

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: February 6, 2020
Subject: January Monthly Report – Finance Office



GENERAL:

- Our two **high school interns** have one or two more months with us and then their program is complete. We will be pursuing a summer college intern.
- **Financial Policy Manual:** on hold until RFPs are posted, grants are written and budget draft is compiled. Most likely can start dedicating time in May.
- **Active RFQ/RFPs:** 20-3 (On-Call Engineering Services) was awarded to Milone & MacBroom. Projects transition has been the main focus. 20-4 (SCADA) work to begin in early February.
 - Agreement is also being drafted with DeCarlo & Doll outside of this RFP for on-call engineering services and special projects.
- **Drafting two (2) RFQ/RFPs** (confidential until released). One of which is in conjunction with an outside consultant, who is actively working on the specifications for us. They are almost complete.
- **CRPC:** the ammunition/fingerprinting supplies and bituminous/curb mix quantities CRPC deadline extended from 1/22/20 to 2/6/20.
- **Audit** presentation takes place this evening. No written internal controls sections – they will go over their small handful of comments verbally.
- **Remote clocking:** we purchased 20 licenses of remote time clocking and are piloting it with PW, Police & Fire employees shortly.
- **BHC Station 2 oil tank removal/gym:** the cleaning and vacuuming was coordinated by BHC without a PO. Everything on hold until a meeting takes place with Julie Thomas at State DOT Rail Division. Set to occur the first week of February.
- **Quarterly meeting with Liberty:** met with their newly hired Government Banking Relationship Manager. She informed us that we have been getting both interest and earnings credits (0.20%) on all of our accounts, which should not have been happening. It is considered double-dipping. Our 2.45% interest rate (STIFF) expired on 12/31/19 and will drop to 2.25% as of February, followed by 10 basis points per month until we reach the current STIFF rate of 1.75%. Discussion ensued about account structure and types, sweep minimums and activity levels.
- **HR/Staffing:** we assisted as needed with the retirement of the Assistant Tax Collector, hiring/onboarding of a new Assistant Tax Collector, and the transition related to the resignation of the Tax Collector.
- **2008 Ford Expedition:** the police's SUV that we had an issue disposing over the summer sold at auction via Municibid. Pick-up/payment currently being coordinated.
- **Fire Department E450 Ford Econoline Van:** Subsequent to your meeting, the purchase has moved forward and Finance Office will ensure vehicle is properly insured.

BUDGET/PAYABLES/RECEIVABLES/PROJECTS:

- **FY21 Budget:** templates were created (operating & capital) and sent out to all department heads and board/commission/committee chairs. Notices were also sent to our main consultants. Began to schedule presenters on the budget workshop dates (3/4, 3/5, 3/12, 3/17)

& 3/19). Meetings with competitors have begun and research will continue until first draft of budget is completed.

- **Supplemental motor vehicle:** \$238,518 billed January 1st – this will be the first time utilizing the separate revenue account code we established in FY20. \$146,494 (or 79%) of that was collected already. \$185,000 was budgeted.
- **Annual mandated state reporting:** we filed our Uniformed Chart Of Accounts (UCOA) and Municipal Spending Cap reports were completed before the deadlines.
- **Monitored Lines:** A summary of **23 budget lines** that are past the traditional YTD spending is being presented to make the boards aware that they are being monitored. These are highlighted in the EE&A as well. This has remained the **same from last month**.
 - **Spending freeze** memo was sent out to all staff on 1/27 freezing a total of 12 lines. There were 2 additional emergency/mandated lines that were highlighted but not frozen.
- **Region 16:** ECS was adjusted by Region 16 to reflect actual receipts. Expenditure schedule remained the same. \$114,660 that was not budgeted for. Meeting to occur in near future. A Town Meeting to appropriate the funds may need to be scheduled.
- **10-Year Capital Plan:** updated draft to be provided in March as our budget workshops begin.
- **Road/infrastructure updates:**
 - **Waste-Water Treatment Plant (WWTP):** First Selectman instructed consultant to move forward with an electrical system upgrade and generator ONLY task order.
 - **Skokorat Rd.:** Aquarion credit discussion still outstanding?
 - **Burton Road wall repair/sidewalk:** Budget from Nafis & Young's subcontractor should be relinquished to new engineer(s).
 - **Beacon Valley Rd.:** New engineer(s) working on road and bridge plans. Still waiting on prior engineer to relinquish their work.

GRANTS:

- **FEMA Tornado reimbursement:** Still no determination letter for Cat A (\$380,719.01). First Selectman contacted Dana Conover. Unfortunately, no changes; unsure of when the review will be completed, and a funding decision will be made. We were told we do not want to be too persistent. A Town Meeting to appropriate the funds should be scheduled.
 - The draft After-Action Review (AAR): 1/9/20 deadline for input extended to 2/27/20.
- **2019 EMPG:** still have yet to hear back on application submitted 1/2/20. Not uncommon.
- **FFY2019 AFG grant:** FEMA application will open 2/3-3/13/20. I have been working with BHC to prepare/draft in advance as much as possible and will continue to do so throughout the month.
- **2019 Katharine Matthies Foundation:**
 - **Fire:** reimbursement payment (in-full) received from grantor.
 - **Senior Center:** reimbursement payment (in-full) received from grantor. Electrical issue identified; electrician installed plug. Computer installation now set to occur 2/1 by MIST LLC. Computer classes may be planned Feb./Mar. to use balance of grant remaining.
 - **Parks:** reimbursement payment (in-full) received from grantor. Content development for the signs is in progress and led by Captain Al. Plates being ordered for all signs to endorse the foundation as the grantor.

- **2020 Connecticut Community Foundation and WCAAA Grant** – Pathways for Older Adults and senior services. CCF Grant is due 2/10/2020 and WCAAA is due 3/8/2020. We are applying for both grant programs to support the mini bus program.
- **2019 PURA PEGPETIA Grant:** First Selectman is putting his televised public meetings project on hold for a little to prioritize other projects. We therefore did not apply for this grant.
- **FFY20 DOT BUILD:** application cycle should open soon. Had a debriefing conference call with the grantor this month about our FFY19 application. 666 applications were received totaling \$9.6B. 207 of the 666 made it to the senior level of review, including our application! We know how to improve our technical score if we are applying this round.

Attachments:

- Lines to Monitor
- January - Actual & Estimated Revenue
- January - Expenditures, Encumbrances & Appropriations

TOWN OF BEACON FALLS
FY20
TRANSFERS FOR 2/10/20 BOS & 2/11/20 BOF MEETINGS

02/06/2020

NONE

TOWN OF BEACON FALLS

FY20

LINES TO MONITOR

Line #	Description	Budgeted Amount	Unencumbered		Percent Used as of	New Information From Last Month
			Balance as of 1/31/20	1/31/20		
1	10.90.03.1070 BOARD & COMMISSION CLERKS	\$ 10,000.00	\$	3,761.25	62.39% Increased	
2	10.90.03.1078 LEGAL NOTICES	\$ 4,000.00	\$	910.00	77.25% Increased	
3	10.90.03.1140 MISC. REPAIRS/BUILDING MAINTENANCE	\$ 12,000.00	\$	890.86	92.58% Increased	
4	10.90.29.1011 WAGES - DPTY REGISTRARS	\$ 1,500.00	\$	(130.00)	108.67% Constant	
5	10.90.29.1176 OFFICE SUPPLIES	\$ 1,500.00	\$	647.92	56.81% Constant	
6	10.90.44.1060 SOFTWARE & IT	\$ 8,000.00	\$	587.65	92.65% Decreased (encumbrance liquidated)	
7	10.90.44.1436 BUILDING EQUIP-MAINT & REPAIRS	\$ 6,500.00	\$	904.92	86.08% Constant	
8	10.90.44.1466 EQUIPMENT MAINTENANCE	\$ 8,500.00	\$	1,482.06	82.56% Increased	
9	10.90.44.1471 MANDATORY VEHICLE AND EQUIPMENT	\$ 15,000.00	\$	2,706.17	81.96% Constant	
10	10.90.44.1490 PHYSICALS/HEALTH & WELLNESS	\$ 17,000.00	\$	3,520.00	79.29% Increased	
11	10.90.44.1553 DEPARTMENTAL SUPPLIES - AMBULANCE	\$ 18,000.00	\$	4,777.49	73.46% Increased	
12	10.90.53.1049 WAGES - OVERTIME	\$ 47,000.00	\$	1,639.06	96.51% Increased	
13	10.90.53.1130 TELEPHONE	\$ 4,500.00	\$	832.46	81.50% Increased	
14	10.90.53.1585 VEHICLE REPAIRS	\$ 12,000.00	\$	5,085.56	57.62% Increased	
15	10.90.53.1620 BUILDING OPS & MAINTENANCE	\$ 13,000.00	\$	5,073.45	60.97% Increased	
16	10.90.55.1020 MILEAGE	\$ 500.00	\$	199.56	60.09% Constant	
17	10.90.59.1550 DEPARTMENTAL EQUIPMENT	\$ 12,000.00	\$	762.25	93.65% Increased	
18	10.90.59.1713 TREE WORK	\$ 18,000.00	\$	1,981.78	88.99% Constant	
19	10.90.61.1130 TOWN GARAGE TELEPHONE	\$ 4,400.00	\$	1,497.05	65.98% Increased	
20	10.90.65.1750 BULKY WASTE TRANSFER	\$ 36,000.00	\$	8,330.16	76.86% Constant	
21	10.90.67.1785 MANADATED TOXICITY TESTING	\$ 16,000.00	\$	3,805.73	76.21% Constant	
22	10.90.69.1060 COMPUTER SUPPORT	\$ 3,900.00	\$	548.76	85.93% Constant	
23	10.90.71.1705 PARKS VEHICLE MAINTENANCE	\$ 2,000.00	\$	720.74	63.96% Increased	

Date: 02/06/2020

Time: 3:59:39PM

Statement of Expenditures, Encumbrances & Appropriations

User: NATASHA

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Town of Beacon Falls

For Period Ending 01/31/2020

Selecting on FUND from 10 to 10

ACCOUNT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.01.1010							
FIRST SELECTMAN SALARY	52,181.00	52,181.00	4,583.33	29,459.11		22,721.89	56.46
10.90.01.1011							
WAGES - SELECTMAN	12,896.00	12,896.00	1,125.00	7,303.75		5,592.25	56.64
10.90.01.1012							
WAGES - SELECTMAN	12,896.00	12,896.00	1,125.00	7,303.75		5,592.25	56.64
10.90.01.1013							
GRANT WRITER	7,500.00	7,500.00	391.68	2,258.52		5,241.48	30.11
10.90.01.1014							
HUMAN RESOURCES SPECIALIST	32,450.00	32,450.00	3,099.25	23,304.63		18,755.37	55.41
10.90.01.1020							
FIRST SELECTMAN'S SECRETAR	42,060.00	42,060.00	173.12	1,442.90		1,057.10	57.72
10.90.01.1220							
FIRST SELECTMAN'S EXPENSES	2,500.00	2,500.00	10,497.38	80,876.79		81,606.21	49.78
Totals for Department:	162,483.00	162,483.00	10,497.38	80,876.79		81,606.21	49.78
01 (SELECTMAN)							
10.90.03.1040							
WAGES - CUSTODIAN	36,590.00	36,590.00	2,865.40	20,720.17		15,869.83	56.63
10.90.03.1049							
WAGES - OVERTIME CUSTODIAN	1,000.00	1,000.00	120.23	508.75		491.25	50.88
10.90.03.1070							
BOARD & COMMISSION CLERKS	10,000.00	10,000.00	719.00	6,238.75		3,761.25	62.39
10.90.03.1071							
BOARD & COMMISSION EXPENSE	1,000.00	1,000.00	100.00	175.00		825.00	17.50
10.90.03.1078							
LEGAL NOTICES	4,000.00	4,000.00	336.40	3,089.85		910.15	77.25
10.90.03.1080							
POSTAGE	3,000.00	3,000.00	340.58	1,341.69		1,658.31	44.72
10.90.03.1090							
OFFICE SUPPLIES	9,000.00	9,000.00	738.77	4,574.08	402.50	4,023.42	55.30
10.90.03.1105							
COMPUTER-TECHNICAL SUPPRT	32,560.00	32,560.00	2,280.00	16,847.17	11,400.00	4,312.83	86.75
10.90.03.1110							
HONOR ROLL MEMORIAL	600.00	600.00		120.00		480.00	20.00
10.90.03.1120							
UTILITIES - ELECTRICITY	7,000.00	7,000.00	492.92	2,662.08		4,337.92	38.03
10.90.03.1121							
ELECTRICITY - SOLAR GENERATI	50,000.00	50,000.00	1,389.42	22,321.67		27,678.33	44.64

Statement of Expenditures, Encumbrances & Appropriations

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Selecting on FUND from 10 to 10

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10.90.03.1122	UTILITIES - HEAT & WATER	6,000.00	6,000.00	955.92	2,803.58		3,196.42	46.73
10.90.03.1130	TELEPHONE	21,000.00	21,000.00	2,264.25	9,340.86		11,659.14	44.48
10.90.03.1140	MISC. REPAIRS/BUILDING MAINT	12,000.00	12,000.00	79.38	8,725.14	2,384.00	890.86	92.58
10.90.03.1160	ELEVATOR SERVICE AGREEMEN	3,400.00	3,400.00	242.05	1,652.05	1,167.95	580.00	82.94
10.90.03.1167	MILEAGE & TOWN CAR MAINT.	2,000.00	2,000.00	78.47	903.31		1,096.69	45.17
10.90.03.1495	EDUCATION/TRAINING	5,500.00	5,500.00		2,572.99		2,927.01	46.78
10.90.03.1600	ALARM SYSTEM MONITORING	7,050.00	7,050.00	608.49	2,850.42	1,024.95	3,174.63	54.97
Totals for Department: 03 (TOWN HALL)		211,700.00	211,700.00	13,611.28	107,447.56	16,379.40	87,873.04	58.45
10.90.05.1010	WAGES - TOWN CLERK	5,400.00	5,400.00	500.00	2,900.00		2,500.00	53.70
10.90.05.1020	WAGES-ASST.TOWN CLERK P/T	24,700.00	24,700.00	1,782.83	10,955.72		13,744.28	44.36
10.90.05.1042	WAGES - ASST. TOWN CLERK	44,717.00	44,717.00	3,423.00	24,853.45		19,863.55	55.58
10.90.05.1170	TOWN CLERK EXPENSES	5,000.00	5,000.00		1,444.41		3,555.59	28.89
10.90.05.1175	ELECTION EXPENSES	1,500.00	1,500.00		662.32		837.68	44.15
10.90.05.1180	MICRO FILM RECORDS	20,560.00	20,560.00	1,555.00	10,969.17	7,775.00	1,815.83	91.17
10.90.05.1190	LEASE-PURCH COPIER	2,000.00	2,000.00	57.50	449.81	402.50	1,147.69	42.62
10.90.05.1195	RECORDS/BOOKS	4,000.00	4,000.00		1,355.81		2,644.19	33.90
10.90.05.1210	MAP PRINTER MAINT. & SUPPLIE	600.00	600.00				600.00	
10.90.05.1405	VITAL STATISTICS	200.00	200.00				200.00	
10.90.05.2155	GENERAL CODE	1,200.00	1,200.00			1,200.00		100.00

Statement of Expenditures, Encumbrances & Appropriations

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Selecting on FUND from 10 to 10

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Totals for Department: 05 (TOWN CLERK)							
	109,877.00	109,877.00	7,318.33	53,590.69	9,377.50	46,908.81	57.31
10.90.07.1010 WAGES - TAX COLLECTOR	40,921.00	40,921.00	3,342.69	21,587.41		19,333.59	52.75
10.90.07.1020 WAGES - ASST. TAX COLLECT	47,684.00	47,684.00	4,855.83	29,470.86		18,213.14	61.80
10.90.07.1049 WAGES - OVERTIME	500.00	500.00	19.17	95.85		404.15	19.17
10.90.07.1060 COMPUTER SUPPORT	6,300.00	6,300.00		6,025.00	252.00	23.00	99.63
10.90.07.1061 COMPUTER SVCS - PRINTING	10,200.00	10,200.00	1,022.79	8,168.86		2,031.14	80.09
10.90.07.1220 MISCELLANEOUS EXPENSES	6,000.00	6,000.00	90.79	1,190.55		4,809.45	19.84
Totals for Department: 07 (TAX COLLECTOR)	111,605.00	111,605.00	9,331.27	66,538.53	252.00	44,814.47	59.85
10.90.09.1010 WAGES - TREASURER	12,896.00	12,896.00	1,125.00	7,303.75		5,592.25	56.64
Totals for Department: 09 (TREASURER)	12,896.00	12,896.00	1,125.00	7,303.75		5,592.25	56.64
10.90.11.1020 WAGES - BLDG INSPECTOR	34,426.00	34,426.00	2,708.40	18,885.60		15,540.40	54.86
10.90.11.1130 BUILDING INSPECTOR PHONE	625.00	625.00	84.68	254.38		370.62	40.70
10.90.11.1167 BUILDING INSPECTOR MILEAGE	2,500.00	2,500.00	277.63	1,450.97		1,049.03	58.04
10.90.11.1220 MISCELLANEOUS EXPENSES	2,000.00	2,000.00		369.74		1,630.26	18.49
Totals for Department: 11 (BUILDING DEPT)	39,551.00	39,551.00	3,070.71	20,960.69		18,590.31	53.00
10.90.13.1045 WAGES - LONGEVITY	8,400.00	8,400.00		7,500.00		900.00	89.29
10.90.13.1047 WAGES-PILO HEALTH INS.	9,000.00	9,000.00				9,000.00	

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For Period Ending 01/31/2020

Selecting on FUND from 10 to 10

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10.90.13.1235	WAGE SALARY ADJUSTMENTS	45,000.00	45,000.00	9,906.60	14,828.79		30,171.21	32.95
10.90.13.1240	SOCIAL SECURITY	173,000.00	173,000.00	13,334.00	93,222.23		79,777.77	53.89
10.90.13.1245	MEDICAL INSURANCE	290,000.00	290,000.00	18,469.15	179,530.36		110,469.64	61.91
10.90.13.1246	LIFE INSURANCE	16,000.00	16,000.00	953.26	9,277.15		6,722.85	57.98
10.90.13.1247	DENTAL REIMBURSEMENT	15,000.00	15,000.00	166.24	6,817.43		8,182.57	45.45
10.90.13.1250	PENSION PLAN	388,000.00	388,000.00	16,065.88	280,511.98		107,488.02	72.30
10.90.13.1255	WORKERS COMPENSATION	183,825.00	183,825.00		163,815.00		20,010.00	89.11
10.90.13.1256	FIRE DEPARTMENT INSURANCE	21,700.00	21,700.00		3,653.03		18,046.97	16.83
10.90.13.1595	PW CLOTHING ALLOWANCE	5,000.00	5,000.00	220.43	1,685.92		3,314.08	33.72
	Totals for Department:	1,154,925.00	1,154,925.00	58,783.08	760,841.89		394,083.11	65.88
	13 (EMPLOYEE'S BENEFITS)							
10.90.15.1041	WAGES - CERT. ASSESSOR	63,409.00	63,409.00	4,897.14	35,588.80		27,820.20	56.13
10.90.15.1042	WAGES - CLERK (P/T)	24,410.00	24,410.00	1,898.13	12,691.83		11,718.17	51.99
10.90.15.1060	COMPUTER SUPPORT	9,650.00	9,650.00		9,588.09		61.91	99.36
10.90.15.1061	COMPUTER SVCS - PRINTING	1,470.00	1,470.00		1,300.00	170.00		100.00
10.90.15.1220	OFFICE SUPPLIES	3,500.00	3,500.00	634.83	1,997.81		1,502.19	57.08
10.90.15.1280	GIS (MAPS)	6,800.00	6,800.00	2,500.43	5,700.43	499.57	600.00	91.18
10.90.15.1495	EDUCATION	1,030.00	1,030.00				1,030.00	
	Totals for Department:	110,269.00	110,269.00	9,930.53	66,866.96	669.57	42,732.47	61.25
	15 (BD OF ASSESSORS)							

Statement of Expenditures, Encumbrances & Appropriations

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Selecting on FUND from 10 to 10

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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	29,000.00	29,000.00		21,200.00	7,800.00		100.00
	Totals for Department: 19 (BOARD OF FINANCE)	29,000.00	29,000.00		21,200.00	7,800.00		100.00
10.90.20.1044	WAGES - FINANCE CLERK	48,903.00	48,903.00	3,742.20	27,104.22		21,798.78	55.42
10.90.20.1046	WAGES - FINANCE MANAGER	62,400.00	62,400.00	5,263.20	44,146.52		18,253.48	70.75
10.90.20.1060	COMPUTER SUPPORT	7,700.00	7,700.00		1,803.00		5,897.00	23.42
	Totals for Department: 20 (EXCHANGE GENERAL REVENUE)	119,003.00	119,003.00	9,005.40	73,053.74		45,949.26	61.39
10.90.21.1060	EDC CONSULTANT	48,000.00	48,000.00	2,130.00	16,530.00		31,470.00	34.44
10.90.21.1220	EXPENSES - EDC	1,000.00	1,000.00	28.21	205.63		794.37	20.56
	Totals for Department: 21 (ECONOMIC DEVELOPMENT)	49,000.00	49,000.00	2,158.21	16,735.63		32,264.37	34.15
10.90.23.1041	WAGES - ENFORCEMENT OFFI	3,642.00	3,642.00	237.20	1,378.73		2,263.27	37.86
10.90.23.1305	SOIL CONSERVATION	1,000.00	1,000.00		60.00		940.00	6.00
	Totals for Department: 23 (INLAND WETLANDS)	4,642.00	4,642.00	237.20	1,438.73		3,203.27	30.99
10.90.24.1220	EXPENSES	1,000.00	1,000.00		60.00		940.00	6.00
10.90.24.1806	LAND ACQUISITION/OPEN SPACE	1,000.00	1,000.00		1,000.00			100.00
10.90.24.1807	OPEN SPACE MAINTENANCE	5,000.00	5,000.00				5,000.00	

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Selecting on FUND from 10 to 10

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 24 (CONSERVATION)		7,000.00	7,000.00		1,060.00		5,940.00	15.14
10.90.25.1040	WAGES - ZONING ENFORCEMENT	33,093.00	33,093.00	2,675.27	19,478.82		13,614.18	58.86
10.90.25.1220	EXPENSES	1,500.00	1,500.00	74.92	677.24		822.76	45.15
10.90.25.1402	BLIGHT	100.00	100.00				100.00	
Totals for Department: 25 (PLANNING & ZONING)		34,693.00	34,693.00	2,750.19	20,156.06		14,536.94	58.10
10.90.29.1010	WAGES-REGISTRARS (2)	26,400.00	26,400.00	2,200.00	15,400.00		11,000.00	58.33
10.90.29.1011	WAGES - DPTY REGISTRARS	1,500.00	1,500.00		1,630.00		130.00-	108.67
10.90.29.1031	WAGES - ELECTION WORKERS	6,200.00	6,200.00		3,414.00		2,786.00	55.06
10.90.29.1173	CERTIFICATION & WORKSHOPS	500.00	500.00		60.00		440.00	12.00
10.90.29.1175	REGISTRATION/CONFERENCES	2,600.00	2,600.00		1,232.23		1,367.77	47.39
10.90.29.1176	OFFICE SUPPLIES	1,500.00	1,500.00		852.08		647.92	56.81
10.90.29.1177	MAINT. VOTING MACHINES	1,000.00	1,000.00		800.00		200.00	80.00
10.90.29.1345	ELECTION EXPENSES	5,000.00	5,000.00	43.89	2,473.40		2,526.60	49.47
10.90.29.1355	PRIMARIES	4,000.00	4,000.00				4,000.00	
10.90.29.1360	CANVAS EXPENSES	500.00	500.00				500.00	
Totals for Department: 29 (REGISTRAR OF VOTERS)		49,200.00	49,200.00	2,243.89	25,861.71		23,338.29	52.56
10.90.33.1270	TOWN COUNSEL RETAINER	65,000.00	65,000.00	2,283.73	24,293.88		40,706.12	37.38
10.90.33.1290	ENGINEERING & CONSULTANTS	30,000.00	30,000.00		2,599.94		27,400.06	8.67

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10.90.33.1385	WEBSITE CONSULTANT	2,600.00	2,600.00	2,283.73	26,893.82		2,600.00	27.56
	Totals for Department:	97,600.00	97,600.00				70,706.18	
	33 (PROFESSIONAL FEES)							
10.90.37.1410	PROPERTY & CASUALTY	98,000.00	98,000.00		97,820.00		180.00	99.82
	Totals for Department:	98,000.00	98,000.00		97,820.00		180.00	99.82
	37 (TOWNWIDE INSURANCE)							
10.90.39.1415	REGIONAL COUNCIL GOVTS	3,044.00	3,544.00		3,544.00			100.00
10.90.39.1425	CCM MUNICIPALITIES	3,571.00	3,571.00		3,571.00			100.00
10.90.39.1430	VALLEY COUNCIL/BROWNFIELD	800.00	800.00		800.00			100.00
10.90.39.1440	C.O.S.T. (SMALL TOWNS)	825.00	825.00		825.00			100.00
	Totals for Department:	8,240.00	8,740.00		8,740.00			100.00
	39 (AGENCY MEMBERSHIP)							
10.90.41.1404	MUNICIPAL HISTORIAN	250.00	250.00				250.00	
10.90.41.1405	SESQUICENTENNIAL COMMITTEE	2,000.00	2,000.00		2,000.00			100.00
	Totals for Department:	2,250.00	2,250.00		2,000.00		250.00	88.89
	41 (FIRE HOUSE BLDG)							
10.90.44.1010	WAGES - FIRE CHIEF	12,000.00	12,000.00	1,000.00	8,000.00		4,000.00	66.67
10.90.44.1012	WAGES - FIRE/FM ADMIN ASSIS	3,000.00	3,000.00	250.00	1,750.00		1,250.00	58.33
10.90.44.1030	TELEPHONE	3,800.00	3,800.00	102.49	1,490.32		2,309.68	39.22
10.90.44.1031	EMERGENCY TELEPHONE (911)	17,400.00	17,400.00	2,834.60	12,970.82	1,340.42	3,088.76	82.25
10.90.44.1060	SOFTWARE & IT	8,000.00	8,000.00		7,412.35		587.65	92.65

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10.90.44.1121	ELECTRICITY	10,000.00	10,000.00	792.43	2,544.44		7,455.56	25.44
10.90.44.1122	HEATING FUEL	15,000.00	15,000.00	823.00	4,031.75		10,968.25	26.88
10.90.44.1123	WATER	1,300.00	1,300.00	193.50	637.27		662.73	49.02
10.90.44.1413	FIRE PREVENTION AND SAFETY	3,500.00	3,500.00		3,498.49		1.51	99.96
10.90.44.1435	BUILDING MAINTENANCE	13,500.00	13,500.00	69.56	3,260.50	1,034.00	9,205.50	31.81
10.90.44.1436	BLDG EQUIP-MAINT & REPAIRS	6,500.00	6,500.00	893.80	4,229.38	1,365.70	904.92	86.08
10.90.44.1465	COMM. EQUIP-MAINTENANCE	6,000.00	6,000.00	281.25	281.25		5,718.75	4.69
10.90.44.1466	EQUIPMENT MAINTENANCE	8,500.00	8,500.00	340.36	6,234.82	783.12	1,482.06	82.56
10.90.44.1470	VEHICLE FUEL	10,000.00	10,000.00	788.62	6,351.00		3,649.00	63.51
10.90.44.1471	MANDATORY VEHICLE AND EQU	15,000.00	15,000.00	1,600.00	11,968.83	325.00	2,706.17	81.96
10.90.44.1472	VEHICLE REPAIRS	31,500.00	31,500.00	232.61	12,265.35	1,596.07	17,638.58	44.00
10.90.44.1485	PERSONAL PROTECTIVE EQUIP	22,000.00	22,000.00		10,434.61		11,565.39	47.43
10.90.44.1486	EMS TRAINING	12,000.00	12,000.00	2,284.59	3,483.55		8,516.45	29.03
10.90.44.1487	AIR BOTTLE REPLACEMENT PROC	5,000.00	5,000.00		4,187.00		813.00	83.74
10.90.44.1488	HOSE REPLACEMENT	2,500.00	2,500.00		2,500.00			100.00
10.90.44.1490	PHYSICALS/HEALTH & WELLNES	17,000.00	17,000.00	657.50	13,480.00		3,520.00	79.29
10.90.44.1495	TRAINING	20,000.00	20,000.00	103.66	3,333.66	2,300.00	14,366.34	28.17
10.90.44.1500	SERVICE AWARD PROGRAM	34,500.00	34,500.00		31,788.82		2,711.18	92.14
10.90.44.1552	DEPARTMENTAL SUPPLIES - FD	16,000.00	16,000.00	1,613.06	7,197.24		8,802.76	44.98

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10.90.44.1553							
DEPARTMENTAL SUPPLIES - AMB	18,000.00	18,000.00	1,359.94	13,222.51	8,744.31	4,777.49	73.46
Totals for Department:	312,000.00	312,000.00	16,220.97	176,553.96		126,701.73	59.39
44 (EMERGENCY SERVICES)							
10.90.45.1010							
WAGES - FIRE MARSHAL	16,552.00	16,552.00	1,379.33	9,280.31		7,271.69	56.07
10.90.45.1011							
WAGES - DEPUTY FIRE MARSHAL	13,000.00	13,000.00		2,937.50		10,062.50	22.60
10.90.45.1012							
WAGES - FIRE/FM ADMIN ASSIS	3,000.00	3,000.00	250.00	1,750.00		1,250.00	58.33
10.90.45.1130							
TELEPHONE	2,000.00	2,000.00	249.38	1,159.46		840.54	57.97
10.90.45.1167							
VEHICLE EXPENSES	1,000.00	1,000.00				1,000.00	
10.90.45.1515							
FIRE CODE SUBSCRIPTION	1,575.00	1,575.00		990.00		585.00	62.86
10.90.45.1526							
COMPUTER SUPPORT	650.00	650.00		650.00			100.00
10.90.45.1527							
FIRE MARSHAL - EXPENSES	3,000.00	3,000.00	221.35	491.26		2,508.74	16.38
10.90.45.1595							
FIRE MARSHAL - UNIFORMS	1,000.00	1,000.00				1,000.00	
Totals for Department:	41,777.00	41,777.00	2,100.06	17,258.53		24,518.47	41.31
45 (FIRE MARSHAL)							
10.90.47.1525							
LEASE RADIO/TELEPHONE	600.00	600.00	84.68	292.33		307.67	48.72
10.90.47.1530							
EMERGENCY NOTIFICATION SYS	5,000.00	5,000.00		5,000.00			100.00
Totals for Department:	5,600.00	5,600.00	84.68	5,292.33		307.67	94.51
47 (CIVIL DEFENSE)							
10.90.48.1495							
TRAINING/EQUIPMENT	6,000.00	6,000.00	75.00	525.00		5,475.00	8.75
Totals for Department:	6,000.00	6,000.00	75.00	525.00		5,475.00	8.75
48 (SAFETY COMMITTEE)							

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10.90.49.1540							
COTTON HOLLOW	9,900.00	9,900.00	831.11	4,506.58		5,393.42	45.52
10.90.49.1541							
BEACON FALLS	194,000.00	194,000.00	20,066.49	106,296.24		87,703.76	54.79
Totals for Department: 49 (HYDRANT RENTAL)	203,900.00	203,900.00	20,897.60	110,802.82		93,097.18	54.34
10.90.53.1010							
RESIDENT STATE TROOPER	100,000.00	100,000.00		641.78		99,358.22	0.64
10.90.53.1019							
WAGES - POLICE LT.	25,451.00	25,451.00	1,720.91	10,552.75		14,898.25	41.46
10.90.53.1020							
WAGES - PATROL F/T	192,566.00	192,566.00	13,021.04	100,487.21		92,078.79	52.18
10.90.53.1040							
WAGES - CLERK	34,679.00	34,679.00	2,654.40	19,277.62		15,401.38	55.59
10.90.53.1041							
WAGES - PATROL P/T	189,684.00	189,684.00	11,899.84	92,493.69		97,190.31	48.76
10.90.53.1049							
WAGES - OVERTIME	47,000.00	47,000.00	7,333.73	45,360.94		1,639.06	96.51
10.90.53.1060							
COMPUTER SUPPORT	5,500.00	5,500.00	432.30	803.45		4,696.55	14.61
10.90.53.1130							
TELEPHONE	4,500.00	4,500.00	566.22	3,667.54		832.46	81.50
10.90.53.1220							
DEPARTMENTAL SUPPLIES	7,000.00	7,000.00		701.22		6,298.78	10.02
10.90.53.1505							
STATE MANDATED TRAINING	20,000.00	20,000.00	328.65	5,199.07		14,800.93	26.00
10.90.53.1585							
VEHICLE REPAIRS	12,000.00	12,000.00	84.28	6,914.44		5,085.56	57.62
10.90.53.1595							
UNIFORMS	10,000.00	10,000.00		2,836.00		7,164.00	28.36
10.90.53.1620							
BUILDING OPS & MAINT.	13,000.00	13,000.00	1,308.12	7,127.55		5,073.45	60.97
10.90.53.1703							
GAS & OIL	14,000.00	14,000.00	1,046.26	8,112.62		5,887.38	57.95
Totals for Department: 53 (POLICE)	675,380.00	675,380.00	40,395.75	304,175.88		370,405.12	45.16

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10.90.55.1010							
WAGES - ANIMAL CONTROL	8,889.00	8,889.00	809.42	5,145.44		3,743.56	57.89
10.90.55.1020							
MILEAGE	500.00	500.00		300.44		199.56	60.09
10.90.55.1550							
DEPARTMENTAL SUPPLIES	900.00	900.00	84.68	329.38		570.62	36.60
Totals for Department: 55 (DOG WARDEN)	10,289.00	10,289.00	894.10	5,775.26		4,513.74	56.13
10.90.57.1645							
E911 DISPATCH	48,176.00	48,176.00		43,176.00		5,000.00	89.62
10.90.57.1650							
STREET LIGHTING	44,000.00	44,000.00	3,305.84	19,007.40		24,992.60	43.20
10.90.57.1655							
DRUG AND ALCOHOL TESTING	1,200.00	1,200.00	1,000.00	1,000.00		200.00	83.33
Totals for Department: 57 (PUBLIC SAFETY)	93,376.00	93,376.00	4,305.84	63,183.40		30,192.60	67.67
10.90.59.1010							
WAGES - FOREMAN	73,216.00	73,216.00	5,632.00	40,832.00		32,384.00	55.77
10.90.59.1011							
WAGES - ASST ROAD FOREMAN (69,659.00	69,659.00	5,358.41	38,848.47		30,810.53	55.77
10.90.59.1012							
WAGES - MAINTAINER/MECHANI	66,747.00	66,747.00	5,134.42	37,224.46		29,522.54	55.77
10.90.59.1013							
WAGES - HWY MAINT (3)	191,568.00	191,568.00	14,736.01	106,836.02		84,731.98	55.77
10.90.59.1049							
WAGES - OVERTIME	58,256.00	58,256.00	4,349.72	26,911.98		31,344.02	46.20
10.90.59.1550							
DEPARTMENTAL EQUIPMENT	12,000.00	12,000.00	142.80	11,237.75		762.25	93.65
10.90.59.1555							
EQUIPMENT RENTAL	2,000.00	2,000.00		280.00		1,720.00	14.00
10.90.59.1670							
STREET SWEEPING	18,000.00	18,000.00				18,000.00	
10.90.59.1685							
SNOW REMOVAL (MATERIAL)	75,000.00	75,000.00		15,674.17	56,490.83	2,835.00	96.22
10.90.59.1690							
TOOLS	2,000.00	2,000.00		192.61		1,807.39	9.63

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10.90.59.1700							
GAS/FUEL	13,000.00	13,000.00	1,280.71	7,975.46		5,024.54	61.35
10.90.59.1703							
VEHICLE MAINTENANCE	35,000.00	35,000.00	1,751.64	16,730.17		18,269.83	47.80
10.90.59.1710							
HIGHWAY MATERIALS	40,000.00	40,000.00	2,096.45	19,882.25	952.00	19,165.75	52.09
10.90.59.1713							
TREE WORK	18,000.00	18,000.00		16,018.22		1,981.78	88.99
10.90.59.1714							
GUARD RAIL/LINE PAINTING	7,500.00	7,500.00		3,734.43		3,765.57	49.79
10.90.59.1715							
CATCH BASIN CLEANING	16,500.00	16,500.00				16,500.00	
10.90.59.1720							
MANDATED STORM DRAINS	8,000.00	8,000.00				8,000.00	
10.90.59.1782							
PAVEMENT MAINTENANCE	180,000.00	180,000.00		83,058.76		96,941.24	46.14
Totals for Department:	886,446.00	886,446.00	40,482.16	425,436.75	57,442.83	403,566.42	54.47
59 (HIGHWAY)							
10.90.61.1122							
PROPANE	2,300.00	2,300.00	216.18	862.11		1,437.89	37.48
10.90.61.1130							
TELEPHONE/INTERNET/ALARM	4,400.00	4,400.00	488.86	2,902.95		1,497.05	65.98
10.90.61.1715							
BUILDING MAINTENANCE	10,000.00	10,000.00	36.88	2,477.11	140.00	7,382.89	26.17
Totals for Department:	16,700.00	16,700.00	741.92	6,242.17	140.00	10,317.83	38.22
61 (TOWN GARAGE)							
10.90.63.1010							
WAGES - NURSE	30,139.00	30,139.00	2,552.34	18,306.21		11,832.79	60.74
10.90.63.1170							
DEPARTMENTAL SUPPLIES	750.00	750.00		137.70		612.30	18.36
10.90.63.1390							
RESIDENT RELIEF	500.00	500.00				500.00	
10.90.63.1395							
T.E.A.M.	7,500.00	7,500.00		7,500.00			100.00
10.90.63.1400							
VETERAN'S FUNERALS	200.00	200.00				200.00	

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10.90.63.1723							
MEALS ON WHEELS	950.00	950.00		950.00			100.00
10.90.63.1725							
REGIONAL MENTAL HEALTH	915.00	915.00		911.00		4.00	99.56
10.90.63.1726							
PROBATE COURT	2,700.00	2,700.00				2,700.00	
10.90.63.1730							
CENTRAL NAUGATUCK VALLEY R	604.00	604.00				604.00	
10.90.63.1735							
HEALTH DISTRICT	42,252.00	42,252.00	10,562.70	31,688.10		10,563.90	75.00
10.90.63.1737							
BH CARE	500.00	500.00		500.00			100.00
Totals for Department: 63 (COMMUNITY WELFARE)	87,010.00	87,010.00	13,115.04	59,993.01		27,016.99	68.95
10.90.65.1740							
REFUSE COLLECTION	259,044.00	259,044.00	41,429.36	122,283.02		136,760.98	47.21
10.90.65.1745							
RECYCLING	88,092.00	88,092.00	13,607.65	39,554.54		48,537.46	44.90
10.90.65.1750							
BULKY WASTE TRANSFER	36,000.00	36,000.00		26,169.84	1,500.00	8,330.16	76.86
10.90.65.1755							
REFUSE--HOUSEHOLD HAZARDOI	5,000.00	5,000.00		2,682.94		2,317.06	53.66
Totals for Department: 65 (REFUSE)	388,136.00	388,136.00	55,037.01	190,690.34	1,500.00	195,945.66	49.52
10.90.67.1010							
WAGES - SUPERVISOR	71,594.00	71,594.00	5,507.21	39,927.23		31,666.77	55.77
10.90.67.1011							
WAGES - ASST. SUPERVISOR	67,725.00	67,725.00	5,209.60	37,769.60		29,955.40	55.77
10.90.67.1042							
WAGES - HELPER F/T	60,882.00	60,882.00	4,626.88	33,031.09		27,850.91	54.25
10.90.67.1049							
WAGES - OVERTIME	42,740.00	42,740.00	3,792.33	24,833.58		17,906.42	58.10
10.90.67.1121							
ELECTRICITY	19,000.00	19,000.00	3,201.27	3,973.02		15,026.98	20.91
10.90.67.1122							
WATER & HEATING FUEL	5,300.00	5,300.00	997.31	1,645.71		3,654.29	31.05

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Town of Beacon Falls
For Period Ending 01/31/2020

Selecting on FUND from 10 to 10

ACCOUNT	ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.67.1130	TELEPHONE & ALARM	9,500.00	9,500.00	1,662.58	5,932.90		3,567.10	62.45
10.90.67.1140	SUPPLIES AND MAINTENANCE	6,000.00	6,000.00	795.57	3,606.13	445.00	1,948.87	67.52
10.90.67.1470	VEHICLE FUEL & MAINTENACE	12,000.00	12,000.00	98.83	678.26		11,321.74	5.65
10.90.67.1760	PLANT OPERATIONS	50,000.00	50,000.00	88.00	13,335.45	13,300.62	23,363.93	53.27
10.90.67.1765	EQUIPMENT REPLACEMENT	40,000.00	40,000.00	338.99	7,039.93	2,542.22	30,417.85	23.96
10.90.67.1770	SLUDGE PROCESSING	150,000.00	150,000.00	12,196.65	71,700.74	69,580.47	8,718.79	94.19
10.90.67.1775	D.E.P. DISCHARGER PERMIT	1,800.00	1,800.00		1,722.50		77.50	95.69
10.90.67.1776	NITROGEN CREDITS	70,000.00	70,000.00				70,000.00	
10.90.67.1780	SEWER MAINTENANCE	20,000.00	20,000.00	2,400.00	4,586.36		15,413.64	22.93
10.90.67.1785	MANDATED TOXICITY TESTING	16,000.00	16,000.00	383.40	10,126.67	2,067.60	3,805.73	76.21
Totals for Department: 67 (WASTE WATER TREATMENT)		642,541.00	642,541.00	41,298.62	259,909.17	87,935.91	294,695.92	54.14
10.90.69.1010	WAGES - FULL TIME (3)	124,009.00	124,009.00	9,403.22	71,766.13		52,243.87	57.87
10.90.69.1019	WAGES - PART TIME	11,583.00	11,583.00	608.94	6,998.37		4,584.63	60.42
10.90.69.1060	COMPUTER SUPPORT	3,900.00	3,900.00		3,351.24		548.76	85.93
10.90.69.1130	TELEPHONE-INTERNET	600.00	600.00		270.79		329.21	45.13
10.90.69.1170	DEPARTMENTAL SUPPLIES	23,850.00	23,850.00	1,424.99	14,323.91		9,526.09	60.06
10.90.69.1800	PROFESSIONAL DEVELOPMENT	1,000.00	1,000.00	75.00	254.56		745.44	25.46
10.90.69.1805	PROGRAMS	5,350.00	5,350.00	259.89	2,687.83		2,662.17	50.24
10.90.69.1807	LIBRARY COPIER LEASES	900.00	900.00	53.00	408.70		120.30	86.63

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Selecting on FUND from 10 to 10

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)	171,192.00	171,192.00	11,825.04	100,060.53	371.00	70,760.47	58.67
10.90.71.1019 WAGES - SEASONAL	15,036.00	15,036.00		14,378.99		657.01	95.63
10.90.71.1121 ELECTRICITY, WATER & FUEL	20,000.00	20,000.00	1,058.80	7,991.36		12,008.64	39.96
10.90.71.1550 TOOLS & EQUIPMENT	4,000.00	4,000.00	760.37	2,768.42		1,231.58	69.21
10.90.71.1705 VEHICLE MAINTENANCE	2,000.00	2,000.00	34.57	1,279.26		720.74	63.96
10.90.71.1815 SPRAY FERTILIZER/CLAY	12,000.00	12,000.00		915.33		11,084.67	7.63
10.90.71.1820 SANITATION FACILITIES	5,500.00	5,500.00	375.00	3,000.00		2,500.00	54.55
10.90.71.1840 STOCK FISH	3,000.00	3,000.00				3,000.00	
10.90.71.1845 SETTLING POND MAINTENANCE	5,000.00	5,000.00				5,000.00	
10.90.71.1850 BUILDING MAINTENANCE	10,000.00	10,000.00	100.00	1,379.83		8,620.17	13.80
10.90.71.1855 GROUNDS MAINTENANCE	15,000.00	15,000.00		5,922.88		9,077.12	39.49
10.90.71.1856 COURT MAINTENANCE	2,000.00	2,000.00				2,000.00	
10.90.71.1861 RECREATIONAL PROGRAM & AC	3,000.00	3,000.00	97.00	670.00		2,330.00	22.33
10.90.71.1870 INDEPENDENCE DAY CELEBRATI	14,000.00	14,000.00		2,540.80		11,459.20	18.15
10.90.71.1895 MATTHIES PARK	13,000.00	13,000.00	3,200.00	7,046.19		5,953.81	54.20
10.90.71.1905 SUMMER CONCERT SERIES	6,200.00	6,200.00		3,400.00		2,800.00	54.84
Totals for Department: 71 (PARK & RECREATION)	129,736.00	129,736.00	5,625.74	51,293.06		78,442.94	39.54
10.90.75.1915 ELDERLY PROGRAM	1,000.00	1,000.00				1,000.00	100.00

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Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 75 (COMMISSION FOR ELDERLY)	1,000.00	1,000.00		1,000.00			100.00
10.90.77.1041 WAGES - DRIVERS	24,201.00	24,201.00	2,185.91	13,138.10		11,062.90	54.29
10.90.77.1055 TELEPHONE	550.00	550.00	84.68	254.38		295.62	46.25
10.90.77.1470 GAS/MAINTENANCE	2,000.00	2,000.00	142.58	678.69		1,321.31	33.93
Totals for Department: 77 (MINI BUS OPERATIONS)	26,751.00	26,751.00	2,413.17	14,071.17		12,679.83	52.60
10.90.79.1120 HEATING OIL	2,800.00	2,800.00	985.50	1,884.20		915.80	67.29
10.90.79.1121 ELECTRICITY & WATER	4,500.00	4,500.00	298.31	2,448.79		2,051.21	54.42
10.90.79.1130 TELEPHONE	3,100.00	3,100.00	297.15	1,974.70		1,125.30	63.70
10.90.79.1220 SENIOR CENTER SUPPLIES	1,500.00	1,500.00	68.32	542.00		958.00	36.13
10.90.79.1681 SENIOR ACTIVITIES	2,200.00	2,200.00		1,465.90		734.10	66.63
10.90.79.1943 BUILDING MAINTENANCE	5,500.00	5,500.00	300.00	787.06	544.00	4,168.94	24.20
Totals for Department: 79 (SENIOR CITIZENS CENTER)	19,600.00	19,600.00	1,949.28	9,102.65	544.00	9,953.35	49.22
10.90.83.1170 CONTINGENCY FUND EXPENSES	100,000.00	100,000.00				100,000.00	
Totals for Department: 83 (CONTINGENCY)	100,000.00	100,000.00				100,000.00	
10.90.85.1984 PRINCIPAL - 2014 (\$5.865M) BOND	380,000.00	380,000.00				380,000.00	
10.90.85.1985 INTEREST - 2014 (\$5.865M) BOND	135,307.00	135,307.00		67,653.13		67,653.87	50.00
Totals for Department: 85 (DEBT SERVICE - INTEREST)	515,307.00	515,307.00		67,653.13		447,653.87	13.13

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Selecting on FUND from 10 to 10

ACCOUNT	ACCT DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.87.2009	PRINCIPAL - 2016 (\$4.35M) BOND	310,000.00	310,000.00		310,000.00			100.00
10.90.87.2013	INTEREST - 2016 (\$4.35M) BOND	84,900.00	84,900.00	40,125.00	84,900.00			100.00
	Totals for Department: 87 (DEBT SERVICE - PRINCIPLE)	394,900.00	394,900.00	40,125.00	394,900.00			100.00
10.90.88.2001	REGIONAL SCHOOL DISTRICT #1	14,777,586.00	14,777,586.00	1,099,468.00	8,670,667.00		6,106,919.00	58.67
	Totals for Department: 88 (Department - 88)	14,777,586.00	14,777,586.00	1,099,468.00	8,670,667.00		6,106,919.00	58.67
10.90.90.2500	TRANSFER TO NON-RECURRING I	366,809.00	366,809.00		366,809.00			100.00
10.90.90.2503	TRANSFER TO DEBT SERVICE FU	55,793.00	55,793.00		55,793.00			100.00
	Totals for Department: 90 (SPECIAL PROJECTS)	422,602.00	422,602.00		422,602.00			100.00
	Report totals	22,341,563.00	22,342,063.00	1,529,401.18	12,818,374.71	191,955.52	9,331,732.77	58.23

Statement of Actual & Estimated Revenue

Town of Beacon Falls
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Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
10.80.01.4005					
STATE PROPERTY TAX (PILOT)	24,899.00		24,899.00		100.00
10.80.01.4030					
DISABILITY TAX RELIEF	1,750.00		1,664.71	85.29	95.13
10.80.01.4035					
ADD. EXEMPTIONS FOR VETERANS	9,200.00		8,328.80	871.20	90.53
10.80.01.4040					
TOWN AID ROAD MAINT	190,730.00			190,730.00	
10.80.01.4045					
SCHOOL EQ. GRANT GTB&ECS	3,995,130.00	998,783.00	1,997,566.00	1,997,564.00	50.00
10.80.01.4055					
MASHANTUCKET PEQUOT GRANT	12,467.00		4,155.66	8,311.34	33.33
10.80.01.4062					
DISTRESSED MUNICIPALITIES/Grants i			7,971.78	7,971.78-	
10.80.01.4066					
MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
10.80.01.4070					
MISCELLANEOUS REIMBURSEMENTS		44.00	519.22	519.22-	
10.80.02.4070					
PLANNING/ZONING COMMISSION	2,500.00	600.00	3,783.00	1,283.00-	151.32
10.80.02.4075					
ZONING BD. OF APPEALS	500.00			500.00	
10.80.02.4080					
BUILDING PERMITS	135,000.00	10,736.28	85,217.70	49,782.30	63.12
10.80.02.4081					
AMBULANCE REIMBURSEMENT	3,000.00			3,000.00	
10.80.02.4082					
FIRE MARSHAL INSPECTIONS FEES	3,000.00	100.00	100.00	2,900.00	3.33
10.80.02.4087					
TOWN CLERK - CONVEYANCE	70,000.00	2,977.32	60,410.98	9,589.02	86.30
10.80.02.4089					
TOWN SHARE - TOWN CLERK MERS	4,000.00	380.00	2,937.00	1,063.00	73.43
10.80.02.4090					
MISCELLANEOUS PERMITS	2,500.00	120.00	885.00	1,615.00	35.40
10.80.02.4091					
INLANDS WETLANDS FEES	1,500.00		1,620.00	120.00-	108.00
10.80.02.4096					
POLICE EXTRA DUTY	30,000.00		30,000.00		100.00
10.80.02.4099					
POLICE - OTHER REVENUE	2,000.00		825.00	1,175.00	41.25
10.80.02.4101					
POLICE TRAFFIC TICKETS	3,000.00		1,260.00	1,740.00	42.00
10.80.02.4110					
DISPOSAL FEES	250.00		74.00	176.00	29.60
10.80.02.4120					
MINI-BUS	4,200.00		2,793.00	1,407.00	66.50
10.80.02.4999					
MISCELLANEOUS INCOME		75.68	703.68	703.68-	
10.80.03.4122					
INTEREST - TAX COLLECTOR	118,000.00	5,421.60	92,580.43	25,419.57	78.46
10.80.03.4123					
LIENS/FEES - TAX COLLECTOR	1,200.00	120.00	1,108.75	91.25	92.40
10.80.03.4126					
SUPPLEMENTAL MOTOR VEHICLE TA	185,000.00	146,494.86	146,494.86	38,505.14	79.19
10.80.03.4132					
WATER PROJECT (2001) - CURRENT &	55,000.00	460.66	25,442.85	29,557.15	46.26
10.80.03.4133					
RIMMON HILL SEWER ASSESSMENTS	135,000.00	1,365.66	75,169.29	59,830.71	55.68
10.80.04.4130					
TELECOMM. PROPERTY TAX	8,414.00			8,414.00	
10.80.04.4140					
MISCELLANEOUS	500.00		477.25	22.75	95.45

Statement of Actual & Estimated Revenue

Town of Beacon Falls
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 Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
10.80.04.4145 INSURANCE REFUNDS	10,000.00		16,675.00	6,675.00-	166.75
10.80.04.4150 XEROX EQUIPMENT	200.00	4.00	92.00	108.00	46.00
10.80.04.4155 REGION #16-SURPLUS	10,000.00			10,000.00	
10.80.04.4157 LEACHATE COLLECTION SYSTEM	80,000.00		10,431.66	69,568.34	13.04
10.80.05.4165 INVESTMENTS/INTEREST EARNED	150,000.00	10,436.36	90,143.50	59,856.50	60.10
10.80.06.4300 TAX RECEIPTS	16,452,505.00	5,016,535.08	15,899,608.46	552,896.54	96.64
10.80.06.4301 PRIOR YEAR PROPERTY TAXES	230,000.00	7,163.35	180,278.17	49,721.83	78.38
10.80.06.4325 TRANSFER FROM UNASSIGNED FUND	366,809.00			366,809.00	
10.80.06.4400 SALE OF TOWN PROPERTY			2,600.00	2,600.00-	
Report Totals	22,342,063.00	6,201,817.85	18,776,816.75	3,565,246.25	84.04

Memorandum

To: Town Department Heads & Board/Committee/Commission Chairs

From: Gerard Smith, First Selectman & Finance Office *ms*

Cc: BOS & BOF

Date: January 29, 2020

Re: FY21 Operating & Capital Budget Call – Budgets Due 2/12/20



Please be advised that the FY21 budget planning season is upon us! As in past years, we are requesting that each Department Head and each Board/Committee/Commission Chair work with their respective members to construct both an operating and capital budget request. The operating form is locked and password protected. The only boxes that are editable (unlocked), which you need to fill out are in grey. The capital form is also locked and password protected. The areas with lines and boxes are editable (unlocked) and you must fill these out. Please fill out a separate capital budget request for each project/item. **These submissions are due electronically via email to the Finance Office (nnau@tobfct.com & eschwarz@tobfct.com) no later than 4pm Wednesday February 12, 2020.**

The Finance Office and I will review these requests for incorporation into the exhaustive draft that will be discussed in the upcoming budget workshops. This workshop schedule will be voted on by the BOF&BOS shortly.

Operating

An Operating workbook is being supplied that contains sheets for all 44 budget Departments/Commissions/Committees/Boards. The first sheet provides a summary chart for ease of reference. Please **ONLY** fill out the sheets you are responsible for. Some Department/Commission Chairs may be responsible for more than one. Please confer with the Finance Office if you are unsure.

If your Department/Commission contains wage/benefit lines, you are **NOT** required to calculate these. The Finance Office will do that for you according to the current union CBAs and/or non-union employee agreements. However, if you are requesting an increase to hours or wages/stipends within your department or committee/commission beyond the wage increase established in a CBA or Cost of Living Adjustment (COLA), please include this in your total request. A Year-End projection column has been created for you. This is only an estimate at this point and is subject to change. Please outline any changes (increases/decreases) to operating services or supplies/materials in the "Notes" column. If you have any new expenditure lines to recommend for FY21, please enter them in the "NEW" lines. 3 NEW lines have been provided for you – if you need more, please let Finance know and they will modify the document for you. If a line from a prior year will no longer be used, simply enter \$0 in the FY21 Proposed column. If you find that you need prior year budget data for comparison, please refer to the Finance Department's webpage. We highly encourage you to think about lines that are projected to trend

over/under in FY20 and adjust your FY21 budget request as needed. Please utilize the "YTD" and "Delta" columns to evaluate how well the actuals are corresponding to the FY20 budget.

Capital

A capital planning worksheet is provided for you as an attachment to this memo. The purchases you should consider for inclusion on this form should meet the following criteria:

- 1) Have a cost/value of \$5,000 or more;
- 2) Be non-recurring (i.e. one-time project)
- 3) Have an expected useful life of more than one year

If there are any on-going fees/subscriptions/other operating budget implications as a result of any capital requests, there is an area on the form to indicate this. Please carefully consider your needs for the upcoming year, both in terms of equipment/vehicle/infrastructure replacement and any additional equipment/vehicles/infrastructure you project a need for in FY21. We have been meeting recently with the BOF about long-term capital planning. Please review your 3-year/5-year/10-year capital plan to ensure you are capturing all your projected needs. Failure to include your future needs may result in an inability to fund your request when the need arises. Please ensure you do exhaustive research on pricing and be all-inclusive. Some items may be partially or fully funded by grants and we cannot request additional monies midway through the project. Please fill out a separate capital budget request for each project/item.

Forecast of Future Budget Years

To preview FY22 briefly, we will be requesting that Departments and Board/Committees/Commissions focus on setting SMART Goals (and Objectives). SMART is an acronym for: Specific, Measurable, Achievable, Realistic, and Timely. This will put us on track to create performance metrics, which will assist in transitioning to more of a "performance-based" budget in FY23.

** If you need assistance in preparing your operating and capital request(s), please confer with the Finance Office.*

Memorandum

To: Town Staff

From: Gerard Smith, First Selectman

Cc: Erin Schwarz, Assistant to the Finance Manager

Natasha Nau, Finance Manager

Date: January 27, 2020

Re: Spending freeze for the following budget lines



Effective immediately, a spending freeze has been placed on the following budget lines, which are 70% spent or higher. The following lines do NOT include:

- 1) Those lines where all or most of the line is encumbered at the beginning of the fiscal year
- 2) Those lines where we know that no additional spending will occur prior to 6/30/20
- 3) Lines that possess state mandates/emergency services needs

No credit card purchases, check payments or ACHs shall occur on these lines until notified otherwise. This also means that no services/items should be "ordered on account" that would most likely be paid out of these lines. Therefore, before ordering a service or an item, please consider what budget line it would be paid from.

Any invoices submitted to the Finance Office by EOB on 1/23/20 that fall within one of these lines are considered received before the freeze and will be paid.

If there are emergent expenditures that must be purchased from these line items, please notify the Finance Office immediately. According to the Town's Finance Manual:

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.

Town Hall

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.03.1140	MISC. REPAIRS/BUILDING MAINTENANCE	\$12,000.00	\$930.55	92.25%

Registrar of Voters

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.29.1011	WAGES - DPTY REGISTRARS	\$1,500.00	\$(130.00)	108.67%

Fire & EMS Services

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.44.1060	SOFTWARE & IT	\$8,000.00	\$587.65	92.65%
10.90.44.1436	BUILDING EQUIP-MAINT & REPAIRS	\$6,500.00	\$904.92	86.08%
10.90.44.1466	EQUIPMENT MAINTENANCE	\$ 8,500.00	\$1,488.26	82.49%
10.90.44.1471	MANDATORY VEHICLE AND EQUIPMENT	\$15,000.00	\$2,706.17	81.96%
10.90.44.1490	PHYSICALS/HEALTH & WELLNESS	\$17,000.00	\$4,020.00	76.35%

Police

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.53.1049	WAGES - OVERTIME	\$47,000.00	\$4,912.70	91.62%

Public Works

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.59.1550	DEPARTMENTAL EQUIPMENT	\$12,000.00	\$ 860.05	92.83%
10.90.59.1713	TREE WORK	\$18,000.00	\$1,981.78	88.99%

Refuse

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.65.1750	BULKY WASTE TRANSFER	\$36,000.00	\$8,330.16	76.86%

Library

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.69.1060	COMPUTER SUPPORT	\$3,900.00	\$548.76	85.93%

****The following are state-mandated or emergency services related are not being frozen, however, any proposed orders are to be submitted to the Finance Office for First Selectman pre-approval.**

Fire & EMS Services

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.44.1553	DEPARTMENTAL SUPPLIES - AMBULANCE	\$18,000.00	\$4,777.49	73.46%

Wastewater Treatment Plant

Line	Description	Budgeted Amount	Unencumbered Balance as of 1/23/20	Percent Used as of 1/23/20
10.90.67.1785	MANDATED TOXICITY TESTING	\$16,000	\$3,805.73	76.21%

Non-Recurring Capital Projects		Town Road Work - \$500,000 Appropriated in 2016 fiscal year/\$80,000 Appropriated in 2020 fiscal year				Projected	
Project Name	Description of Work	Date Completed	Encumbered Amounts	Credits to Project	Private Duty Costs	Final Cost to the Town	
Beacon Street	Pre-Engineering	2017	\$ 3,081.25			\$ 3,081.25	
Beacon Valley Bridge <i>Local Bond</i>	Pre-Engineering	2016	\$ 14,790.04			\$ 14,790.04	
Main Street Connectivity Grant	Pre-Engineering	2017	\$ 543.75			\$ 543.75	
Dumshot Road	Paving Project	2016	\$ 6,441.00			\$ 6,441.00	
Pent Road Widening	Road widening and paving	2017	\$ 27,810.10			\$ 27,810.10	
Upper Highland Ave	Paving in excess of STEAP Funds	2017	\$ 88,555.40			\$ 88,555.40	
West Road STEAP	Pre-Engineering & Engineering	2018	\$ 57,469.38			\$ 57,469.38	
Pent Road Washout	Drainage and Paving (Insurance Claim)	2019	\$ 50,115.76	\$ 3,600.00	\$ (47,800.00)	\$ 5,915.76	
Railroad Avenue Paving	Paving (Aquarion credit)	2019	\$ 66,605.60	\$ 1,347.50	\$ (35,000.00)	\$ 32,953.10	
Skokorat Road	Milling & paving (Aquarion credit?)	2019	\$ 231,891.24	\$ 3,635.00		\$ 235,526.24	
Beacon Valley Road	Survey & Engineering <i>-Naks</i>	2019	\$ 17,000.00			\$ 17,000.00	
Beacon Valley Road	Decarlo & Doll Engineering	2020	\$ 13,240.80			\$ 13,240.80	
			\$ 577,544.32	\$ 8,582.50	\$ (82,800.00)	\$ 503,326.82	

Balance of Road Funds: \$ 76,673.18

Credit due from Aquarion for patch at top of Skokorat Road

± \$184K In Bonded
± \$500K In STEAP