.20	19,440.36		147,599.64	11.64
10.90.69.1019 WAGES - PART TIME	69	14,560.00	14,560.00	1,102.50	1,786.25		12,773.75	12.27
10.90.69.1060 COMPUTER SOFTWARE	69	5,860.00	5,860.00	2,990.63	3,740.01		2,119.99	63.82
10.90.69.1170 DEPARTMENTAL SUPPLIES	69	24,650.00	24,650.00	3,406.51	4,697.94	16,765.44	3,186.62	87.07
10.90.69.1800 PROFESSIONAL DEVELOPMENT	69	1,000.00	1,000.00				1,000.00	
10.90.69.1805 PROGRAMS	69	11,750.00	11,750.00	1,944.24	3,229.24		8,520.76	27.48
10.90.69.1807 LIBRARY COPIER LEASES	69	820.00	820.00	106.00	106.00	530.00	184.00	77.56

# Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls  
 For Period Ending 08/31/2022  
 Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
<b>Totals for Department: 69 (LIBRARY)</b>		<b>225,680.00</b>	<b>225,680.00</b>	<b>22,399.08</b>	<b>32,999.80</b>	<b>17,295.44</b>	<b>175,384.76</b>	<b>22.29</b>
10.90.71.1010								
YMCA CONTRACT	71	15,000.00	15,000.00	15,000.00	15,000.00			100.00
10.90.71.1019								
WAGES - SEASONAL	71	18,000.00	18,000.00	13,228.25	17,364.50		635.50	96.47
10.90.71.1121								
ELECTRICITY, WATER & FUEL	71	22,000.00	22,000.00	3,949.04	3,949.04		18,050.96	17.95
10.90.71.1820								
SANITATION FACILITIES	71	8,000.00	8,000.00	750.00	1,200.00	5,550.00	1,250.00	84.38
10.90.71.1840								
STOCK FISH	71	3,500.00	3,500.00				3,500.00	
10.90.71.1861								
RECREATIONAL PROGRAM & AC	71	3,500.00	3,500.00				3,500.00	
10.90.71.1870								
INDEPENDENCE DAY CELEBRATI	71	20,000.00	20,000.00		2,750.00		17,250.00	13.75
10.90.71.1905								
SUMMER CONCERT SERIES	71	6,800.00	6,800.00		3,290.00		3,510.00	48.38
<b>Totals for Department: 71 (PARK &amp; RECREATION)</b>		<b>96,800.00</b>	<b>96,800.00</b>	<b>32,927.29</b>	<b>43,553.54</b>	<b>5,550.00</b>	<b>47,696.46</b>	<b>50.73</b>
10.90.77.1041								
WAGES - DRIVER/ASST. SNR DI	77	39,208.00	39,208.00	3,048.50	4,647.50		34,560.50	11.85
10.90.77.1470								
GAS/MAINTENANCE	77	5,000.00	5,000.00		365.98	2,000.00	2,634.02	47.32
<b>Totals for Department: 77 (MINI BUS OPERATIONS)</b>		<b>44,208.00</b>	<b>44,208.00</b>	<b>3,048.50</b>	<b>5,013.48</b>	<b>2,000.00</b>	<b>37,194.52</b>	<b>15.86</b>
10.90.79.1010								
SNR CENTER DIRECTOR P/T	79	10,400.00	10,400.00	866.67	1,733.34		8,666.66	16.67
10.90.79.1120								
HEATING OIL	79	3,750.00	3,750.00				3,750.00	
10.90.79.1121								
ELECTRICTY & WATER	79	4,500.00	4,500.00	480.12	480.12		4,019.88	10.67
10.90.79.1130								
TELEPHONE	79	3,800.00	3,800.00	690.71	945.90		2,854.10	24.89
10.90.79.1220								
SENIOR CENTER SUPPLIES	79	1,725.00	1,725.00	96.76	96.76		1,628.24	5.61

# Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls  
 For Period Ending 08/31/2022  
 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
10.90.79.1681 SENIOR ACTIVITIES	79	4,500.00	4,500.00	91.28	91.28		4,408.72	2.03
10.90.79.1943 BUILDING MAINTENANCE	79	5,000.00	5,000.00	403.13	403.13		4,596.87	8.06
<b>Totals for Department: 79 (SENIOR CITIZENS CENTER)</b>		<b>33,675.00</b>	<b>33,675.00</b>	<b>2,628.67</b>	<b>3,750.53</b>		<b>29,924.47</b>	<b>11.14</b>
10.90.83.1170 CONTINGENCY EXPENSES	83	100,000.00	92,000.00				92,000.00	
<b>Totals for Department: 83 (CONTINGENCY)</b>		<b>100,000.00</b>	<b>92,000.00</b>				<b>92,000.00</b>	
10.90.85.1984 PRINCIPAL - 2014 (\$5.865M) BOND	85	330,000.00	330,000.00			330,000.00		100.00
10.90.85.1985 INTEREST - 2014 (\$5.865M) BOND	85	118,700.00	118,700.00			118,700.00		100.00
<b>Totals for Department: 85 (DEBT SERVICE - INTEREST)</b>		<b>448,700.00</b>	<b>448,700.00</b>			<b>448,700.00</b>		<b>100.00</b>
10.90.87.2009 PRINCIPAL - 2016 (\$4.35M) BOND	87	260,000.00	260,000.00		260,000.00			100.00
10.90.87.2013 INTEREST - 2016 (\$4.35M) BOND	87	58,050.00	58,050.00		30,975.00	27,075.00		100.00
10.90.87.2021 INTEREST - 2021 BOND ISSUE	87	175,500.00	175,500.00			175,500.00		100.00
10.90.87.2022 PRINCIPAL - 2021 BOND ISSUE	87	300,000.00	300,000.00			300,000.00		100.00
<b>Totals for Department: 87 (DEBT SERVICE - PRINCIPLE)</b>		<b>793,550.00</b>	<b>793,550.00</b>		<b>290,975.00</b>	<b>502,575.00</b>		<b>100.00</b>
10.90.88.2001 REGIONAL SCHOOL DISTRICT #1	88	14,670,570.00	14,670,570.00	1,604,731.00	2,139,642.00	14,670,570.00	2,139,642.00-	114.58
<b>Totals for Department: 88 (Department - 88)</b>		<b>14,670,570.00</b>	<b>14,670,570.00</b>	<b>1,604,731.00</b>	<b>2,139,642.00</b>	<b>14,670,570.00</b>	<b>2,139,642.00-</b>	<b>114.58</b>
10.90.90.2500 TRANSFER TO NON-RECURRING (	90	376,942.00	376,942.00		376,942.00			100.00
10.90.90.2504 TRANSFER TO VEHICLE REPLAC	90	100,000.00	100,000.00		100,000.00			100.00

Date: 09/08/2022

Time: 10:30:20AM

<b>Statement of Expenditures, Encumbrances &amp; Appropriations</b>
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User: ERIN

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Town of Beacon Falls  
For Period Ending 08/31/2022

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
<b>Totals for Department: 90 (TRANSFERS/SPECIAL PROJ.)</b>		<b>476,942.00</b>	<b>476,942.00</b>		<b>476,942.00</b>			<b>100.00</b>
<b>Report totals</b>		<b>23,683,031.00</b>	<b>23,683,031.00</b>	<b>2,112,064.13</b>	<b>4,065,832.21</b>	<b>16,229,856.05</b>	<b>3,387,342.74</b>	<b>85.70</b>



TOWN OF BEACON FALLS

FY23

TRANSFERS FOR 9/12 BOS & 9/13/2022 BOE MEETINGS

09/13/2022

FY2022-2023 BUDGET

TRANSFER FROM:			TRANSFER TO:				
#	Amount	Line	Description	Line	Description	Amount	Explanation
1	\$ (6,230.00)	10.90.83.1170	Contingency	10.90.57.1656	Safety Committee	\$ 6,230.00	Fees from OSHA Inspection
2	\$ (2,200.00)	10.90.83.1171	Contingency	10.90.13.1595	PW Clothing Allowance	\$ 2,200.00	Public Works Contract Settlement
3	\$ (1,000.00)	10.90.83.1172	Contingency	10.90.13.1047	Payment in Lieu of Medical Insurance	\$ 1,000.00	Public Works Contract Settlement
4	\$ (5,682.28)	10.90.83.1170	Contingency	10.90.44.1472	Fire - Vehicle Repairs	\$ 5,682.28	Changes in personnel positions Increase Vehicle Repair budget to accommodate Insurance Claim for Ladder truck repair. On Revenue side you will see Insurance Claim Revenue Change in personnel/additional hours and pay given to Land
5	\$ (12,500.00)	10.90.11.1025	Wages ZEO	10.90.11.1023	Wages - Land Use Admin	\$ 12,500.00	Use Admin.
	\$ (27,612.28)					\$ 27,612.28	

FY2021-2022 BUDGET

TRANSFER FROM:			TRANSFER TO:				
#	Amount	Line	Description	Line	Description	Amount	Explanation
1	\$ (425.00)	10.90.11.1220	Building Misc.	10.90.11.1020	Building Inspector	\$ 425.00	1/6/2022 Payroll Journal not recorded properly
2	\$ (240.85)	10.90.11.1021	Land Use Admin	10.90.11.1022	Land Use Admin OT	\$ 240.85	Overtime is overbudget/Employee has 3 expenses lines.
	\$ (665.85)					\$ 665.85	

FY2023  
LINES TO MONITOR

Highlighted Lines on EE&A - 8/31/22

#	Line	Description	Budgeted Amount	YTD Amount Spent+Encumbered	Unencumbered Amount	Description	% Unencumbered
1	10.90.13.1245	Election Workers	\$5,000.00	\$3,436.44	\$1,563.56	Registrars will need a transfer to cover November election.	31%
2	10.90.57.1656	Safety Committee	\$6,000.00	\$50.00	\$5,950.00	OSHA abatement costs	99%
3	10.90.67.1760	WWTP - Plant Operations	\$50,000.00	\$42,616.69	\$7,383.31	Budget was reduced this year	15%
4	10.90.44.1553	EMS Supplies	\$22,000.00	\$21,295.30	\$704.70	Trending high	3%
5	10.90.77.1470	Gas/Maintenance Mini Bus	\$5,000.00	\$2,365.98	\$2,634.02	Lettering replaced and trending high with gas prices higher.	53%
6	10.90.20.1381	Actuarial Valuations Assessor - Computer License	\$4,000.00	\$0.00	\$4,000.00	Our actuaries have been completed work for our office ahead of the cycle. 2022 audit work was completed before June 30th. 2023 actuarial work will be greater than \$4,000. Actuaries have asked to complete work early.	100%
7	10.90.15.1060		\$12,320.00	\$13,076.00	(\$756.00)	June is completing transfer forms to right this overage.	-6%
8							
9							

# TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



## Addendum A Town of Beacon Falls Budget Transfer Request Form

**Date:** 9/12/22

**To:** First Selectman & Board of Finance Chair

**From:** Finance

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year 2022-2023.

	TRANSFER FROM	TRANSFER TO	AMOUNT OF TRANSFER
<b>1.</b>	Contingency	Safety Committee	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.83.1170	10.90.57.1656	\$ 6230.00
	<i>Account Number</i>	<i>Account Number</i>	
<b>2.</b>			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	
<b>3.</b>			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	

**Brief Explanation of the Purpose of the Transfer:**

1. OSHA Safety Penalties incurred from OSHA visit in July 2022.
2. \_\_\_\_\_
3. \_\_\_\_\_

Requested by: \_\_\_\_\_  
Department Head Signature & Date

Approved by: \_\_\_\_\_  
First Selectman Signature & Date

Approved by: \_\_\_\_\_  
Board of Finance Chair Signature & Date

Transfer Completed: \_\_\_\_\_  
Finance Manager Signature & Date

Comments: \_\_\_\_\_



# TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



## Addendum A Town of Beacon Falls Budget Transfer Request Form

**Date:** 9/12/22

**To:** First Selectman & Board of Finance Chair

**From:** Finance

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year 2022-2023.

	TRANSFER FROM	TRANSFER TO	AMOUNT OF TRANSFER
<b>1.</b>	Contingency	Payment in lieu of Health Ins.	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.83.1170	10.90.13.1047	\$ 1000
	<i>Account Number</i>	<i>Account Number</i>	
<b>2.</b>	Contingency	Clothing Allowances PW	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.83.1170	10.90.13.1595	\$ 2200
	<i>Account Number</i>	<i>Account Number</i>	
<b>3.</b>	Rename position: From Maintainer/Mechanic to Crew Leader.		
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.59.1012		\$
	<i>Account Number</i>	<i>Account Number</i>	

**Brief Explanation of the Purpose of the Transfer:**

1. Budget revisions needed after Public Works Contract negotiations were finalized.
2. 10.90.59.1012 - Public Works Mechanic is now the Deputy Foreman. This position will now titled Crew Leader.
3. \_\_\_\_\_

Requested by: \_\_\_\_\_  
Department Head Signature & Date

Approved by: \_\_\_\_\_  
First Selectman Signature & Date

Approved by: \_\_\_\_\_  
Board of Finance Chair Signature & Date

Transfer Completed: \_\_\_\_\_  
Finance Manager Signature & Date

Comments: \_\_\_\_\_

# TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



## Addendum A Town of Beacon Falls Budget Transfer Request Form

**Date:** 9/7/2022

**To:** First Selectman & Board of Finance Chair

**From:** Beaon Hose Co 1

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year 2022-2023.

	TRANSFER FROM	TRANSFER TO	AMOUNT OF TRANSFER
1.	Contingency	Vehicle Repairs	
	<i>Account Name</i>	<i>Account Name</i>	
		10.90.44.1472	\$ 5682.28
	<i>Account Number</i>	<i>Account Number</i>	
2.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	
3.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	

**Brief Explanation of the Purpose of the Transfer:**

1. Transfer amount of insurance check received for repairs to Truck 6 into repair line
2. \_\_\_\_\_
3. \_\_\_\_\_

Requested by:  9/7/2022  
Department Head Signature & Date

Approved by: \_\_\_\_\_  
First Selectman Signature & Date

Approved by: \_\_\_\_\_  
Board of Finance Chair Signature & Date

Transfer Completed: \_\_\_\_\_  
Finance Manager Signature & Date

Comments: \_\_\_\_\_

# TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



## Addendum A Town of Beacon Falls Budget Transfer Request Form

**Date:** 9/12/22

**To:** First Selectman & Board of Finance Chair

**From:** Land Use

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year 2022-2023.

	TRANSFER FROM	TRANSFER TO	AMOUNT OF TRANSFER
<b>1.</b>	Wages - ZEO	Wages - Land Use Admin	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.11.1025	10.90.11.1023	\$ 12500
	<i>Account Number</i>	<i>Account Number</i>	
<b>2.</b>			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	
<b>3.</b>			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	

**Brief Explanation of the Purpose of the Transfer:**

1. Land Use Admin Position received a pay increase/additional hours and will be interim acting ZEO.
2. \_\_\_\_\_
3. \_\_\_\_\_

Requested by: \_\_\_\_\_  
Department Head Signature & Date

Approved by: \_\_\_\_\_  
First Selectman Signature & Date

Approved by: \_\_\_\_\_  
Board of Finance Chair Signature & Date

Transfer Completed: \_\_\_\_\_  
Finance Manager Signature & Date

Comments: \_\_\_\_\_



# TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



## Addendum A Town of Beacon Falls Budget Transfer Request Form

**Date:** 9/12/22

**To:** First Selectman & Board of Finance Chair

**From:** Finance

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year 2021-2022.

	<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>	<b>AMOUNT OF TRANSFER</b>
<b>1.</b>	Land Use Admin	Land Use Admin OT	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.11.1021	10.90.11.1022	\$ 240.85
	<i>Account Number</i>	<i>Account Number</i>	
<b>2.</b>	Building Misc.	Building Inspector	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.11.1220	10.90.11.1020	\$ 425.00
	<i>Account Number</i>	<i>Account Number</i>	
<b>3.</b>			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	

**Brief Explanation of the Purpose of the Transfer:**

1. Entries needed for wage line overages for 2021-2022
2. \_\_\_\_\_
3. \_\_\_\_\_

Requested by: \_\_\_\_\_  
Department Head Signature & Date

Approved by: \_\_\_\_\_  
First Selectman Signature & Date

Approved by: \_\_\_\_\_  
Board of Finance Chair Signature & Date

Transfer Completed: \_\_\_\_\_  
Finance Manager Signature & Date

Comments: \_\_\_\_\_

# General Ledger

Town of Beacon Falls  
For Period From 07/01/2021 To 09/30/2022  
For FUND from 70 to 70 and OBJC from 0021 to 0021

ACCOUNT NUMBER				DESCRIPTION		BALANCE
TRANSACTION	BATCH	POST PERIOD	DATE	DESCRIPTION	DEBIT	CREDIT
70.80.57.0021				American Rescue Plan Act (ARPA) Allotment		**PREV BALANCE
JV 00002113-002	9321	7/2021	07/01/2021	ARP Funds 2021 Allocation		920,702.27
		YEAR END		FY 2022 year end automatic entries	920,702.27	
JV 00002437-002	10732	8/2022	08/11/2022	ARPA NEU Tranche 2		316,426.99
				<b>END BALANCE</b>		<b>-316,426.99</b>
70.90.57.0021				American Rescue Plan Act (ARPA) - Sewer, Stormwater		**PREV BALANCE
VR 00026689-001	9055	9/2021	09/01/2021	Cook Lane Catch Basin Replacement - Products	7,252.00	
				Vendor: UNITED CONCRETE PRODUCTS, INC. Bank/Check #: 14/000452		
VR 00026765-001	9093	9/2021	09/08/2021	Manhole Installation on Fairfield Pl.	6,550.00	
				Vendor: Forest Construction Co., LLC Bank/Check #: 14/000453		
VR 00026758-001	9093	9/2021	09/08/2021	6 Inch Cap/6" Lug Accessories Kit	295.27	
				Vendor: SUPERIOR PRODUCTS DISTRIBUTORS, IN Bank/Check #: 14/000454		
VR 00026742-001	9093	9/2021	09/08/2021	Video Inspection of Cook Lane	2,572.50	
				Vendor: MCVAC ENVIRONMENTAL Bank/Check #: 14/P00010		
VR 00026749-001	9093	9/2021	09/08/2021	Video Inspection of Cook Lane	2,572.50	
				Vendor: MCVAC ENVIRONMENTAL Bank/Check #: 14/P00010		
VR 00026802-001	9122	9/2021	09/15/2021	Police Private Duty for Cook Lane - McVac Camera	2,378.25	
				Vendor: Extra Duty Solutions Bank/Check #: 14/P00011		
VR 00027073-001	9158	10/2021	10/13/2021	ARP Reimb. for Sewer Pump Replacements & SCADA	43,466.60	
				Vendor: Chatfield Farms Community Association Inc. Bank/Check #: 14/000455		
VR 00027332-001	9367	11/2021	11/09/2021	EHR/Cardiac Monitoring/Billing/Scheduling	9,573.00	
				Vendor: ESO Solutions Inc. Bank/Check #: 14/000457		
VR 00027770-001	9559	11/2021	11/11/2021	Cook Lane Storm Drainage Improvements (21-3)	12,185.17	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000474		
VR 00027516-001	9428	11/2021	11/23/2021	2 LifePak 15 V4 Monitor/Defib	1,807.50	
				Vendor: STRYKER MEDICAL SALES LLC Bank/Check #: 14/000459		
VR 00027524-001	9453	12/2021	12/01/2021	2 LifePak 15 V4 Monitor/Defib	53,179.85	
				Vendor: STRYKER MEDICAL SALES LLC Bank/Check #: 14/000461		
JV 00002402-001	10627	1/2022	01/21/2022	Total Private Duty Costs for Cook Lane Drainage	35,260.11	
VR 00028092-002	9721	1/2022	01/27/2022	Cook Lane Storm Drainage Improvements (21-3)	42,641.19	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000462		
VR 00028093-001	9723	1/2022	01/27/2022	Application #2	71,167.99	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000463		
VR 00028097-001	9734	1/2022	01/31/2022	Cook Lane Storm Drainage Improvements (21-3)	21,645.00	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000474		
VR 00028124-001	9738	2/2022	02/02/2022	Cook Lane Storm Drainage Improvements (21-3)	62,457.35	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000465		
VR 00029054-001	10186	5/2022	05/17/2022	Cook Lane Storm Drainage Improvements (21-3)	158.04	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000474		
VR 00029050-001	10186	5/2022	05/17/2022	2 LifePak 15 V4 Monitor/Defib	1,556.10	
				Vendor: STRYKER MEDICAL SALES LLC Bank/Check #: 14/000475		
VR 00029051-001	10186	5/2022	05/17/2022	2 LifePak 15 V4 Monitor/Defib	2,580.00	
				Vendor: STRYKER MEDICAL SALES LLC Bank/Check #: 14/000475		
JV 00002434-001	10724	6/2022	12/31/2021	Private Duty BV Road from 9/28/21-12/23/21	42,020.08	
VR 00029167-001	10255	6/2022	06/01/2022	Pipe for Diana Lane	1,482.35	
				Vendor: THE JACK FARRELLY COMPANY Bank/Check #: 14/000476		

# General Ledger

Town of Beacon Falls  
 For Period From 07/01/2021 To 09/30/2022  
 For FUND from 70 to 70 and OBJC from 0021 to 0021

ACCOUNT NUMBER				DESCRIPTION	BALANCE	
TRANSACTION	BATCH	POST PERIOD	DATE	DESCRIPTION	DEBIT	CREDIT
VR 00029405-001	10369	6/2022	06/29/2022	Aggregate for Diana Lane Drainage Project	320.41	
Vendor: H.I. Stone & Son Inc.				Bank/Check #: 14/000479		
JV 00002408-001	10659	6/2022	06/30/2022	Type "C" Catch Bason - Beacon Valley Road	37,050.00	
JV 00002408-002	10659	6/2022	06/30/2022	Type "C" Catch Basin Tops - Beacon Valley Road	5,335.00	
JV 00002408-003	10659	6/2022	06/30/2022	15" RC Pipe - Beacon Valley Road	11,277.50	
JV 00002408-004	10659	6/2022	06/30/2022	18" RC Pipe - Beacon Valley Road	25,200.00	
JV 00002408-005	10659	6/2022	06/30/2022	15" RC Pipe - Type V Beacon Valley Road	5,335.20	
JV 00002408-006	10659	6/2022	06/30/2022	6" Underdrain - Beacon Valley Road	52,325.00	
JV 00002408-007	10659	6/2022	06/30/2022	Convert Catch Basin to Manhole - Beacon Valley Rd	1,100.00	
VR 00029772-002	10570	6/2022	06/30/2022	Diana Lane Drainage/Paving	1,170.88	
Vendor: COCCHIOLA PAVING, INC						
VR 00029773-002	10570	6/2022	06/30/2022	Cook Lane Paving	777.04	
Vendor: COCCHIOLA PAVING, INC						
VR 00029491-001	10438	6/2022	06/30/2022	Aggregate for Diana Lane Drainage Project	1,558.38	
Vendor: H.I. Stone & Son Inc.				Bank/Check #: 14/000480		
VR 00029662-001	10472	6/2022	06/30/2022	Aggregate for Diana Lane Drainage Project	579.72	
Vendor: H.I. Stone & Son Inc.				Bank/Check #: 14/000482		
VR 00029702-001	10524	6/2022	06/30/2022	Diana Lane Drainage/Paving	23,417.65	
Vendor: COCCHIOLA PAVING, INC				Bank/Check #: 14/000484		
VR 00029703-001	10524	6/2022	06/30/2022	Cook Lane Paving	23,222.96	
Vendor: COCCHIOLA PAVING, INC				Bank/Check #: 14/000484		
YEAR END				FY 2022 year end automatic entries		611,470.59
VR 00029664-001	10488	7/2022	07/20/2022	M.H. Frame/covers Burton Sewer	2,688.00	
Vendor: CAMPBELL FOUNDRY CO				Bank/Check #: 14/000481		
VR 00029701-001	10524	8/2022	08/02/2022	CB Structure /RCP for 96 West Rd. Drainage Issue	1,575.00	
Vendor: UNITED CONCRETE PRODUCTS, INC.				Bank/Check #: 14/000485		
VR 00029793-001	10586	8/2022	08/09/2022	96 West Rd. Emergency Drainage Repair	8,086.00	
Vendor: Forest Construction Co., LLC				Bank/Check #: 14/000486		
JV 00002417-001	10684	8/2022	08/31/2022	Burton Sewer 162.5 Hours PD for RR Hiltbrandt	10,530.00	
VR 00030020-001	10694	8/2022	08/31/2022	Diana Lane Paving & Drainage	4,045.00	
Vendor: COCCHIOLA PAVING, INC				Bank/Check #: 11/000647		
<b>END BALANCE</b>						<b>26,924.00</b>
<b>Report Totals</b>					1,559,096.86	1,848,599.85

# TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

## IV. PROCUREMENT

The Town's procurement process is designed to promote the maximum value and economy while maintaining efficiency and ease of running day to day operations and to eliminate bias in the selection of vendors.

Expenditures will be controlled by the annual budget at the budget line-item level.

Department heads have authority to expend funds within a budgeted line item for the purpose the item was budgeted for at their discretion. Department heads are expected to source goods and services from the vendor who provides the highest quality at a competitive price. This involves comparing pricing by unit on the goods/services between at least two providers (if not more). ~~Department heads~~They may consider cost, timeliness of delivery, past performance, and recommendations from peers. They will at all times consider the best interests of the Town in all their decisions. Department heads are encouraged to consult with the Finance Manager and/or First Selectman for clarification of the purpose of a budgeted line. If the purchase of a good/service does not fit within the purpose of the line, the Finance Manager will advise the department head on how to move forward.

Purchases of goods and services with an annual value of under \$1,000 may be made without the issuance of ~~written~~ Purchase Orders (PO). Purchases of utility services and personnel costs are excluded from the requirement to issue POs. In all other cases, a duly authorized PO is required **BEFORE** a commitment is made to a vendor. A requisition is entered in the accounting system by the Department, which then becomes a PO once fully executed. ~~Requisitions~~ POs should be accompanied by any cost research documentation acquired to arrive at the good/service identified and the associated amount.

~~Requisitions~~POs must be completed by the requesting department – if there are missing fields, a RequisitionPO will be returned to the requesting Department. A member of any department with accounting system access can fill out a PO and sign it as the "Requestor", however, it then must be signed by the department head as the "Approver". If a ~~D~~department head is the individual completing the PO, the department head can be both the "Requestor" and the "Approver" OR the Finance Department can act as the "Approver". When possible, the ~~D~~department head should have another department member be the Requestor. Requisitions entered by the Department will be electronically Signed POs will be delivered in the accounting system to the Finance Department for confirmation that sufficient funds are available within a budget line, proper procurement methods have been utilized and enough detail has been supplied. ~~an accounting system report will be printed and attached to the PO to confirm sufficient funds.~~ After this step, the RequisitionPO will be forwarded to the First Selectman for approval and then it officially becomes a PO. Therefore, in total, there are three different electronic signatures on a PO. ~~After written approval by the First Selectman the~~ At this

## TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

point, now the PO ~~has~~ will be entered by Finance into the accounting system to encumber the line item.

There are circumstances where a consultant or a volunteer/semi-volunteer group (i.e., commission, committee, or board) is responsible for executing a Requisition PO. The consultant or commission/committee/board member will work with the applicable staff or Finance Department to ~~is authorized to~~ complete said Requisition PO as the “Requestor”. In the instance of a consultant, the Finance Department or the First Selectman will act as the “Approver”. In the instance of a commission/committee/board member, the Chair should sign as the “Approver” whenever possible. If impossible, the Finance Department or First Selectman will act as the “Approver”.

All Requisitions POs will be submitted with any required attachments as appropriate. A current (within one year) signed W-9 must be submitted or previously on file as well as a current (within one year) signed Certification of Insurance (COI) if a service is being supplied on-site. Please see the Risk Management section for more information on suggested insurance limits by industry. Cost research or a quotation must accompany the Requisition PO as well. If a license or a performance/payment bond is required for the service, a copy of that should also be supplied.

Any expenditure, regardless of value, that is projected to cause a line item to exceed its budgeted amount must be submitted by the department head in writing (memorandum or e-mail) to the First Selectman for review and approval/denial. A department’s spending per line item may not exceed the total budgeted expenditures without first obtaining the approval of the Board of Selectmen and the Board of Finance. It is the responsibility of the First Selectman to obtain permission from the Board of Finance and deliver that approval to the Finance Department.

Any budget expense lines which are anticipated to go over budget by \$20,000 or more must be approved at a Town Meeting prior to committing the Town to the expenditure.

Beacon Falls is a member of the following cooperatives and consortiums: Capital Region Purchasing Council (CRPC), Sourcewell, and Houston Galveston. These cooperatives/consortiums list of contracts should be checked first to determine if the required product/service is offered. This is because such goods or services have already been competitively procured and the Town may purchase underneath them without additional quotations or bids. These cooperative/consortium contracts lists can be accessed online. The State contracts list should be referenced as well for the required product/service. State contracts can be accessed online through the State “BizNet” Department of Administrative Services (DAS) site, now known as CT Source. The Finance Department will upload and maintain the links to all these resources in the Employee Intranet within the Town website.



## **TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL**

In some instances, the Town may be able to “piggyback” off another Connecticut town’s current (competitively bid) contract. This method should be utilized if no State contract or cooperative/consortium contract currently exists for the specified good or service, there are unforeseen delays and/or there is an emergent need. Written permission must be obtained from the appropriate contact at the town the Beacon Falls department wishes to piggyback.

If the Town utilizes a cooperative/consortium/state contract or pursues piggybacking, a Statement of Work (SOW) is highly encouraged. The Finance Manager will work with the procuring department to draft said SOW. SOWs cannot veer from the original contract unless negotiate with the awarded vendor.

For all purchases in excess of \$10,000 but less than \$20,000, three quotes from vendors are required. When contracts are available from the State or the consortiums/cooperatives for goods or services, such goods or services may be purchased without additional quotations or bids. Department Heads must consult with the Finance Manager and First Selectman prior to selecting the vendor. The First Selectman will have final approval of all bid awards.

When the procuring department is uncertain whether the project cost will exceed \$20,000, they should contact the Finance Department and confer. Typically, the recommendation is to complete industry research online, confer with other CT towns, or seek assistance from the professional organizations where the Town holds membership. The project cannot be modified so that it falls underneath the \$20,000. The procuring department can request vendor(s) to assess/quote the cost, however, the procuring department must make the vendor aware up-front that the service/product will need to be competitively bid at some date in the future.

For projects expected to exceed a total cost of \$20,000, formal written bids (Request For Proposals (RFPs), Request For Qualifications (RFQs), Invitation To Bid (ITBs), etc.) based on written specifications are required. The written specifications will be developed by the procuring department in conjunction with the Finance Manager. The Finance Manager will organize the procurement process with the input from the procuring department. The procuring department is responsible for initiating the process and supplying the Finance Manager with any data needed. The sealed bids will be received at a date, time and place specified in the bid in the Town’s e-procurement portal named Bonfire for most services/goods. The procuring department will be required to fill the role as “Editor” in Bonfire during the drafting process and then the “Reviewer” role during the bid process for any pre-bid meeting(s), question and answer time-period and reviewing and grading the submissions in conjunction with the Finance Manager. The following services/goods (over \$20,000) are exceptions to the bidding rule:

1. professional, consulting and specialty services; \*

## TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

2. specialty items, including without limitation those where only one reasonable or qualified source can be identified;
3. emergencies; \*\*
4. where the price of the goods or services are federally or state regulated;
5. non-competitive categories may be excepted from the above bid procedures if favorable to the Town and approved by the Board of Selectmen and the Board of Finance.

*\* Professional, consulting and specialty services include but are not limited to attorneys, actuaries, engineers, computer and software services, real estate appraisers and repair services where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is more important than the lowest cost.*

*\*\*Emergencies are defined as situations requiring the purchase of goods or services which, if not purchased or ordered immediately, can result in injuries or damage to property, inefficient use of personnel or cause disruption in town operations. This includes all goods or services needed on an emergency basis to comply with federal, state, or local public health, safety or housing codes and emergency repair of Town-owned property, buildings, infrastructure, equipment, and vehicles. The Chairperson of the Board of Finance will be notified of an emergency expenditure at the earliest possible time after the incident. Emergency expenses still require a Purchase Order, which is to be executed as soon as possible following the occurrence of the emergency.*

While the aforementioned exceptions are noted above in Items 1 through 5, this does not preclude the Town from soliciting quotations and/or bids if it feels the product/service should be competitively procured. It is the Town's discretion.

Departments who require services/products under \$20,000 may also use the Bonfire system if desired for Request for Quotations (RFQ) and Requests for Information (RFI) for a more formal process. Or departments may utilize a more informal communication process if desired. ***Purchases may not be split to avoid these threshold requirements (\$1,000, \$10,000 and/or \$20,000) unless specifically authorized by the Board of Finance in advance of the expenditure.***

At no point in any vendor research, should a Town employee or volunteer promise the purchase of the good or service to any vendor before the process is complete nor should the employee/volunteer share any internal date/process information in regard to an upcoming competitive process.

All departments and volunteer group members should follow the following "Purchasing Ethics" when procuring a service/product:

- Strive to obtain the maximum value for each dollar of expenditure.
- Grant all competitive suppliers equal consideration as far as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

## **TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL**

- Receive consent of original or of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third-party review, as far as the established policies of my institution permit.
- Foster fair, ethical and legal trade practices.
- Decline personal gifts/gratuities in accordance with the Ethics Ordinance.

The Town takes a “best value” approach. The lowest, responsible, qualified bidder will be awarded the bid unless it is decided that it is not in the best interests of the Town. The Town may consider the cost, quality, timeliness of delivery, skill, ability, experience, financial responsibility, terms, and other conditions required by the purchase in assigning the winning bid. If, at the sole discretion of the Town, none of the bids are considered to be in the best interests of the Town the request for bids may be withdrawn or reissued.

### **Local Preference**

In Connecticut, the law provides an in-state preference for local goods and services, but only when all other factors are equal.

In Beacon Falls, the definition of local includes within town limits and may include the surrounding area and/or county. The local vendor may be selected at the discretion of the of the Board of Selectmen. Generally, if the local vendor is higher than a non-local vendor but is within a reasonable percentage of the low bid (as determined by the Board of Selectmen), the Town may select the local vendor if it can provide the goods or services in accordance with the Town’s requirements and the Board of Selectmen determines the selection is in the best interest of the Town.

### **Indebtedness**

The Finance Department will examine the Tax Collector’s Suspense Listing and the Police Department’s Private Duty Accounts Receivable (regardless of the total amount of the product/service) before awarding work to any contractor to determine if they are indebted to the Town. If indebted to the Town, said debts must be satisfied before awarding the work. If they cannot be satisfied, the Town has the right to select another contractor.

\*See the Capital Asset section regarding procurement of capital assets.