

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: January 7, 2021
Subject: December Monthly Report – Finance Department



GENERAL:

- **Financial Policy Manual:** two revisions presented for this month (attached) in Chapter VI (Risk Management) and XI (Credit/Procurement Cards) due to an issue with a recent accident not being reported in a timely manner and credit card limits being reached. Power Point is not ready yet.
- **Fall/Winter Intern:** Caleb Shea notified us that his hours requirement was fulfilled and he can no longer work on any projects. If anyone has an intern suggestion, the Finance Department is *extremely* interested in attaining another intern.
- **IT:** email project complete. Server project still underway. Wifi system 90% installed.
- **Financial Accounting Software:** AsseTrax, FlexiBill and Departmental Purchasing module installation/integration project launches next week. Implementation is expected for Feb. 1st.
- **Cyber security insurance:** provider now has complete information from us but needs to access the loss run reports before providing a quote.
- **BFPD Parking Tickets:** a proposal will be drafted for fee and ordinance language revision shortly. Tax is assisting with DMV research.

PROCUREMENT:

- **RFQs/RFPs/ITBs:**
 - **20-10 On-Call Town-Wide Tree Services:** questions and submission deadline were both extended due to confusion/issues. Only one submission received and it was not unsealed. Cancelled the bid. This will need to be rebid.
 - **20-11 and 20-12** have been started and remain confidential until released.
- **Contract** has been signed with Dime Oil for both gas and diesel through December 2021. Locked into rates almost 30 cents below our current rates.
- **CRPC:** will be submitting our heating oil quantities to be considered in their next bid.

BUDGET/PAYABLES/RECEIVABLES:

- **Revenue and Expenditure notes for December:**
 - **Revenue:** Veterans & Disability as well as Distressed Municipalities State grants were received. CRF is posted as a Misc. Grant. We had over \$700,000 in January tax payments come in early from Mortgage companies. Supplemental Bills total \$224,985 and went out for January 1st.
 - **Expenditures:** everything looks on target. We are providing an EE&A report showing amounts over 51% of the budget as of 12/31/20 and highlighted a few areas. FT Patrol OT is trending a little over for Police and Parks & Rec Activities may trend over due to Park Ranger expenses. P&Z Expenses are trending higher due to new computer purchase.
- **Transfers: 0** are being presented for consideration.
- **\$6M BAN/Bond:** money was wired and is now available for spending.

- **Audit:** presentation was planned for this meeting. However, due to a conflict, will be pushed to the February meeting.
- **Capital Projects:**
 - **Fire/EMS:** EMS vehicle package is complete. Purchase orders should be drafted soon.
 - Other projects are in motion. DPW will present a budget transfer request next month for one of their items.
 - Follow-up from last BOF meeting: the BFPD did NOT procure the new car with bulletproof glass. However, they did inquire with the provider (who holds the state contract) and it would be approximately \$24,000 per car if we wanted to add it on and/or begin ordering future cars with it installed. The provider noted that no local police department in the State of CT orders their cars with this glass. Typically only state dignitaries procure vehicles with bulletproof glass. While the Trooper appreciates the BOF's concern, he feels the Town's money is better spent on other police protective equipment.
- **FY22 Operating Budget:** draft Budget Workshop schedule is being presented at this month's BOS and BOF meetings for approval/publishing. Began drafting the public input form on the website. Would encourage BOF to discuss adding some directed questions. Right now, the form is open-ended. Once we finalize thus, we can post as a News item on the homepage of the website.
- **Master Fee Schedule:** final draft is being proposed for approval at this month's BOS and BOF meetings.

GRANTS:

- **FEMA Fire Grants**
 - **AFG:** FFY20 cycle is open Jan 4th – Feb 12th. Already began working with BHC on our app for the SCBA compressor system. FP&S should open next – potentially in Jan or Feb.
- **COVID-19 - DEMHS Region 5:** Only \$900 of the Jul-Sept claim (\$5k+) was deemed eligible and we therefore did not meet the minimum threshold. Will hold this \$900 for a future claim period.
- **COVID-19 CRF:** OPM notified us on 12/21/20 that we had \$53k available to spend based on their revised population formula. The entire amount was spent by the 12/30/20 US Treasury deadline on PPE, sanitizing items, signage, roof, and IT items.

Attachments:

- December - Actual & Estimated Revenue
- December - Expenditures, Encumbrances & Appropriations
- December - Expenditures, Encumbrances & Appropriations – above 51%
- Financial Policy Manual: Chapters VI and XI proposed revisions - only applicable pages attached
- Joint BOS and BOF Budget Workshop Schedule – final draft for approval
- Master Fee Schedule – final draft for approval

Statement of Actual & Estimated Revenue

Town of Beacon Falls
For Period Ending 12/31/2020
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	12,291.49	12,476.27	12,376.27-	12476.27
10.80.01.4005					
STATE PROPERTY TAX (PILOT)	24,899.00		24,899.00		100.00
10.80.01.4030					
DISABILITY TAX RELIEF	1,650.00	1,611.20	1,611.20	38.80	97.65
10.80.01.4035					
ADD. EXEMPTIONS FOR VETERANS	8,300.00	9,621.20	9,621.20	1,321.20-	115.92
10.80.01.4040					
TOWN AID ROAD MAINT	192,176.00		96,260.79	95,915.21	50.09
10.80.01.4045					
SCHOOL EQ. GRANT GTB&ECS	3,946,560.00		986,640.00	2,959,920.00	25.00
10.80.01.4055					
MASHANTUCKET PEQUOT GRANT	12,467.00	4,155.66	4,155.66	8,311.34	33.33
10.80.01.4062					
DISTRESSED MUNICIPALITIES/Grants	5,000.00	35,994.46	47,667.77	42,667.77-	953.36
10.80.01.4066					
MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
10.80.01.4070					
MISCELLANEOUS REIMBURSEMENTS	500.00		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	50.00	2,687.00	1,213.00	68.90
10.80.02.4075					
ZONING BD. OF APPEALS	250.00		377.00	127.00-	150.80
10.80.02.4080					
BUILDING PERMITS	130,000.00	2,750.00	95,010.75	34,989.25	73.09
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	460.00	1,455.00	345.00	80.83
10.80.02.4087					
TOWN CLERK - CONVEYANCE	60,000.00	11,604.42	64,810.63	4,810.63-	108.02
10.80.02.4089					
TOWN SHARE - TOWN CLERK MERS	3,500.00	260.00	1,300.00	2,200.00	37.14
10.80.02.4090					
MISCELLANEOUS PERMITS	1,500.00	25.00	180.00	1,320.00	12.00
10.80.02.4091					
INLANDS WETLANDS FEES	1,750.00		374.00	1,376.00	21.37
10.80.02.4096					
POLICE EXTRA DUTY	30,000.00		30,000.00		100.00
10.80.02.4099					
POLICE - OTHER REVENUE	1,000.00	490.00	3,970.00	2,970.00-	397.00
10.80.02.4101					
POLICE TRAFFIC TICKETS	2,100.00		770.00	1,330.00	36.67
10.80.02.4110					
DISPOSAL FEES	100.00	2.00	68.00	32.00	68.00
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	3,463.89	83,447.48	16,552.52	83.45
10.80.03.4123					
LIENS/FEES - TAX COLLECTOR	1,200.00	68.65	1,328.07	128.07-	110.67
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		26,588.98	12,411.02	68.18
10.80.03.4133					

Statement of Actual & Estimated Revenue

Town of Beacon Falls
 For Period Ending 12/31/2020
 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 10.80.04.4130	98,090.00	10,757.13	97,198.02	891.98	99.09
TELECOMM. PROPERTY TAX 10.80.04.4135	8,737.00			8,737.00	
GAS REFUNDS 10.80.04.4140	100.00			100.00	
MISCELLANEOUS 10.80.04.4145	512.00			512.00	
INSURANCE REFUNDS	15,000.00		6,480.00	8,520.00	43.20
INSURANCE CLAIMS 10.80.04.4146	1,000.00			1,000.00	
XEROX EQUIPMENT 10.80.04.4155	125.00		16.00	109.00	12.80
REGION #16-SURPLUS	20,000.00			20,000.00	
LEACHATE COLLECTION SYSTEM	45,000.00		3,124.94	41,875.06	6.94
INSURANCE CLAIMS			258,359.01	258,359.01	
INVESTMENTS/INTEREST EARNED	75,750.00	762.66	8,222.77	67,527.23	10.86
PROPERTY TAXES-CURRENT 10.80.06.4301	16,982,500.00	1,536,393.36	11,294,524.32	5,687,975.68	66.51
PRIOR YEAR PROPERTY TAXES	190,000.00	5,765.41	197,581.25	7,581.25	103.99
TRANSFER FROM UNASSIGNED FUND 10.80.06.4400	376,727.00			376,727.00	
SALE OF TOWN PROPERTY			395.00	395.00	
Interfund Transfers - In To General Fund 10.80.90.2502			12.57	12.57-	
Report Totals	22,634,202.00	1,636,526.53	13,369,378.15	9,264,823.85	59.07

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 12/31/2020
 Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.01.1010								
FIRST SELECTMAN SALARY	01	55,000.00	55,000.00	4,583.33	27,499.98		27,500.02	50.00
10.90.01.1011								
WAGES - SELECTMAN	01	13,500.00	13,500.00	1,125.00	6,750.00		6,750.00	50.00
10.90.01.1012								
WAGES - SELECTMAN	01	13,500.00	13,500.00	1,125.00	6,750.00		6,750.00	50.00
10.90.01.1014								
HUMAN RESOURCES SPECIALIST	01	32,450.00	32,450.00	3,032.51	13,157.36		19,292.64	40.55
10.90.01.1020								
FIRST SELECTMAN'S SECRETAR	01	42,916.00	48,016.00	3,701.69	22,743.26		25,272.74	47.37
10.90.01.1220								
FIRST SELECTMAN'S EXPENSES	01	2,500.00	2,500.00	588.30	1,209.30		1,290.70	48.37
Totals for Department: 01 (SELECTMAN)		159,866.00	164,966.00	14,155.83	78,109.90		86,856.10	47.35
10.90.03.1040								
WAGES - CUSTODIAN	03	39,118.00	39,118.00	2,711.03	16,657.63		22,460.37	42.58
10.90.03.1049								
WAGES - OVERTIME CUSTODIAN	03	1,500.00	1,500.00	253.75	848.25		651.75	56.55
10.90.03.1070								
BOARD & COMISSION CLERKS	03	11,000.00	11,000.00	800.00	5,760.00		5,240.00	52.36
10.90.03.1071								
BOARD & COMMISSION EXPENSE	03	1,000.00	1,000.00		136.05		863.95	13.61
10.90.03.1078								
LEGAL NOTICES	03	5,000.00	5,000.00	269.12	2,769.27		2,230.73	55.39
10.90.03.1080								
POSTAGE	03	3,000.00	3,000.00	10.00	824.50		2,175.50	27.48
10.90.03.1090								
OFFICE SUPPLIES	03	9,000.00	9,000.00	1,470.45	4,612.69	3,168.00	1,219.31	86.45
10.90.03.1105								
COMPUTER-TECHNICAL SUPPRT	03	60,000.00	66,700.00	3,554.00	40,409.11	22,510.50	3,780.39	94.33
10.90.03.1110								
HONOR ROLL MEMORIAL	03	700.00	700.00		120.00		580.00	17.14
10.90.03.1120								
UTILITIES - ELECTRICITY	03	6,000.00	6,000.00	442.05	2,495.97		3,504.03	41.60
10.90.03.1121								
ELECTRICITY - SOLAR GENERATIO	03	46,500.00	46,500.00	5,627.61	21,903.46		24,596.54	47.10
10.90.03.1122								
UTILITIES - HEAT & WATER	03	7,300.00	7,300.00	53.00	967.30		6,332.70	13.25

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Town of Beacon Falls
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10.90.03.1130 TELEPHONE	03	20,000.00	20,000.00	2,119.03	7,741.16		12,258.84	38.71
10.90.03.1140 MISC. REPAIRS/BUILDING MAINT	03	18,000.00	18,000.00	550.00	2,834.21	400.00	14,765.79	17.97
10.90.03.1160 ELEVATOR SERVICE AGREEMEN	03	3,000.00	3,000.00	242.05	1,452.30	1,495.86	51.84	98.27
10.90.03.1167 MILEAGE & TOWN CAR MAINT.	03	2,000.00	2,000.00		237.01		1,762.99	11.85
10.90.03.1495 EDUCATION/TRAINING	03	6,000.00	6,000.00	25.00	307.00		5,693.00	5.12
10.90.03.1600 ALARM SYSTEM MONITORING	03	7,050.00	7,050.00	204.99	2,681.67	1,392.21	2,976.12	57.79
Totals for Department: 03 (TOWN HALL)		246,168.00	252,868.00	18,332.08	112,757.58	28,966.57	111,143.85	56.05
10.90.05.1010 WAGES - TOWN CLERK	05	6,000.00	6,000.00	537.00	2,457.00		3,543.00	40.95
10.90.05.1020 WAGES-ASST.TOWN CLERK P/T	05	25,866.00	25,866.00	1,807.20	16,863.46		9,002.54	65.20
10.90.05.1042 WAGES - ASST. TOWN CLERK	05	45,609.00	45,609.00	3,423.00	17,588.80		28,020.20	38.56
10.90.05.1170 TOWN CLERK EXPENSES	05	5,000.00	6,400.00	226.76	2,194.29		4,205.71	34.29
10.90.05.1175 ELECTION EXPENSES	05	1,500.00	1,500.00		644.43		855.57	42.96
10.90.05.1180 MICRO FILM RECORDS	05	20,560.00	20,560.00	1,518.00	9,873.00	12,204.00	1,517.00-	107.38
10.90.05.1190 LEASE-PURCH COPIER	05	2,000.00	2,000.00	80.08	407.38	345.00	1,247.62	37.62
10.90.05.1195 RECORDS/BOOKS	05	4,000.00	4,000.00				4,000.00	
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	
10.90.05.2155 GENERAL CODE	05	1,200.00	1,200.00			1,200.00		100.00

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 12/31/2020
 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
Totals for Department: 05 (TOWN CLERK)		112,535.00	113,935.00	7,592.04	50,028.36	13,749.00	50,157.64	55.98
10.90.07.1010								
WAGES - TAX COLLECTOR	07	60,060.00	60,060.00	4,620.00	28,413.00		31,647.00	47.31
10.90.07.1020								
WAGES - ASST. TAX COLLECT	07	24,960.00	27,360.00	2,112.00	13,830.00		13,530.00	50.55
10.90.07.1049								
WAGES - OVERTIME	07	500.00	500.00		9.00		491.00	1.80
10.90.07.1060								
COMPUTER SUPPORT	07	6,477.00	6,477.00		6,477.00			100.00
10.90.07.1061								
COMPUTER SVCS - PRINTING	07	10,294.00	10,294.00		5,820.24		4,473.76	56.54
10.90.07.1220								
MISCELLANEOUS EXPENSES	07	6,000.00	6,000.00	13.12	1,646.94		4,353.06	27.45
Totals for Department: 07 (TAX COLLECTOR)		108,291.00	110,691.00	6,745.12	56,196.18		54,494.82	50.77
10.90.09.1010								
WAGES - TREASURER	09	13,500.00	13,500.00	1,125.00	6,750.00		6,750.00	50.00
Totals for Department: 09 (TREASURER)		13,500.00	13,500.00	1,125.00	6,750.00		6,750.00	50.00
10.90.11.1020								
WAGES - BLDG INSPECTOR	11	35,287.00	35,287.00	2,714.38	16,663.28		18,623.72	47.22
10.90.11.1130								
BUILDING INSPECTOR PHONE	11	625.00	625.00	41.11	207.27		417.73	33.16
10.90.11.1167								
BUILDING INSPECTOR MILEAGE	11	2,500.00	2,500.00	373.75	1,069.50		1,430.50	42.78
10.90.11.1220								
MISCELLANEOUS EXPENSES	11	1,500.00	1,500.00				1,500.00	
Totals for Department: 11 (BUILDING DEPT)		39,912.00	39,912.00	3,129.24	17,940.05		21,971.95	44.95
10.90.13.1045								
WAGES - LONGEVITY	13	7,700.00	7,700.00		7,100.00		600.00	92.21
10.90.13.1047								
WAGES-PILO HEALTH INS.	13	9,000.00	9,000.00				9,000.00	

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 12/31/2020
 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
10.90.13.1235								
WAGE SALARY ADJUSTMENTS	13	62,084.00	54,584.00		3,129.12		51,454.88	5.73
10.90.13.1240								
SOCIAL SECURITY	13	168,078.00	168,078.00	11,960.49	79,332.77		88,745.23	47.20
10.90.13.1245								
MEDICAL INSURANCE	13	312,000.00	312,000.00	56,765.99	191,018.44		120,981.56	61.22
10.90.13.1246								
LIFE INSURANCE	13	16,000.00	16,000.00	960.82	8,068.58		7,931.42	50.43
10.90.13.1247								
DENTAL REIMBURSEMENT	13	15,750.00	15,750.00	1,178.80	6,291.94		9,458.06	39.95
10.90.13.1250								
PENSION PLAN	13	397,261.00	397,261.00	18,926.83	271,627.58		125,633.42	68.38
10.90.13.1255								
WORKERS COMPENSATION	13	147,437.00	147,437.00		147,413.00		24.00	99.98
10.90.13.1256								
FIRE DEPARTMENT INSURANCE	13	9,250.00	9,250.00		8,611.56		638.44	93.10
10.90.13.1257								
EMPLOYEE ASSISTANCE PROGR	13	2,750.00	2,750.00	493.88	1,039.98	1,507.72	202.30	92.64
10.90.13.1595								
PW CLOTHING ALLOWANCE	13	5,000.00	5,000.00	48.92	616.81		4,383.19	12.34
Totals for Department:		1,152,310.00	1,144,810.00	90,335.73	724,249.78	1,507.72	419,052.50	63.40
13 (EMPLOYEE'S BENEFITS)								
10.90.15.1041								
WAGES - CERT. ASSESSOR	15	64,683.00	64,683.00	5,046.68	30,995.34		33,687.66	47.92
10.90.15.1042								
WAGES - CLERK (P/T)	15	28,869.00	28,869.00	2,076.31	13,867.35		15,001.65	48.04
10.90.15.1060								
COMPUTER SUPPORT	15	10,250.00	10,302.00	370.00	10,302.00			100.00
10.90.15.1061								
COMPUTER SVCS - PRINTING	15	1,525.00	1,525.00		1,300.00		225.00	85.25
10.90.15.1220								
OFFICE SUPPLIES	15	3,500.00	3,448.00	293.50	1,080.15		2,367.85	31.33
10.90.15.1280								
GIS (MAPS)	15	6,800.00	6,800.00		3,000.00	3,800.00		100.00
10.90.15.1495								
EDUCATION	15	1,500.00	1,500.00				1,500.00	

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Totals for Department: 15 (BD OF ASSESSORS)		117,127.00	117,127.00	7,786.49	60,544.84	3,800.00	52,782.16	54.94
10.90.17.1042								
WAGES - BOARD OF APPEALS	17	1,800.00	1,800.00		1,800.00			100.00
Totals for Department: 17 (BD OF ASSESSMENT & APPEALS)		1,800.00	1,800.00		1,800.00			100.00
10.90.19.1380								
AUDIT	19	34,000.00	34,000.00		9,700.00	16,800.00	7,500.00	77.94
Totals for Department: 19 (BOARD OF FINANCE)		34,000.00	34,000.00		9,700.00	16,800.00	7,500.00	77.94
10.90.20.1044								
WAGES - FINANCE CLERK	20	49,868.00	49,868.00	3,836.00	23,570.85		26,297.15	47.27
10.90.20.1046								
WAGES - FINANCE MANAGER	20	75,687.00	75,687.00	5,558.55	37,717.82		37,969.18	49.83
10.90.20.1060								
COMPUTER SUPPORT	20	13,375.00	13,375.00	4,110.74	11,897.64		1,477.36	88.95
Totals for Department: 20 (FINANCE DEPARTMENT)		138,930.00	138,930.00	13,505.29	73,186.31		65,743.69	52.68
10.90.21.1060								
EDC CONSULTANT	21	48,000.00	48,000.00				48,000.00	
10.90.21.1220								
EXPENSES - EDC	21	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	23	3,733.00	3,733.00	456.00	1,884.80		1,848.20	50.49
10.90.23.1305								
SOIL CONSERVATION	23	1,500.00	1,500.00		1,500.00			100.00
Totals for Department: 23 (INLAND WETLANDS)		5,233.00	5,233.00	456.00	3,384.80		1,848.20	64.68
10.90.24.1220								
EXPENSES	24	500.00	500.00				500.00	

Date: 01/07/2021
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User: ERIN
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10.90.24.1806 LAND ACQUISITION/OPEN SPACE	24	1,000.00	1,000.00				1,000.00	
10.90.24.1807 OPEN SPACE MAINTENANCE	24	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 ENFORCEMNT	25	33,920.00	33,920.00	2,644.68	16,614.40		17,305.60	48.98
10.90.25.1220 EXPENSES	25	1,500.00	1,500.00	70.15	1,031.56		468.44	68.77
10.90.25.1402 BLIGHT	25	100.00	100.00				100.00	
Totals for Department: 25 (PLANNING & ZONING)		35,520.00	35,520.00	2,714.83	17,645.96		17,874.04	49.68
10.90.29.1010 WAGES-REGISTRARS (2)	29	26,700.00	26,700.00	2,200.00	13,200.00		13,500.00	49.44
10.90.29.1011 WAGES - DPTY REGISTRARS	29	2,000.00	2,000.00		422.00		1,578.00	21.10
10.90.29.1031 WAGES - ELECTION WORKERS	29	6,200.00	6,200.00		4,606.00		1,594.00	74.29
10.90.29.1173 CERTIFICATION & WORKSHOPS	29	2,000.00	2,000.00				2,000.00	
10.90.29.1175 REGISTRATION/CONFERENCES	29	2,600.00	2,600.00		30.00		2,570.00	1.15
10.90.29.1176 OFFICE SUPPLIES	29	1,500.00	1,500.00		438.00		1,062.00	29.20
10.90.29.1177 MAINT. VOTING MACHINES	29	1,000.00	1,000.00		800.00		200.00	80.00
10.90.29.1345 ELECTION EXPENSES	29	5,500.00	5,500.00		3,505.97		1,994.03	63.74
10.90.29.1355 PRIMARIES	29	4,000.00	4,000.00		3,196.61		803.39	79.92
10.90.29.1360 CANVAS EXPENSES	29	300.00	300.00				300.00	
Totals for Department: 29 (REGISTRAR OF VOTERS)		51,800.00	51,800.00	2,200.00	26,198.58		25,601.42	50.58

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10.90.33.1270 TOWN COUNSEL RETAINER	33	75,000.00	75,000.00	3,353.00	13,735.00		61,265.00	18.31
10.90.33.1290 ENGINEERING & CONSULTANTS	33	100,000.00	100,000.00	3,142.55	21,099.50	15,000.00	63,900.50	36.10
10.90.33.1291 TOWN PLANNER	33	17,000.00	17,000.00	3,948.00	7,896.00		9,104.00	46.45
10.90.33.1385 WEBSITE CONSULTANT	33	2,660.00	2,660.00				2,660.00	
Totals for Department: 33 (PROFESSIONAL FEES)		194,660.00	194,660.00	10,443.55	42,730.50	15,000.00	136,929.50	29.66
10.90.37.1410 PROPERTY & CASUALTY	37	99,000.00	101,500.00	3,199.00-	96,558.00		4,942.00	95.13
Totals for Department: 37 (TOWNWIDE INSURANCE)		99,000.00	101,500.00	3,199.00-	96,558.00		4,942.00	95.13
10.90.39.1415 REGIONAL COUNCIL GOV'TS	39	3,635.00	6,235.00		6,144.00		91.00	98.54
10.90.39.1425 CCM MUNICIPALITIES	39	3,571.00	3,571.00		3,571.00			100.00
10.90.39.1430 VALLEY COUNCIL/BROWNFIELD	39	1,000.00	1,000.00		1,000.00			100.00
10.90.39.1440 C.O.S.T. (SMALL TOWNS)	39	825.00	825.00				825.00	
Totals for Department: 39 (AGENCY MEMBERSHIP)		9,031.00	11,631.00		10,715.00		916.00	92.12
10.90.41.1404 MUNICIPAL HISTORIAN	41	250.00	250.00				250.00	
10.90.41.1405 SESQUICENTENNIAL COMMITTEE	41	2,000.00	2,000.00				2,000.00	
Totals for Department: 41 (FIRE HOUSE BLDG)		2,250.00	2,250.00				2,250.00	
10.90.44.1010 WAGES - FIRE CHIEF	44	12,300.00	12,300.00	1,025.00	6,150.00		6,150.00	50.00
10.90.44.1012 WAGES - FIRE/FM ADMIN ASSIS	44	3,075.00	3,075.00	256.25	1,537.50		1,537.50	50.00

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10.90.44.1030 TELEPHONE	44	5,000.00	5,000.00	384.49	1,712.81		3,287.19	34.26
10.90.44.1031 EMERGENCY TELEPHONE (911)	44	22,700.00	22,700.00	1,734.54	10,692.68	3,080.79	8,926.53	60.68
10.90.44.1060 SOFTWARE & IT	44	9,500.00	9,500.00	64.88	4,515.40	1,782.09	3,202.51	66.29
10.90.44.1121 ELECTRICITY	44	10,000.00	10,000.00	567.04	3,270.86		6,729.14	32.71
10.90.44.1122 HEATING FUEL	44	15,000.00	15,000.00	631.97	2,193.16		12,806.84	14.62
10.90.44.1123 WATER	44	1,300.00	1,300.00	130.94	557.99		742.01	42.92
10.90.44.1435 BUILDING MAINTENANCE	44	13,500.00	13,500.00		3,085.75		10,414.25	22.86
10.90.44.1436 BLDG EQUIP-MAINT & REPAIRS	44	6,500.00	6,500.00		470.00		6,030.00	7.23
10.90.44.1465 COMM. EQUIP-MAINTENANCE	44	6,000.00	6,000.00		1,085.81		4,914.19	18.10
10.90.44.1466 EQUIPMENT MAINTENANCE	44	9,000.00	9,000.00	1,868.15	3,795.60		5,204.40	42.17
10.90.44.1470 VEHICLE FUEL	44	10,000.00	10,000.00		3,348.83		6,651.17	33.49
10.90.44.1471 MANDATORY VEHICLE AND EQU	44	15,000.00	15,000.00	5,231.78	10,238.16		4,761.84	68.25
10.90.44.1472 VEHICLE REPAIRS	44	31,500.00	31,500.00	4,970.27	12,386.60	1,297.35	17,816.05	43.44
10.90.44.1485 PERSONAL PROTECTIVE EQUIP	44	24,000.00	24,000.00	797.63	3,833.13	4,979.55	15,187.32	36.72
10.90.44.1486 EMS TRAINING	44	16,000.00	16,000.00		2,801.99		13,198.01	17.51
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	2,500.00	2,500.00			2,500.00		100.00
10.90.44.1490 PHYSICALS/HEALTH & WELLNES	44	17,350.00	17,350.00		2,914.00	9,000.00	5,436.00	68.67
10.90.44.1495 TRAINING	44	20,000.00	20,000.00	613.80	5,235.85	1,150.00	13,614.15	31.93

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10.90.44.1500								
SERVICE AWARD PROGRAM	44	50,000.00	50,000.00		50,000.00			100.00
10.90.44.1552								
DEPARTMENTAL SUPPLIES - FD	44	16,000.00	16,000.00	1,362.58	5,461.96	1,586.40	8,951.64	44.05
10.90.44.1553								
DEPARTMENTAL SUPPLIES - AMB	44	18,700.00	18,700.00	1,179.19	6,660.80	5,301.24	6,737.96	63.97
Totals for Department: 44 (EMERGENCY SERVICES)		341,425.00	341,425.00	20,818.51	141,948.88	30,677.42	168,798.70	50.56
10.90.45.1010								
WAGES - FIRE MARSHAL	45	16,966.00	16,966.00	1,413.83	8,482.98		8,483.02	50.00
10.90.45.1011								
WAGES - DEPUTY FIRE MARSHAL	45	13,325.00	13,325.00	1,294.32	7,202.04		6,122.96	54.05
10.90.45.1012								
WAGES - FIRE/FM ADMIN ASSIS	45	3,075.00	3,075.00	256.25	1,537.50		1,537.50	50.00
10.90.45.1130								
TELEPHONE	45	2,000.00	2,000.00	122.23	614.59		1,385.41	30.73
10.90.45.1167								
VEHICLE EXPENSES	45	1,000.00	1,000.00				1,000.00	
10.90.45.1413								
FIRE PREVENTION & SAFETY	45	4,000.00	4,000.00	3,868.71	3,995.71		4.29	99.89
10.90.45.1495								
TRAINING/CONTINUING EDUCATI	45	2,200.00	2,200.00	815.00	815.00		1,385.00	37.05
10.90.45.1515								
FIRE CODE SUBSCRIPTION	45	2,300.00	2,300.00		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	93.59	95.09	230.80	4,174.11	7.24
10.90.45.1595								
FIRE MARSHAL - UNIFORMS	45	2,000.00	2,000.00			2,000.00		100.00
Totals for Department: 45 (FIRE MARSHAL)		52,016.00	52,016.00	7,863.93	24,887.91	2,230.80	24,897.29	52.14
10.90.47.1525								
LEASE RADIO/TELEPHONE	47	550.00	550.00	41.11	207.27		342.73	37.69
10.90.47.1530								
EMERGENCY NOTIFICATION SYS	47	5,000.00	5,000.00		5,000.00			100.00

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Totals for Department: 47 (CIVIL DEFENSE)		5,550.00	5,550.00	41.11	5,207.27		342.73	93.82
10.90.48.1495 TRAINING/EQUIPMENT	48	6,300.00	6,300.00	100.00	1,965.11		4,334.89	31.19
Totals for Department: 48 (SAFETY COMMITTEE)		6,300.00	6,300.00	100.00	1,965.11		4,334.89	31.19
10.90.49.1540 COTTON HOLLOW	49	11,295.00	11,295.00	1,697.02	5,091.06		6,203.94	45.07
10.90.49.1541 BEACON FALLS	49	211,460.00	211,460.00	17,220.77	89,332.07		122,127.93	42.25
Totals for Department: 49 (HYDRANT RENTAL)		222,755.00	222,755.00	18,917.79	94,423.13		128,331.87	42.39
10.90.53.1010 RESIDENT STATE TROOPER	53	200,000.00	200,000.00				200,000.00	
10.90.53.1020 WAGES - PATROL F/T	53	197,380.00	197,380.00	15,283.54	92,250.36		105,129.64	46.74
10.90.53.1040 WAGES - CLERK	53	35,546.00	35,546.00	2,720.41	16,713.53		18,832.47	47.02
10.90.53.1041 WAGES - PATROL P/T	53	170,000.00	170,000.00	9,287.23	61,062.29		108,937.71	35.92
10.90.53.1052 FT PATROL OVERTIME	53	35,000.00	35,000.00	4,840.05	19,120.17		15,879.83	54.63
10.90.53.1053 PT PATROL OVERTIME	53	15,000.00	35,088.00	1,508.17	10,906.10		24,181.90	31.08
10.90.53.1054 SHIFT DIFFERENTIAL	53	4,500.00	4,500.00	170.63	1,153.28		3,346.72	25.63
10.90.53.1060 COMPUTER SUPPORT	53	5,500.00	5,500.00	216.15	1,833.11		3,666.89	33.33
10.90.53.1130 TELEPHONE	53	4,500.00	4,500.00	216.33	2,149.56	651.00	1,699.44	62.23
10.90.53.1220 DEPARTMENTAL SUPPLIES	53	6,000.00	6,000.00		560.00		5,440.00	9.33
10.90.53.1505 STATE MANDATED TRAINING	53	20,000.00	20,000.00	1,762.88	4,135.54		15,864.46	20.68
10.90.53.1585 VEHICLE REPAIRS	53	13,000.00	13,000.00		1,735.91		11,264.09	13.35

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10.90.53.1595 UNIFORMS	53	10,000.00	10,000.00		3,144.00		6,856.00	31.44
10.90.53.1620 BUILDING OPS & MAINT.	53	14,000.00	14,000.00	853.64	4,764.62	1,060.00	8,175.38	41.60
10.90.53.1703 GAS & OIL	53	14,000.00	14,000.00		4,642.75		9,357.25	33.16
Totals for Department: 53 (POLICE)		744,426.00	764,514.00	36,859.03	224,171.22	1,711.00	538,631.78	29.55
10.90.55.1010 WAGES - ANIMAL CONTROL	55	9,066.00	9,066.00	755.50	4,533.00		4,533.00	50.00
10.90.55.1020 MILEAGE	55	1,000.00	1,000.00				1,000.00	
10.90.55.1550 DEPARTMENTAL SUPPLIES	55	900.00	900.00	41.11	207.27		692.73	23.03
Totals for Department: 55 (DOG WARDEN)		10,966.00	10,966.00	796.61	4,740.27		6,225.73	43.23
10.90.57.1010 Wages - Emergency Management D	57		6,000.00	500.00	3,000.00		3,000.00	50.00
10.90.57.1130 EMD Telephone	57		540.00	41.11	82.22		457.78	15.23
10.90.57.1645 E911 DISPATCH	57	43,176.00	43,176.00	21,588.00	43,176.00			100.00
10.90.57.1650 STREET LIGHTING	57	38,500.00	38,500.00	403.84	16,210.93		22,289.07	42.11
10.90.57.1655 DRUG AND ALCOHOL TESTING	57	1,000.00	1,000.00		500.00		500.00	50.00
Totals for Department: 57 (PUBLIC SAFETY)		82,676.00	89,216.00	22,532.95	62,969.15		26,246.85	70.58
10.90.59.1010 WAGES - FOREMAN	59	75,046.00	75,046.00	5,772.80	35,511.74		39,534.26	47.32
10.90.59.1011 WAGES - ASST ROAD FOREMAN (59	71,386.00	71,386.00	5,491.20	33,745.14		37,640.86	47.27
10.90.59.1012 WAGES - MAINTAINER/MECHANI	59	68,432.00	68,432.00	5,264.02	32,373.66		36,058.34	47.31
10.90.59.1013 WAGES - HWY MAINT (3)	59	196,357.00	196,357.00	15,105.60	92,907.34		103,449.66	47.32

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10.90.59.1049								
WAGES - OVERTIME	59	59,712.00	59,712.00	4,651.15	11,533.97		48,178.03	19.32
10.90.59.1550								
DEPARTMENTAL EQUIPMENT	59	14,000.00	14,000.00	1,304.25	5,977.00		8,023.00	42.69
10.90.59.1555								
EQUIPMENT RENTAL	59	2,000.00	2,000.00	344.96	344.96		1,655.04	17.25
10.90.59.1670								
STREET SWEEPING	59	20,000.00	20,000.00				20,000.00	
10.90.59.1685								
SNOW REMOVAL (MATERIAL)	59	80,000.00	80,000.00		14,900.67	46,100.33	18,999.00	76.25
10.90.59.1690								
TOOLS	59	2,000.00	2,000.00				2,000.00	
10.90.59.1700								
GAS/FUEL	59	13,000.00	13,000.00		4,615.47		8,384.53	35.50
10.90.59.1703								
VEHICLE MAINTENANCE	59	35,000.00	35,000.00	2,418.25	13,288.05		21,711.95	37.97
10.90.59.1710								
HIGHWAY MATERIALS	59	40,000.00	40,000.00	60.00	14,336.37	332.60	25,331.03	36.67
10.90.59.1713								
TREE WORK	59	20,000.00	20,000.00	3,100.00	3,100.00		16,900.00	15.50
10.90.59.1714								
GUARD RAILS/LINE PAINTING	59	8,000.00	8,000.00		5,528.51		2,471.49	69.11
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	90,000.00	90,000.00	8,125.66	8,125.66		81,874.34	9.03
Totals for Department: 59 (HIGHWAY)		819,433.00	819,433.00	51,637.89	276,288.54	46,432.93	496,711.53	39.38
10.90.61.1122								
PROPANE	61	2,300.00	2,300.00	420.86	491.06		1,808.94	21.35
10.90.61.1130								
TELEPHONE/INTERNET/ALARM	61	5,440.00	7,640.00	554.30	3,089.50		4,550.50	40.44
10.90.61.1715								
BUILDING MAINTENANCE	61	10,000.00	10,000.00	904.09	1,514.81	831.06	7,654.13	23.46

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Totals for Department: 61 (TOWN GARAGE)		17,740.00	19,940.00	1,879.25	5,095.37	831.06	14,013.57	29.72
10.90.63.1010								
WAGES - NURSE	63	30,742.00	30,742.00	2,549.55	15,245.57		15,496.43	49.59
10.90.63.1170								
DEPARTMENTAL SUPPLIES	63	750.00	750.00				750.00	
10.90.63.1390								
RESIDENT RELIEF	63	500.00	500.00				500.00	
10.90.63.1395								
T.E.A.M.	63	7,500.00	7,500.00		7,500.00			100.00
10.90.63.1400								
VETERAN'S FUNERALS	63	200.00	200.00				200.00	
10.90.63.1723								
MEALS ON WHEELS	63	1,254.00	1,352.50				1,352.50	
10.90.63.1725								
REGIONAL MENTAL HEALTH	63	915.00	915.00				915.00	
10.90.63.1726								
PROBATE COURT	63	2,500.00	2,500.00				2,500.00	
10.90.63.1735								
HEALTH DISTRICT	63	43,594.00	43,594.00		21,297.00		22,297.00	48.85
10.90.63.1737								
BH CARE	63	500.00	500.00	500.00	500.00			100.00
Totals for Department: 63 (COMMUNITY WELFARE)		88,455.00	88,553.50	3,049.55	44,542.57		44,010.93	50.30
10.90.65.1740								
REFUSE COLLECTION	65	255,000.00	255,000.00	20,957.28	108,148.00		146,852.00	42.41
10.90.65.1745								
RECYCLING	65	84,000.00	84,000.00	6,743.81	33,965.72		50,034.28	40.44
10.90.65.1750								
BULKY WASTE TRANSFER	65	40,000.00	40,000.00	567.11	14,675.02		25,324.98	36.69
10.90.65.1755								
REFUSE--HOUSEHOLD HAZARDOUS	65	5,273.00	5,273.00		4,504.07		768.93	85.42
Totals for Department: 65 (REFUSE)		384,273.00	384,273.00	28,268.20	161,292.81		222,980.19	41.97
10.90.67.1010								
WAGES - SUPERVISOR	67	73,382.00	73,382.00	5,644.80	34,715.52		38,666.48	47.31

Date: 01/07/2021
 Time: 11:12:30AM

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ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.67.1011								
WAGES - ASST. SUPERVISOR	67	69,430.00	69,430.00	5,340.81	32,845.93		36,584.07	47.31
10.90.67.1042								
WAGES - HELPER F/T	67	62,421.00	62,421.00	4,809.10	29,537.35		32,883.65	47.32
10.90.67.1049								
WAGES - OVERTIME	67	43,809.00	43,809.00	3,615.25	18,741.23		25,067.77	42.78
10.90.67.1121								
ELECTRICITY	67	18,000.00	18,000.00	1,494.60	3,623.75		14,376.25	20.13
10.90.67.1122								
WATER & HEATING FUEL	67	5,300.00	5,300.00	134.42	1,482.67		3,817.33	27.97
10.90.67.1130								
TELEPHONE & ALARM	67	9,500.00	9,500.00	694.24	4,502.01	773.30	4,224.69	55.53
10.90.67.1140								
SUPPLIES AND MAINTENANCE	67	8,800.00	8,800.00	1,526.07	4,622.90		4,177.10	52.53
10.90.67.1470								
VEHICLE FUEL & MAINTENANCE	67	6,000.00	6,000.00		438.17		5,561.83	7.30
10.90.67.1760								
PLANT OPERATIONS	67	58,700.00	58,700.00	615.71	21,003.56	12,067.96	25,628.48	56.34
10.90.67.1765								
EQUIPMENT REPLACEMENT	67	37,200.00	37,200.00	2,995.86	12,462.60	880.52	23,856.88	35.87
10.90.67.1770								
SLUDGE PROCESSING	67	137,900.00	137,900.00	13,352.00	63,040.40	74,859.60		100.00
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	80,000.00	80,000.00				80,000.00	
10.90.67.1780								
SEWER MAINTENANCE	67	16,000.00	16,000.00	1,200.00	6,660.00		9,340.00	41.63
10.90.67.1785								
MANDATED TOXICITY TESTING	67	19,400.00	19,400.00	454.34	9,360.10	4,826.44	5,213.46	73.13
Totals for Department: 67 (WASTE WATER TREATMENT)		647,642.00	647,642.00	41,877.20	244,758.69	93,407.82	309,475.49	52.22
10.90.69.1010								
WAGES - FULL TIME (3)	69	125,299.00	125,299.00	9,638.40	59,199.91		66,099.09	47.25
10.90.69.1019								
WAGES - PART TIME	69	13,052.00	13,052.00		496.61		12,555.39	3.80
10.90.69.1060								
COMPUTER SUPPORT	69	4,240.00	4,240.00	23.48	3,995.16		244.84	94.23

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10.90.69.1130 TELEPHONE-INTERNET	69	660.00	660.00				660.00	
10.90.69.1170 DEPARTMENTAL SUPPLIES	69	24,650.00	24,650.00	2,629.74	11,161.50	7,900.77	5,587.73	77.33
10.90.69.1800 PROFESSIONAL DEVELOPMENT	69	1,000.00	1,000.00				1,000.00	
10.90.69.1805 PROGRAMS	69	5,500.00	5,500.00	1,028.41	3,027.74		2,472.26	55.05
10.90.69.1807 LIBRARY COPIER LEASES	69	820.00	820.00	71.88	405.50	318.00	96.50	88.23
Totals for Department: 69 (LIBRARY)		175,221.00	175,221.00	13,391.91	78,286.42	8,218.77	88,715.81	49.37
10.90.71.1010 P/T Activities Director	71	26,000.00	26,000.00				26,000.00	
10.90.71.1019 WAGES - SEASONAL	71	15,300.00	15,300.00				15,300.00	
10.90.71.1121 ELECTRICITY, WATER & FUEL	71	17,500.00	17,500.00	1,547.43	8,831.62		8,668.38	50.47
10.90.71.1550 TOOLS & EQUIPMENT	71	4,000.00	4,000.00	201.53	1,163.35	46.23	2,790.42	30.24
10.90.71.1705 VEHICLE MAINTENANCE	71	2,000.00	2,000.00	923.59	973.58		1,026.42	48.68
10.90.71.1815 SPRAY FERTILIZER/CLAY	71	6,000.00	6,000.00		999.59		5,000.41	16.66
10.90.71.1816 FIELD RECONSTRUCTION	71	10,000.00	10,000.00				10,000.00	
10.90.71.1820 SANITATION FACILITIES	71	5,750.00	5,750.00	375.00	2,625.00	3,125.00		100.00
10.90.71.1840 STOCK FISH	71	3,000.00	3,000.00				3,000.00	
10.90.71.1845 SETTLING POND MAINTENANCE	71	5,000.00	5,000.00				5,000.00	
10.90.71.1850 BUILDING MAINTENANCE	71	10,000.00	10,000.00		894.02		9,105.98	8.94
10.90.71.1855 GROUNDS MAINTENANCE	71	10,000.00	10,000.00	335.46	2,742.69		7,257.31	27.43
10.90.71.1856 COURT MAINTENANCE	71	2,000.00	2,000.00				2,000.00	

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10.90.71.1861								
RECREATIONAL PROGRAM & AC	71	3,000.00	3,000.00	584.98	2,235.22		764.78	74.51
10.90.71.1870								
INDEPENDENCE DAY CELEBRATI	71	15,000.00	15,000.00		4,000.00		11,000.00	26.67
10.90.71.1895								
MATTHIES PARK	71	13,000.00	13,000.00	1,732.64	2,973.20		10,026.80	22.87
10.90.71.1905								
SUMMER CONCERT SERIES	71	6,500.00	6,500.00				6,500.00	
Totals for Department: 71 (PARK & RECREATION)		154,050.00	154,050.00	5,700.63	27,438.27	3,171.23	123,440.50	19.87
10.90.77.1041								
WAGES - DRIVERS	77	30,449.00	30,449.00	260.76	2,529.24		27,919.76	8.31
10.90.77.1055								
TELEPHONE	77	550.00	550.00	41.11	300.40		249.60	54.62
10.90.77.1470								
GAS/MAINTENANCE	77	1,970.00	1,970.00		973.90		996.10	49.44
Totals for Department: 77 (MINI BUS OPERATIONS)		32,969.00	32,969.00	301.87	3,803.54		29,165.46	11.54
10.90.79.1120								
HEATING OIL	79	3,100.00	3,100.00		625.80		2,474.20	20.19
10.90.79.1121								
ELECTRICTY & WATER	79	4,500.00	4,500.00	125.46	1,073.53		3,426.47	23.86
10.90.79.1130								
TELEPHONE	79	3,600.00	3,600.00	205.70	1,654.34		1,945.66	45.95
10.90.79.1220								
SENIOR CENTER SUPPLIES	79	1,500.00	1,500.00				1,500.00	
10.90.79.1681								
SENIOR ACTIVITIES	79	3,400.00	3,301.50				3,301.50	
10.90.79.1943								
BUILDING MAINTENANCE	79	5,000.00	5,000.00		1,085.23	580.00	3,334.77	33.30
Totals for Department: 79 (SENIOR CITIZENS CENTER)		21,100.00	21,001.50	331.16	4,438.90	580.00	15,982.60	23.90
10.90.83.1170								
CONTINGENCY FUND EXPENSES	83	100,000.00	74,620.00				74,620.00	

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Totals for Department: 83 (CONTINGENCY)		100,000.00	74,620.00				74,620.00	
10.90.85.1984 PRINCIPAL - 2014 (\$5.865M) BOND	85	380,000.00	380,000.00				380,000.00	
10.90.85.1985 INTEREST - 2014 (\$5.865M) BOND	85	123,332.00	123,332.00		61,665.63		61,666.37	50.00
Totals for Department: 85 (DEBT SERVICE - INTEREST)		503,332.00	503,332.00		61,665.63		441,666.37	12.25
10.90.87.2009 PRINCIPAL - 2016 (\$4.35M) BOND	87	310,000.00	310,000.00		310,000.00			100.00
10.90.87.2013 INTEREST - 2016 (\$4.35M) BOND	87	75,600.00	75,600.00		40,125.00		35,475.00	53.08
10.90.87.2020 2020 BAND/BOND - INTEREST	87	94,500.00	94,500.00				94,500.00	
Totals for Department: 87 (DEBT SERVICE - PRINCIPLE)		480,100.00	480,100.00		350,125.00		129,975.00	72.93
10.90.88.2001 REGIONAL SCHOOL DISTRICT #1	88	14,773,550.00	14,773,550.00	541,350.00	7,482,836.00		7,290,714.00	50.65
Totals for Department: 88 (Department - 88)		14,773,550.00	14,773,550.00	541,350.00	7,482,836.00		7,290,714.00	50.65
10.90.90.2500 TRANSFER TO NON-RECURRING I	90	392,141.00	401,581.00		392,141.00		9,440.00	97.65
Totals for Department: 90 (TRANSFERS/SPECIAL PROJ.)		392,141.00	401,581.00		392,141.00		9,440.00	97.65
Report totals		22,637,553.00	22,663,641.00	971,039.79	11,081,521.52	267,084.32	11,315,035.16	50.07

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ACCOUNTS OVER 51%

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
10.90.03.1049 WAGES - OVERTIME CUSTODIAN	1,500.00	1,500.00	253.75	848.25		651.75	56.55
10.90.03.1070 BOARD & COMISSION CLERKS	11,000.00	11,000.00	800.00	5,760.00		5,240.00	52.36
10.90.03.1078 LEGAL NOTICES	5,000.00	5,000.00	269.12	2,769.27		2,230.73	55.39
10.90.03.1090 OFFICE SUPPLIES	9,000.00	9,000.00	1,470.45	4,612.69	3,168.00	1,219.31	86.45
10.90.03.1105 COMPUTER-TECHNICAL SUPPRT	60,000.00	66,700.00	3,554.00	40,409.11	22,510.50	3,780.39	94.33
10.90.03.1160 ELEVATOR SERVICE AGREEMEN	3,000.00	3,000.00	242.05	1,452.30	1,495.86	51.84	98.27
10.90.03.1600 ALARM SYSTEM MONITORING	7,050.00	7,050.00	204.99	2,681.67	1,392.21	2,976.12	57.79
Totals for Department: 03 (TOWN HALL)	96,550.00	103,250.00	6,794.36	58,533.29	28,566.57	16,150.14	84.36
10.90.05.1020 WAGES-ASST.TOWN CLERK P/T	25,866.00	25,866.00	1,807.20	16,863.46		9,002.54	65.20
10.90.05.1180 MICRO FILM RECORDS	20,560.00	20,560.00	1,518.00	9,873.00	12,204.00	1,517.00-	107.38
10.90.05.2155 GENERAL CODE	1,200.00	1,200.00			1,200.00		100.00
Totals for Department: 05 (TOWN CLERK)	47,626.00	47,626.00	3,325.20	26,736.46	13,404.00	7,485.54	84.28
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		5,820.24		4,473.76	56.54
Totals for Department: 07 (TAX COLLECTOR)	16,771.00	16,771.00		12,297.24		4,473.76	73.32
10.90.13.1045 WAGES - LONGEVITY	7,700.00	7,700.00		7,100.00		600.00	92.21
10.90.13.1245 MEDICAL INSURANCE	312,000.00	312,000.00	56,765.99	191,018.44		120,981.56	61.22
10.90.13.1250 PENSION PLAN	397,261.00	397,261.00	18,926.83	271,627.58		125,633.42	68.38

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10.90.13.1255 WORKERS COMPENSATION	147,437.00	147,437.00		147,413.00		24.00	99.98
10.90.13.1256 FIRE DEPARTMENT INSURANCE	9,250.00	9,250.00		8,611.56		638.44	93.10
10.90.13.1257 EMPLOYEE ASSISTANCE PROGR	2,750.00	2,750.00	493.88	1,039.98	1,507.72	202.30	92.64
Totals for Department: 13 (EMPLOYEE'S BENEFITS)	876,398.00	876,398.00	76,186.70	626,810.56	1,507.72	248,079.72	71.69
10.90.15.1060 COMPUTER SUPPORT	10,250.00	10,302.00	370.00	10,302.00			100.00
10.90.15.1061 COMPUTER SVCS - PRINTING	1,525.00	1,525.00		1,300.00		225.00	85.25
10.90.15.1280 GIS (MAPS)	6,800.00	6,800.00		3,000.00	3,800.00		100.00
Totals for Department: 15 (BD OF ASSESSORS)	18,575.00	18,627.00	370.00	14,602.00	3,800.00	225.00	98.79
10.90.17.1042 WAGES - BOARD OF APPEALS	1,800.00	1,800.00		1,800.00			100.00
Totals for Department: 17 (BD OF ASSESSMENT & APPEALS)	1,800.00	1,800.00		1,800.00			100.00
10.90.19.1380 AUDIT	34,000.00	34,000.00		9,700.00	16,800.00	7,500.00	77.94
Totals for Department: 19 (BOARD OF FINANCE)	34,000.00	34,000.00		9,700.00	16,800.00	7,500.00	77.94
10.90.20.1060 COMPUTER SUPPORT	13,375.00	13,375.00	4,110.74	11,897.64		1,477.36	88.95
Totals for Department: 20 (FINANCE DEPARTMENT)	13,375.00	13,375.00	4,110.74	11,897.64		1,477.36	88.95
10.90.23.1305 SOIL CONSERVATION	1,500.00	1,500.00		1,500.00			100.00
Totals for Department: 23 (INLAND WETLANDS)	1,500.00	1,500.00		1,500.00			100.00

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10.90.25.1220							
EXPENSES	1,500.00	1,500.00	70.15	1,031.56		468.44	68.77
Totals for Department: 25 (PLANNING & ZONING)	1,500.00	1,500.00	70.15	1,031.56		468.44	68.77
10.90.29.1031							
WAGES - ELECTION WORKERS	6,200.00	6,200.00		4,606.00		1,594.00	74.29
10.90.29.1177							
MAINT. VOTING MACHINES	1,000.00	1,000.00		800.00		200.00	80.00
10.90.29.1345							
ELECTION EXPENSES	5,500.00	5,500.00		3,505.97		1,994.03	63.74
10.90.29.1355							
PRIMARIES	4,000.00	4,000.00		3,196.61		803.39	79.92
Totals for Department: 29 (REGISTRAR OF VOTERS)	16,700.00	16,700.00		12,108.58		4,591.42	72.51
10.90.37.1410							
PROPERTY & CASUALTY	99,000.00	101,500.00	3,199.00-	96,558.00		4,942.00	95.13
Totals for Department: 37 (TOWNWIDE INSURANCE)	99,000.00	101,500.00	3,199.00-	96,558.00		4,942.00	95.13
10.90.39.1415							
REGIONAL COUNCIL GOV'TS	3,635.00	6,235.00		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
Totals for Department: 39 (AGENCY MEMBERSHIP)	8,206.00	10,806.00		10,715.00		91.00	99.16
10.90.44.1031							
EMERGENCY TELEPHONE (911)	22,700.00	22,700.00	1,734.54	10,692.68	3,080.79	8,926.53	60.68
10.90.44.1060							
SOFTWARE & IT	9,500.00	9,500.00		4,450.52	1,782.09	3,267.39	65.61
10.90.44.1471							
MANDATORY VEHICLE AND EQU	15,000.00	15,000.00	5,231.78	10,238.16		4,761.84	68.25
10.90.44.1488							
HOSE REPLACEMENT	2,500.00	2,500.00			2,500.00		100.00

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10.90.44.1490 PHYSICALS/HEALTH & WELLNES	17,350.00	17,350.00		2,914.00	9,000.00	5,436.00	68.67
10.90.44.1500 SERVICE AWARD PROGRAM	50,000.00	50,000.00		50,000.00			100.00
10.90.44.1553 DEPARTMENTAL SUPPLIES - AMB	18,700.00	18,700.00	769.43	6,251.04	5,301.24	7,147.72	61.78
Totals for Department: 44 (EMERGENCY SERVICES)	135,750.00	135,750.00	7,735.75	84,546.40	21,664.12	29,539.48	78.24
10.90.45.1011 WAGES - DEPUTY FIRE MARSHAL	13,325.00	13,325.00	1,294.32	7,202.04		6,122.96	54.05
10.90.45.1413 FIRE PREVENTION & SAFETY	4,000.00	4,000.00	3,868.71	3,995.71		4.29	99.89
10.90.45.1515 FIRE CODE SUBSCRIPTION	2,300.00	2,300.00		1,495.00		805.00	65.00
10.90.45.1526 COMPUTER SUPPORT	650.00	650.00		650.00			100.00
10.90.45.1595 FIRE MARSHAL - UNIFORMS	2,000.00	2,000.00			2,000.00		100.00
Totals for Department: 45 (FIRE MARSHAL)	22,275.00	22,275.00	5,163.03	13,342.75	2,000.00	6,932.25	68.88
10.90.47.1530 EMERGENCY NOTIFICATION SYS	5,000.00	5,000.00		5,000.00			100.00
Totals for Department: 47 (CIVIL DEFENSE)	5,000.00	5,000.00		5,000.00			100.00
10.90.53.1052							
FT PATROL OVERTIME	35,000.00	35,000.00	4,840.05	19,120.17		15,879.83	54.63
10.90.53.1130 TELEPHONE	4,500.00	4,500.00	216.33	2,149.56	651.00	1,699.44	62.23
Totals for Department: 53 (POLICE)	39,500.00	39,500.00	5,056.38	21,269.73	651.00	17,579.27	55.50
10.90.57.1645 E911 DISPATCH	43,176.00	43,176.00	21,588.00	43,176.00			100.00
Totals for Department: 57 (PUBLIC SAFETY)	43,176.00	43,176.00	21,588.00	43,176.00			100.00

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 12/31/2020

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
10.90.59.1685 SNOW REMOVAL (MATERIAL)	80,000.00	80,000.00		14,900.67	46,100.33	18,999.00	76.25
10.90.59.1714 GUARD RAILS/LINE PAINTING	8,000.00	8,000.00		5,528.51		2,471.49	69.11
Totals for Department: 59 (HIGHWAY)	88,000.00	88,000.00		20,429.18	46,100.33	21,470.49	75.60
10.90.63.1395 T.E.A.M.	7,500.00	7,500.00		7,500.00			100.00
10.90.63.1737 BH CARE	500.00	500.00	500.00	500.00			100.00
Totals for Department: 63 (COMMUNITY WELFARE)	8,000.00	8,000.00	500.00	8,000.00			100.00
10.90.65.1755							
REFUSE--HOUSEHOLD HAZARDOUS	5,273.00	5,273.00		4,504.07		768.93	85.42
Totals for Department: 65 (REFUSE)	5,273.00	5,273.00		4,504.07		768.93	85.42
10.90.67.1130 TELEPHONE & ALARM	9,500.00	9,500.00	694.24	4,502.01	773.30	4,224.69	55.53
10.90.67.1760 PLANT OPERATIONS	58,700.00	58,700.00	615.71	21,003.56	12,067.96	25,628.48	56.34
10.90.67.1770 SLUDGE PROCESSING	137,900.00	137,900.00	13,352.00	63,040.40	74,859.60		100.00
10.90.67.1775 D.E.P. DISCHARGER PERMIT	1,800.00	1,800.00		1,722.50		77.50	95.69
10.90.67.1785 MANDATED TOXICITY TESTING	19,400.00	19,400.00	454.34	9,360.10	4,826.44	5,213.46	73.13
Totals for Department: 67 (WASTE WATER TREATMENT)	227,300.00	227,300.00	15,116.29	99,628.57	92,527.30	35,144.13	84.54
10.90.69.1060							
COMPUTER SUPPORT	4,240.00	4,240.00		3,971.68		268.32	93.67
10.90.69.1170 DEPARTMENTAL SUPPLIES	24,650.00	24,650.00	2,599.75	11,131.51	7,900.77	5,617.72	77.21
10.90.69.1807 LIBRARY COPIER LEASES	820.00	820.00	71.88	405.50	318.00	96.50	88.23

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Statement of Expenditures, Encumbrances & Appropriations

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Town of Beacon Falls
For Period Ending 12/31/2020

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
Totals for Department: 69 (LIBRARY)	29,710.00	29,710.00	2,671.63	15,508.69	8,218.77	5,982.54	79.86
10.90.71.1820 SANITATION FACILITIES	5,750.00	5,750.00	375.00	2,625.00	3,125.00		100.00
10.90.71.1861 RECREATIONAL PROGRAM & AC	3,000.00	3,000.00	544.99	2,195.23		804.77	73.17
Totals for Department: 71 (PARK & RECREATION)	8,750.00	8,750.00	919.99	4,820.23	3,125.00	804.77	90.80
10.90.77.1055 TELEPHONE	550.00	550.00	41.11	300.40		249.60	54.62
Totals for Department: 77 (MINI BUS OPERATIONS)	550.00	550.00	41.11	300.40		249.60	54.62
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		40,125.00		35,475.00	53.08
Totals for Department: 87 (DEBT SERVICE - PRINCIPLE)	385,600.00	385,600.00		350,125.00		35,475.00	90.80
10.90.90.2500 TRANSFER TO NON-RECURRING I	392,141.00	401,581.00		392,141.00		9,440.00	97.65
Totals for Department: 90 (TRANSFERS/SPECIAL PROJ.)	392,141.00	401,581.00		392,141.00		9,440.00	97.65
Report totals	2,623,026.00	2,644,318.00	146,450.33	1,947,082.35	238,364.81	458,870.84	82.65

TOWN OF BEACON FALLS

FINANCIAL POLICY MANUAL



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As revised January 7, 2021

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

VI. RISK MANAGEMENT

The Town will manage its risk and limit risk exposure in a professional and prudent manner.

The Town will protect and preserve Town assets against losses that could deplete its resources or impair the ability to provide services to its citizens.

The Town will reduce its exposure to liability through employee training, emphasis on safety and insuring against loss.

The Town will manage its exposure to risk through the purchase of insurance in the following areas:

- General liability;
- Vehicle liability;
- Public officials' errors and omissions;
- Property loss and workers' compensation;
- Cyber;
- Crime.

Insurance Claim Procedure: In the event that a town vehicle, equipment, property, and/or employee or volunteer is involved in an incident where injury, property damage, or other loss occurs, the Town Department Head or Commission/Committee/Board Chair is responsible for reporting this incident within five (5) business days of the loss. For workers compensation (i.e. injury) claims, the town staff or volunteer involved should make the Department Head or Chair aware and work with he/she to communicate this information to the Town's HR firm, who will file the claim with the insurance company on the employee or volunteer's behalf. For automobile, equipment, property, or other liability related incidents, the Town Department Head or commission/board/committee Chair shall communicate the loss immediately to the Finance Department. All incidents must be reported within five (5) business days. The Finance Department will then work with the applicable staff or volunteer(s) to file the claim with the Town's insurance provider.

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Insurance coverages will be reviewed on an annual basis in conjunction with the Town's insurance broker to ensure coverages are adequate and costs consistent with prevailing market rates.

The Town will control its exposure to risk by requiring all contractors which provide a service to the Town to carry liability insurance. A certificate of insurance will be obtained from all contractors designating the Town of Beacon Falls as an additional insured. The certificates will be obtained by the department head making the purchase.

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TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

XI. CREDIT/PROCUREMENT CARDS

Introduction

Employees shall read, understand, and comply with all provisions of this Credit/Procurement Card Policy. This policy cannot anticipate every circumstance that employees and/or the town may encounter in the use of their credit/procurement card. As such, the Town reserves the right to amend this policy as appropriate.

Code of Conduct

The Code of Conduct for the Town of Beacon Falls credit/procurement card program is designed to provide a set of guidelines to follow regarding the use of the credit/procurement card.

1. Use of credit/procurement card shall not replace the standard invoicing and payment procedures employed by the Town of Beacon Falls. Instead, the credit/procurement card shall be used for expenditures when (1) a vendor accepts that form of payment and the invoice is approved by the appropriate department head; (2) a staff member is at a conference/convention/training on authorized expenditures; (3) the payment of certain invoices only upon receipt (vendor will not take a check); and (4), for the other special payments approved by the First Selectman.
2. Credit/procurement card purchases should be made so that the town gains the maximum value and quality for each purchase.
3. Whenever possible, credit/procurement card purchases shall not include tax charges because the Town is tax exempt. Tax exempt paperwork can be retrieved from the Finance Department to supply to the vendor(s). If tax is charged, employees must notify the Finance Department and seek a credit for the tax amount as soon as possible.
4. Employees shall not accept gifts or other items of value offered by vendors.
5. The First Selectman and Finance Manager shall select employees to receive a credit/procurement card and shall set spending and/or other limits on each card.
6. Prior to the issuance of a credit/procurement card, an employee must sign the Credit/Procurement Card Agreement (attached).
7. Only authorized purchases may be made with the credit/procurement card, and any personal purchases are strictly prohibited. Disciplinary action shall be taken against any employee who uses a credit/procurement card for personal use or other benefit.
8. The credit/procurement card is the property of Town of Beacon Falls. An employee may use the credit/procurement card when traveling on business on behalf of the town; otherwise, the credit/procurement card shall be retained in the employee's purse, billfold, or other secure location.

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TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

9. Only the employee to whom a credit/procurement card is issued is authorized to use said credit/procurement card. Delegating the use of the credit/procurement card to another employee is prohibited unless a signed agreement is provided in order to do business on the cardholder's behalf.
10. If a disagreement occurs with a vendor, the employee shall immediately notify his or her immediate supervisor.
11. All purchases using the credit/procurement card must be properly documented. Invoice, charge receipt and itemized receipt (if applicable) are required at minimum. Any altered or forged documentation is prohibited.
12. The purchase of products, services, or commodities on the prohibited purchases list in this policy is prohibited. If any employee is not sure if a purchase is valid under the credit/procurement card program, he or she must immediately consult with the First Selectman.
13. Employees shall adhere to all dollar value purchase limits imposed, and any splitting of the transactions to avoid said limits is prohibited.

Employee Setup & Activation

Overview

The First Selectman, Finance Manager and Finance Clerk shall be responsible for the implementation, maintenance, program compliance, auditing, processing payment, issuance of the credit/procurement card, and bank relations to solve customer service issues. Only Town of Beacon Falls employees can participate in the credit/procurement card program. Below is the current list of employees with credit/procurement cards and their associated limits:

- (a) **First Selectman:** Purchases are limited to a maximum of \$1,000 per statement
- (b) **Finance Manager:** Purchases are limited to a maximum of ~~\$10,000~~ per statement; this is the card that is mainly used for all Administration and Public works related purchases
- (c) **Road Foreman/Public Works Director:** Purchases are limited to a maximum of \$2,500 per statement
- (d) **Wastewater Treatment Plant Supervisor:** Purchases are limited to a maximum of \$2,500 per statement
- (e) **Administrative Assistant/Secretary:** Purchases are limited to a maximum of \$500 per statement
- (f) **Fire Chief (Beacon Hose Co. No. 1):** Purchases are limited to a maximum of \$2,500 per statement
- (g) **Police Department Administrative Assistant:** Purchases are limited to a maximum of \$1,000 per statement
- (h) **Library Director:** Purchases are limited to a maximum of \$1,000 per statement
- (i) **Program Librarian:** Purchases are limited to a maximum of \$500 per statement

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TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

- (j) **Assistant Librarian:** Purchases are limited to a maximum of \$500 per statement
- (k) **Parks and Recreation Director:** Purchases are limited to a maximum of \$1,000 per statement
- (l) **Park Ranger:** Purchases are limited to a maximum of \$500 per statement

Total Town credit/procurement card limit (sum of A through L) = \$23,500

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The Finance Clerk has the responsibility to review, reconcile and submit the monthly account statements with the appropriate receipts and signatures for processing and payment. The Finance Manager reviews the Finance Clerk's work and authorizes the payment of the statement via Automated Clearing House (ACH). JP Morgan makes an automatic withdrawal from our account, so we will have to see how this works.

Employees must adhere to all policies outlined herein, any failure to comply may result in the employee's suspension from the credit/procurement card program and/or disciplinary actions that may include termination of employment. The credit/procurement card issued to the employee is the property of the Town of Beacon Falls, and the town may cancel an employee's credit/procurement card at any time and without notice. Periodic audits may be performed to ensure the employee follows the policies and procedures.

A new participant eligible to participate in the credit/procurement card program must obtain the appropriate authorizations and provide his/her information to the Finance Manager. Once authorized by the First Selectman, the Finance Manager shall submit the application to the bank and the account shall be established. Prior to the issuance of a credit/procurement card an employee must sign the Credit/procurement card Agreement.

Purchasing Guidelines & Limits

Overview

The Town of Beacon Falls allows only General Fund related purchases to be made using the credit/procurement card. Special/restricted funds related purchases are prohibited. All purchases must be made in compliance with town purchasing policies, the guidelines set forth in this policy, and State Law. Any violation will result in disciplinary action that may include termination of employment. Only the authorized employee may use the credit/procurement card and no authority is permitted or conferred to the employee for the delegation of the credit/procurement card use. Each employee may be designated a credit limit for monthly purchases, daily purchase credit limit, single purchase credit limit or other use restriction at the discretion of the First Selectman. Intentional circumvention of these limits is strictly prohibited. This includes splitting a transaction amount with the same vendor or multiple vendors for purchases that would otherwise exceed the employee's limits. The Town of Beacon Falls may perform periodic audits electronically and manually to verify adherences to this policy.

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TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

XVII. REVISION HISTORY

Initial approval:	January 14, 2016
Revision 1:	July 10, 2016 – revised Fund Balance to conform with GASB 54
Revision 2:	March 13, 2017 – revision of bid requirements; addition of \$10,000 to \$20,000 tier requiring less stringent bidding process
Revision 3:	<p>June 9, 2020 – revision to all sections of manual. Highlights are below:</p> <ul style="list-style-type: none"> • Numerous formatting improvements • New section named “Chart of Accounts” • New section named “Ethics” • New section named “Petty Cash” • New section named “Cash Drawers” • New section named “Credit/Procurement Cards” • Numerous additions to existing sections (including but not limited to) <ul style="list-style-type: none"> ○ Added ACH policy to the Cash Management section ○ Added capital asset type definitions to the Capital Assets section ○ Added RFQ/RFP/ITB/RFI/SOW purchasing language, indebtedness resolution language, and ethics language to Procurement section ○ Added OPEB requirements under the Annual Audit section ○ Added new insurance information to Risk Management section ○ Clarified that the manual applies to both employees AND volunteers who get involved in fiscal tasks • Addendums (A-I) added with various required forms and additional guidelines
Revision 4:	September 15, 2020 – revision to Cash Drawers Chapter (Chapter X) and Addendum E-TC (corresponding form) for the Tax Collection Department
Revision 5:	<p>October 13, 2010:</p> <ul style="list-style-type: none"> • Chapter III - Budgeting: insertion of Connecticut General Statute language. • Chapter XI - Credit/Procurement Cards: addition of Park Ranger

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TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

Revision 6: January 7, 2021:

- Chapter XI - Credit/Procurement Cards: increase Finance Manager limit from \$7k to \$10k
- Chapter VI – Risk Management: section entitled “Insurance Claim Procedure” added

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Joint BOS & BOF FY22 Budget Schedule - 1.5.21 DRAFT

To be discussed/approved at 1/11 and 1/12 BOS & BOF Meetings



Date/Time/Location	Description/Responsibility
November and December 2020 BOS and BOF meetings	Proposed timeline, method (Zoom) and approach (Sharepoint) presented by Finance. Workshop night selected by BOS & BOF.
January 11 th and 12 th , 2021 7pm	Final Draft Workshop Schedule published at regular monthly BOS and BOF meetings. Draft shared with staff the week beforehand to ensure availability. Zoom Workshop schedule and agendas advertised on town website for public notice and participation.
January 26, 2021 7-9pm	<p>INITIAL HIGH LEVEL OVERVIEW Zoom Workshop</p> <p>ALL staff department heads and commission/board/committee chairs in attendance to give a 5-minute high-level overview of their request. No formal presentations - just verbal. Highlight important requests. Consultants are excluded from this meeting. BOF & BOS members will record any specific questions or thoughts for the future in-depth presentations.</p>
February 16, 2021 7-9pm	<p>IN-DEPTH Zoom Workshop #1</p> <ol style="list-style-type: none"> 1. Fire & EMS/Fire Marshal: Brian DeGeorge, Cal Brennan & Jamie Weid 2. Library: Liz Setaro 3. Building/Land Use: Jim Baldwin & Mike Mormile 4. P&Z: Don Molleur <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below)</i></p>
February 23, 2021 7-9pm	<p>IN-DEPTH Zoom Workshop #2</p> <ol style="list-style-type: none"> 1. Public Works/Town Garage/Safety: Rob Pruzinsky & Jamie Gracy & Custodial: Peter Colon 2. Parks and Recreation: Steve Moffatt, Bob Egan & Allan Bayansky 3. Conservation/Open Space: Bruce Burritt/Kristen Jablonski 4. Emergency Management/Public Safety: Jeremy Rodorigo <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below)</i></p>
March 16, 2021 7-9pm	<p>IN-DEPTH Zoom Workshop #3</p> <ol style="list-style-type: none"> 1. Registrar: Kathy Grace & Jessica Krenesky 2. Police: Humberto Henriques 3. Senior Center/Nurse/Minibus: ___/Sue Mis/Kim Stevens 4. IWWC: John Smith 5. Animal Control: Patirick Dionne <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below)</i></p>

Joint BOS & BOF FY22 Budget Schedule - 1.5.21 DRAFT

To be discussed/approved at 1/11 and 1/12 BOS & BOF Meetings



Date/Time/Location	Description/Responsibility
March 23, 2021 7-9pm	<p>IN-DEPTH Zoom Workshop #4</p> <ol style="list-style-type: none"> 1. Tax Collector: Jen Bilsky 2. Assessor: June Chadderton (include Munival?) 3. Wastewater Treatment Plant: Tom Carey 4. WPCA: Jeff Smith & Rob Pruzinsky 5. Hydrants: Tom Pratt <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below)</i></p>
April 20, 2021 7-9pm	<p>IN-DEPTH Zoom Workshop #5</p> <ol style="list-style-type: none"> 1. Region 16: Tony DiLeone and Michael Yamin 2. Information Technology: Novus Insight 3. Human Resources: McInniss 4. Economic Development Commission: Jack Betkoski 5. Misceallaneous: placeholder for anyone missed/scheduling conflicts <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below)</i></p>
April 27, 2021 7-9pm	<p>BOS & BOF ONLY Zoom Workshop #1</p> <p>Finance, BOS, and BOF review cross-departmental items and revenue items. Lingerig discussions about presentations made in Workshops #1-5.</p> <p><i>*Public Comment/Questions regarding the material presented above due by the date/time of the next meeting (below)</i></p>
May 4, 2021:	Final budget draft posted by Finance Department to the website for public viewing and comments/questions.
May 11, 2021:	Public comment and questions due by 7pm via our email to Finance Manager.
May 12, 2021:	All comments/questions will be posted publicly in one document on the website by 5pm.
May 13, 2021:	Answers to comment/questions will be posted by 5pm.
May 18, 2021 7-9pm	<p>BOS & BOF ONLY Zoom Workshop #2</p> <p>BOS and BOF discuss public comments received and incorporate as-permitted in a final version for voting the following month.</p>
June 14, 2021 7-9pm	BOS to vote to approve the final budget at their regular meeting (via Zoom).
June 15, 2021 7-9pm	BOF to set the mill rate at their regular meeting (via Zoom).

NOTES:

*The public and staff will be welcome to attend all meetings above. We are simply naming them separately so everyone understands what the focus of each meeting is intended to be.

*Formal presentations are expected by staff. Screen-sharing capability will be offered to all staff/volunteers if desired. Or Finance will display the department's materials for them. More details to follow on this by the beginning of February.

*This schedule is subject to change (with written notice in advance). Additional BOS/BOF ONLY work sessions may need to be interspersed between presentation nights, for example.

Town of Beacon Falls

Master Fee Schedule



Last Edit: January 7, 2021

Introduction

The purpose of this document is to gather all Town of Beacon Falls fees that currently exist and publish them in one place in a “Master Fee Schedule”. Over the years, some fees have been established by ordinance while others have not. No current fee amounts have been amended with this January 2021 publication. All fees will be under evaluation for updates in FY21 by their respective staff and/or boards, commissions or committees. The Ordinance Committee (with assistance from staff and other boards/commissions/committees) will examine ordinances where existing fees are recorded and will amend as necessary with guidance from the Town Attorney. The Town anticipates revisions to fees (as appropriate) at the commencement of FY22 (July 2021), barring holding any required Town hearings for ordinance revisions or creations.

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Town-Wide Fees

<u>Fee Description:</u>	<u>Fee Amount:</u>
Credit Card Fee Convenience Fee	2.5% (\$2.00 minimum) Fee charged by Point and Pay
E-Check Flat Fee Convenience Fee	\$2.00 Fee charged by Point and Pay
Visa Debit Convenience Fee	\$3.95 Fee charged by Point and Pay
Notary Fee (available @ Library, Tax & Clerk)	\$0
Land related records (Clerk, Assessor, Land Use/Building)	\$1.00
FOIA Copies (State administered; https://portal.ct.gov/DEEP/About/FOIA-Requests)	<ul style="list-style-type: none"> • \$0.25/page. • certified copies: \$1.00 for 1st page \$0.50 for subsequent pages. • Existing electronic documents: \$0 • If cost exceeds \$10, customer must pre-pay

Departments

Animal Control

<u>Fee Description:</u>	<u>Fee Amount:</u>
Failure to Vaccinate a Pet	\$136.00 (state law)
Allowing a Dog to Roam	\$92.00 (state fee)
Animal Adoption Fee	<ul style="list-style-type: none"> - \$50.00 (sterilization fee) - \$50.00 for male cats - \$70.00 for female cats - \$100.00 for male dogs - \$120.00 for female dogs
Neutered/Spayed Dogs License	\$8.00
Non-Neutered/Spayed Dogs License	\$19.00
Late Licensing Policy	\$1.00 per month or fraction thereof

Transfer of Ownership	\$1.00 for new license tag if license already exists
Lost Tag	50¢
Change of Residence (Town)	50¢
Kennel License	\$50.00 (plus 10¢ per tag for 10 tags) \$100.00 (10¢ per tag for more than 10 tags)
Guide Dog	Free

Building

<u>Fee Description:</u>	<u>Fee Amount:</u>
Inspection Fee, Post-Construction Permits	\$15 per 1,000 square feet
State Education Fee	26¢ per 1,000 square feet
Commercial Permit	\$20 per 1,000 square feet
Commercial Plan Review	\$150 minimum
Fire Marshal Commercial Plan Review	\$75 minimum
Residential Permit	\$15 per 1,000 square feet

Fire Marshal

<u>Fee Description:</u>	<u>Fee Amount:</u>
<u>Permit/Certification Fees:</u>	
- Liquor	\$100.00
- Daycare	\$75.00
- Healthcare	\$500.00
- Large Board & Care	\$500.00
- Small Board & Care	\$100.00
- Theater	\$300.00
- Tank Truck	\$15.00

- Tank Truck	\$15.00
- Burning	\$15.00
- Blasting	\$60.00
- Building Permit Inspection without Plan Review	\$50.00
- Food License Inspection	\$50.00
<u>Information Fees</u>	
- Fire Investigation Report	\$25.00
- Codes, Standards, Misc.	25¢
- Photos	\$1 each
<u>Special Plan Review</u>	
- Kitchen Suppression	\$50.00
- Computer Suppression	\$50.00
- Hood & Duct System	\$50.00
- Other	\$50.00
<u>Annual Inspections</u>	
- Residential	\$50.00
- Commercial	\$100.00
<u>Plan Review</u>	
- <2,000	\$50.00
- 2,000 - 4,999	\$100.00
- 5,000 - 9,999	\$250.00
- 10,000 - 49,999	\$500.00
- 50,000 - 74,999	\$1,000.00
- 75,000 - 99,999	\$2,000.00
- 100,000 - 149,000	\$3,000.00

- 150,000 - 199,000	\$5,000.00
- 200,000 or >	\$8,000.00
<u>Fire Alarm/Detection</u>	
- <5,000	\$75.00
- 5,000 - 9,999	\$150.00
- 10,000 - 49,999	\$300.00
- 50,000 - 74,999	\$400.00
- 75,000 - 99,999	\$800.00
- 100,000 - 149,999	\$1,200.00
- 150,000 - 199,000	\$2,000.00
- 200,000 or >	\$3,200.00
<u>Sprinkler System</u>	
- <5,000	\$75.00
- 5,000 - 9,999	\$150.00
- 10,000 - 49,999	\$300.00
- 50,000 - 74,999	\$400.00
- 75,000 - 99,999	\$800.00
- 100,000 - 149,000	\$1,200.00
- 150,000 - 199,000	\$2,000.00
- 200,000 or >	\$4,000.00

First Selectman

<u>Fee Description:</u>		<u>Fee Amount:</u>		
Peddler Permit		\$50-\$200 (depending upon peddling type)		
<u>Raffles</u>				
<u>Class</u>	<u>Amount</u>	<u>Description</u>	<u>Length</u>	<u>Frequency</u>
<u>Class I</u>	\$75.00	Max. Aggregate Prize Total of \$15,000	Max. Time 3 Months	Allowed 1 Per Year
<u>Class II</u>	\$30.00	Max. Aggregate Prize Total of \$2,000	Max. Time 2 Months	Allowed 3 Per Year
<u>Class IV</u>	\$15.00	Max. Aggregate Prize Total of \$100	Max. Time 1 Month	Allowed 1 Per Year
<u>Class V</u>	\$120.00	Max. Aggregate Prize Total of \$50,000	Max. Time 9 Months	Allowed 5 Per Year
<u>Class VI</u>	\$150.00	Max. Aggregate Prize Total of \$100,000	Max. Time 12 Months	Allowed 5 Per Year

Library

<u>Fee Description:</u>	<u>Fee Amount:</u>
Late DVD/Pass Fee	50¢ per day
Lost DVD/Book/Pass Fee	Depends on value

Parks & Recreation

<u>Fee Description:</u>	<u>Fee Amount:</u>
<u>Pent Road Pavilion Rental Fee (6hr max.)</u>	
- Resident Fee	\$125.00
- Non-Resident Fee	\$200.00

- Non-Profit Organization Fee	\$125.00 (May be waived upon approval)
<u>Recreation Complex (6:00am - 9:30pm)</u>	
- Fields (non-resident)	\$75.00 per game (\$37.50 per team) \$20.00 per lighted field per day (dusk - 9:30 pm)
<u>Matthies Park Pavilion (residents only)</u>	\$50.00

Police Department (Traffic Authority)

<u>Fee Description:</u>	<u>Fee Amount:</u>
Police Private Duty Weekday (includes hourly, fringe, and fraction of fuel/vehicle usage)	\$104.00 (hourly)
Police Private Duty Weekend/Holiday (includes hourly, fringe, and fraction of fuel/vehicle usage)	\$127.00 (hourly)
Non-Profit/School Flat Rate (includes hourly, fringe, and fraction of fuel/vehicle usage)	\$77.11 (hourly)
Pistol Permit (subject to change by State); other state fees accompany but are payable to State	\$70.00
Parking Ticket – Group 1 offenses	\$5.00
Parking Ticket – Group 2 offenses	\$10.00
Parking Ticket – Group 3 offenses	\$15.00
Parking Ticket – Group 4 offenses	\$25.00
Parking Ticket Penalty	Any fine that is not paid within 7 calendar days will result in a penalty in an amount equal to the fine shall immediately become due
Moving traffic violations, etc.	State administered; varies by violation

Public Works

<u>Fee Description:</u>	<u>Fee Amount:</u>
Road Opening Permit	\$25.00
Bulky Waste/Transfer Station Sticker	\$2.00
<u>Transfer Station</u>	
- Freon Items (Refrigerator/Freezer, A/C units, Dehumidifiers)	\$10.00
- Tires (Small/Car)	\$5.00
- Tires (Large Truck/Oversized)	\$10.00
- Propane Tanks	\$5.00

Senior Services

<u>Fee Description:</u>	<u>Fee Amount:</u>
<u>Food</u>	
- Lunch every Wednesday at Noon	\$5.00 per meal
- Special Lunch every 3rd Wednesday by a Certified Cook	\$10.00 per meal
- 2nd & 4th Thursdays of each month	\$2.50 Hot Dogs
<u>Senior Center Membership</u>	
- Residents	\$7.00 (yearly)
- Non-Residents	\$10.00 (yearly)

Tax Collector

<u>Fee Description:</u>	<u>Fee Amount:</u>
Tax Interest Fee, Sewer Interest and Water Interest Fee	- 1.5% monthly - 18% per year on unpaid principal balance

Lien Fee	\$24.00 on Real Estate property placed on land records (June) on any delinquent Real Estate
Warrant Fee	\$6.00 one-time fee placed on any warrant issued to State Marshal
Marshal Collection Fee	15%
Taxserv Capital Collection Fee	15%
Sewer Assessment Bonded Interest Fee	4.75%
Water Assessment Fee	4.63%

Town Clerk

<u>Fee Description:</u>	<u>Fee Amount:</u>
Full-Size Birth Certificate	\$20.00 each
Wallet Size Birth Certificate	\$15.00 each
Death Certificate	\$20.00 per copy
Marriage Certificate	\$20.00 per copy
<u>Foreclosure Forms</u>	
- Initial Filing of Registration form	\$60.00
- Registration for Property Acquired Through Foreclosure	\$60.00
- Updated Registration for Property Acquired Through Foreclosure	\$60.00
- FOI Copy Fee	\$1.00 per page

Wastewater Treatment Plant

<u>Fee Description:</u>	<u>Fee Amount:</u>
<u>Sewer Permits</u>	
- Permit Application Fee	\$35
- Connection Fee (for new hookups (residential))	\$4,000
<u>Septic Permits</u>	
- Septic Permit for Disposal	\$0

Boards & Commissions

Inland Wetlands Commission

<u>Fee Description:</u>	<u>Fee Amount:</u>	<u>Other Cost:</u>
Application Fee	\$80	Breakdown: \$58.00 to State and \$22.00 to Town
Building Permit Application Review	\$80	
Wetland Delineation Review (upload)	\$50 per acre	\$500 for public hearing (if required); \$200 for each public hearing continuance
Wetland Delineation Review (wetland/watercourse area)	\$100 per acre (\$350 minimum)	\$500 for public hearing (if required); \$200 for each public hearing continuance
Review of Activity (upland, within 100 feet of wetland)	\$150 per 1,000 square feet or portion thereof (\$450 minimum)	\$500 for public hearing (if required); \$200 for each public hearing continuance
Review of Activity (wetland/watercourse area)	\$300 per 1,000 square feet or portion thereof	\$500 for public hearing (if required); \$200 for each public hearing continuance

Road Layout Review (if wetland/watercourse delineation review was previously approved; if no inspection is required)	\$200 per lot	\$500 for public hearing (if required); \$200 for each public hearing continuance
Map Revision (following a previous approval)	\$50	
Final Site Inspection	\$50 per lot	
State Fee	\$60	

Planning & Zoning Commission

<u>Fee Description:</u>	<u>Fee Amount:</u>	<u>Other Cost:</u>
<u>General</u>		
- Certificate of Zoning Compliance Application for Unattached Structures	\$25	
- Certificate of Zoning Compliance Application for Additions and In-Ground Swimming Pools	\$50	
- Zone Change Application	\$1,000	\$200 for each public hearing continuance
- Request for Change of Zoning or Subdivision Regulations	\$1,000	\$200 for each public hearing continuance
- Request for Non-Conforming Use	\$1,000	\$200 for each public hearing continuance
- Special Exception	\$500	Cost per site plans (see below); \$200 for each public hearing continuance
- Road Fee	\$0.50 per linear feet of new road	

- Flood plain review	\$500	
- Excavation and grading permit	\$500 flat-fee; \$50 per 1,000 cubic yards to be excavated	
- Earth products processing permit	\$250	
<u>Commercial and Industrial</u>		
- Certificate of Zoning Compliance for New Starts	\$100	
- Site Plan Review	\$0.10 per square foot of new building (\$500 minimum)	
- Driveway Permit	\$250	
<u>Residential</u>		
- Certificate of Zoning Compliance for New Starts	\$7	
- Site Plan Review	\$250 per unit	
- Subdivision Permit	\$400 per lot; \$0.50 per linear foot of new road proposed within subdivision	\$500 for public hearing (if required); \$200 for each public hearing continuance
- Driveway Permit (single-family)	\$25	
- Driveway Permit (other residential)	\$100	