



BOARD OF FINANCE REGULAR MONTHLY MEETING
C/O TOWN HALL
10 MAPLE AVE.
BEACON FALLS, CT 06403

March 10, 2022

Mr. Leonard Greene
Town Clerk
c/o Town Hall
10 Maple Avenue
Beacon Falls, CT 06403

Dear Mr. Greene:

Please be advised that the Town of Beacon Falls Board of Finance has scheduled a Regular Monthly Meeting for **Tuesday, March 15, 2022**. The Meeting will begin at **7:00 P.M** and will take place at the Town Hall Assembly Room, 10 Maple Avenue, Beacon Falls, CT 06403.

AGENDA

1. Call to Order/Pledge to the Flag
2. Comments from the Public
3. Read and Approve Minutes from Previous Meetings
4. Correspondence
 - a. Resignation of Chair
5. Election of New Chairperson/Officers
6. Presentation of FY2021 Audit – Mahoney Sabol – Michael VanDeVenter and Samantha Thomas
7. Reports
 - a. Tax Collector Report
 - b. Treasurer Report
 - c. Town Clerk Report
 - d. Region 16 Report
 - e. Ambulance Report
8. First Selectman's Report
 - a. Budget Transfers
 - b. Capital Projects
 - c. Burton Road Project
 - d. Beacon Valley Road Projects – STEAP, LOTCIP and LOCIB (Bridge)
 - e. Station 2
 - f. Wastewater Treatment Plant Update
 - g. 35 Wolfe Avenue – Lewis House update
 - h. Other
9. Finance Manager's Report

10. Finance Policy Manual – Updates
11. Old Business
 - a. FY23 Budget Discussion & Upcoming Workshops
 - b. BHC Service Award Program – VFIS
 - c. Master Fee Schedule – on hold
12. New Business
13. Executive Session (if needed)
14. Comments from the Public
15. Adjournment

Respectfully submitted,

Erin Schwarz
Finance Office

To: Board of Finance & Board of Selectmen
From: Natasha Nau, Finance Manager
Cc: Erin Schwarz, Assistant to the Finance Manager
Date: March 11, 2022
Subject: February Monthly Report – Finance Department



GENERAL:

- **Financial Accounting Software:** next steps is completing AsseTrax (data input and documentation upload). Awaiting for estimate on cost of API integration from Harris for SlatePages (QR codes). Researching whether the Budget Module will satisfy our needs.
- **Streetlogix:** our high school winter intern(s) have been working on digitizing the 2020-2022 roadwork data for input.
- **FY21 Annual Town Audit:** presentation tonight.
- **Financial Policy Manual:** updated credit/procurement cards chapter (XI) (added senior center director card), updated revenue and collections chapter (VII) (added language on grants process), and switched out old addendums for new updated fillable forms.

PROCUREMENT:

- **RFQs/RFPs/ITBs:**
 - Spring opportunities being drafted.
- **Contracts:**
 - **Wolfe Ave Abatement and Demo (20-6):** project revived from 2020 and awarded to low-bidder, NEWS LLC. Abatement is complete. Demolition to follow soon.
 - **SCBA Air Compressor (21-5):** project complete. Reimbursement received.
 - **Paving (20-9R):** work paused for winter.
 - **BV Rd (21-1):** work paused for winter.
 - **Cook Ln (21-3):** sought STEAP reimbursement and waiting for response. (Separate) paving via Bonded funds in Spring.
 - **Data Center Professional Engineering Services (21-4):** \$100k contract and PO established. Work is underway.
 - **Data Center Legal:** \$30k initial contract and PO established. Work is underway.
- **SOWs:** none.

BUDGET/PAYABLES/RECEIVABLES:

- **FY23 Budget:** 3/8/22 workshop occurred (presentations by large departments). Next workshop is 3/22/22.
- **February FY22 Revenue and Expenditure Summary:**
 - **Revenue:** 85.61% collected or \$20.06M realized YTD. \$1M in February. \$3.37M remaining as unrealized. The notable receipt received this month (aside from taxes) was conveyance.
 - **Expenditures:** 71.03% committed. \$2.44M expended in February; \$15.88M YTD; \$774K outstanding encumbrances; \$6.79M unencumbered.
- **Transfers:** 9 transfers totaling **\$97,300.**
 - **Lines To Monitor:** 20 accounts
- **FY21 Outstanding Capital Projects (and on-going):**

- **DPW generator:** Still waiting on a revised Cummins estimate. Depending upon that, we will either move forward with them or bid it out.
- **Digester:** Change order(s) are estimated to total \$247k. With \$254k encumbered/spent to date, this would bring the total project cost to \$501k. Sewer and/or ARPA would be suggested sources. WWTP Superintendent and First Selectman reviewing with engineer and waiting on one final number. Will also be presented at an upcoming WPCA meeting.
- **Station 2:** sent additional requested documents on 2/24. Waiting on a response.
- **Physical Revaluation:** 95% completed. Appeals still in-progress.
- **FY22 Outstanding Capital Projects:**
 - **Pistols:** still completing the transfer paperwork/invoicing.
 - **Tasers:** on-order but delayed.
 - **Fire generator:** see above note under FY21 DPW.
 - **Police carport:** Spring 2022.
 - **FM vehicle:** Additional FY23 budget request submitted. Determination needs to come from BOS/BOF.
 - **Fire & EMS engine and tanker:** on-order. Delivery estimated at 525 days for engine and 365 days for tanker.
 - **Town Hall Roof:** Spring 2022. Started LOCIP application.
 - **Guardrail replacement program:** Spring 2022.
 - **Rimmon Hill Schoolhouse Relocation:** in process.
 - **Main Street Improvements:** First Selectman to finalize scope with engineer and amendment request will be submitted to grantor.
 - **Fire & EMS – spreader/ram/struts -** see grants comment below.
 - **Pent Rd Park Benches:** DPW will install in March/April. Grant final report due 4/30.
 - **2020 Ambulance Financing:** vehicle can be paid off at any time. It would be the \$44,158 annual payment + \$127,694 = \$171,852; Finance would suggest getting this done now prior to FY23 budget, due to competing upcoming capital needs.
- **American Rescue Plan Act:** monthly spending report attached. Our reporting to the US Treasury is due 4/30 – we will begin that soon.

GRANTS:

- **FEMA AFG & FPS:** Awards are anticipated to begin in August.
- **WCAAA:** annual grant for minibus supplemental assistance (\$5300) submitted 3/8.
- **AARP:** application being submitted next week for \$31,933 (\$11,000 ARP / \$20,933 Town) for a carport/community engagement pavilion with 1 bench and 1 ADA picnic table.

Attachments:

- February- Actual & Estimated Revenue report
- February- Expenditures, Encumbrances & Appropriations report
- February- Transfers summary with back-up
- ARPA YTD Expenditure Report
- Financial Policy Manual updates

Statement of Actual & Estimated Revenue

Town of Beacon Falls
 For Period Ending 02/28/2022
 Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
10.80.01.1070 MISCELLANEOUS REIMBURSEMENTS	1,000.00		224.52	775.48	22.45
10.80.01.4005 STATE PROPERTY TAX (PILOT)	39,180.00		28,907.66	10,272.34	73.78
10.80.01.4020 MRSA SALES TAX SHARING			10,272.74	10,272.74-	
10.80.01.4030 DISABILITY TAX RELIEF	2,118.00		1,723.11	394.89	81.36
10.80.01.4035 ADD. EXEMPTIONS FOR VETERANS	9,621.00		8,236.40	1,384.60	85.61
10.80.01.4040 TOWN-AID-ROAD	192,522.00		192,974.09	452.09-	100.23
10.80.01.4045 SCHOOL EQ. GRANT GTB&ECS	3,884,172.00		1,979,732.00	1,904,440.00	50.97
10.80.01.4055 MASHANTUCKET PEQUOT GRANT	12,467.00		4,155.66	8,311.34	33.33
10.80.01.4062 DISTRESSED MUNICIPALITIES			19,354.15	19,354.15-	
10.80.01.4066 MUNICIPAL GRANT-IN-AID	43,809.00			43,809.00	
10.80.01.4070 MISCELLANEOUS REIMBURSEMENTS	5,000.00		1,006.16	3,993.84	20.12
10.80.01.4072 EMPG GRANT	5,000.00			5,000.00	
10.80.02.4070 PLANNING & ZONING COMMISSION	4,000.00	125.00	9,411.00	5,411.00-	235.28
10.80.02.4075 ZONING BD. OF APPEALS	500.00		377.00	123.00	75.40
10.80.02.4080 BUILDING PERMITS	135,000.00	3,500.00	115,560.00	19,440.00	85.60
10.80.02.4081 AMBULANCE REIMBURSEMENT	5,000.00		5,000.00		100.00
10.80.02.4082 FIRE MARSHAL INSPECTIONS	3,000.00	105.00	1,410.75	1,589.25	47.03
10.80.02.4087 CONVEYANCE - TOWN CLERK	90,000.00	13,493.35	103,495.04	13,495.04-	114.99
10.80.02.4088 LOCIP - TOWN CLERK	2,000.00	222.00	1,512.00	488.00	75.60
10.80.02.4089 MERS - TOWN CONTRIBUTION	10,000.00	510.00	7,200.00	2,800.00	72.00
10.80.02.4090 MISCELLANEOUS PERMITS	500.00		405.00	95.00	81.00
10.80.02.4091 INLANDS WETLANDS FEES	1,500.00		466.00	1,034.00	31.07
10.80.02.4096 POLICE EXTRA DUTY	15,000.00		15,000.00		100.00
10.80.02.4099 POLICE - OTHER REVENUE	2,500.00		2,265.00	235.00	90.60
10.80.02.4101 POLICE TRAFFIC TICKETS	2,500.00	5.00	1,685.00	815.00	67.40
10.80.02.4105 DOG LICENSE	350.00			350.00	
10.80.02.4106 TOWN CLERK RECORDING FEES & VI	30,000.00	3,364.00	6,616.00	23,384.00	22.05
10.80.02.4110 DISPOSAL FEES	100.00	10.00	134.00	34.00-	134.00
10.80.02.4120 MINI-BUS	4,000.00	38.00	1,959.00	2,041.00	48.98
10.80.02.4999 MISCELLANEOUS INCOME	1,000.00	5.00-	25,513.50	24,513.50-	2551.35
10.80.03.4122					

Statement of Actual & Estimated Revenue

Town of Beacon Falls
 For Period Ending 02/28/2022

Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	ESTIMATED REVENUE	MONTH-TO-DATE REVENUE	YEAR-TO-DATE REVENUE	UNREALIZED REVENUE	ACTUAL YTD % REALIZED
INTEREST - TAX COLLECTOR 10.80.03.4123	150,000.00	8,278.07	89,686.62	60,313.38	59.79
LIENS/FEES - TAX COLLECTOR 10.80.03.4126	1,500.00	48.67	1,931.09	431.09-	128.74
SUPPLEMENTAL MOTOR VEHICLE TA 10.80.03.4132	200,000.00	43,717.52	215,870.49	15,870.49-	107.94
WATER PROJECT (2001) - CURRENT & 10.80.03.4133	35,000.00	5,955.47	27,659.24	7,340.76	79.03
RIMMON HILL SEWER ASSESSMENTS 10.80.04.4130	85,000.00	3,183.20	77,460.26	7,539.74	91.13
TELECOMM. PROPERTY TAX 10.80.04.4140	9,641.00			9,641.00	
MISCELLANEOUS 10.80.04.4145	500.00			500.00	
INSURANCE MEMBER DISTRIBUTION 10.80.04.4150	10,000.00		15,630.00	5,630.00-	156.30
XEROX EQUIPMENT 10.80.04.4161	150.00	14.00	31.00	119.00	20.67
INSURANCE CLAIMS 10.80.05.4165	1,000.00			1,000.00	
INVESTMENTS/INTEREST EARNED 10.80.06.4300	15,000.00	673.92	5,491.51	9,508.49	36.61
PROPERTY TAXES-CURRENT 10.80.06.4301	17,030,830.00	910,284.85	16,887,886.12	142,943.88	99.16
PROPERTY TAXES - PRIOR 10.80.06.4325	250,000.00	7,016.74	181,735.26	68,264.74	72.69
TRANSFER FROM UNASSIGNED FUND 10.80.06.4400	1,143,704.00			1,143,704.00	
SALE OF TOWN PROPERTY 10.80.90.2502	1,000.00			1,000.00	
INTERFUND TRANSFERS IN			14,892.13	14,892.13-	
Report Totals	23,435,164.00	1,000,539.79	20,062,869.50	3,372,294.50	85.61

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
For Period Ending 02/28/2022

Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.01.1010								
WAGES - FIRST SELECTMAN	01	59,380.00	59,380.00	5,166.67	38,708.34		20,671.66	65.19
10.90.01.1011								
WAGES - SELECTMAN	01	13,680.00	13,680.00	1,145.83	9,072.91		4,607.09	66.32
10.90.01.1012								
WAGES - SELECTMAN	01	13,680.00	13,680.00	1,145.83	9,072.91		4,607.09	66.32
10.90.01.1014								
HUMAN RESOURCES CONSULTA	01	38,680.00	38,680.00	5,230.26	25,425.28		13,254.72	65.73
10.90.01.1020								
WAGES - FIRST SELECTMAN'S S	01	49,195.00	49,195.00	3,797.72	31,150.92		18,044.08	63.32
10.90.01.1220								
FIRST SELECTMAN'S EXPENSES	01	2,500.00	2,500.00		874.22		1,625.78	34.97
Totals for Department: 01 (SELECTMAN)		177,115.00	177,115.00	16,486.31	114,304.58		62,810.42	64.54
10.90.03.1040								
WAGES - CUSTODIAN	03	41,579.00	41,579.00	2,887.31	25,107.91		16,471.09	60.39
10.90.03.1049								
WAGES - OVERTIME CUSTODIAN	03	2,000.00	2,000.00	289.77	1,850.07		149.93	92.50
10.90.03.1070								
BOARD & COMMISSION CLERKS	03	11,520.00	11,520.00	720.00	7,520.00		4,000.00	65.28
10.90.03.1071								
BOARD & COMMISSION EXPENSE	03	1,000.00	1,000.00		157.96		842.04	15.80
10.90.03.1078								
LEGAL NOTICES	03	6,000.00	6,000.00		3,403.69		2,596.31	56.73
10.90.03.1080								
POSTAGE	03	3,200.00	3,200.00	100.97	1,420.46		1,779.54	44.39
10.90.03.1090								
OFFICE SUPPLIES	03	12,632.00	12,632.00	857.33	7,315.80	2,983.70	2,332.50	81.53
10.90.03.1105								
INFORMATION TECHNOLOGY - SU	03	74,000.00	74,000.00	3,335.43	43,804.70	16,890.00	13,305.30	82.02
10.90.03.1110								
HONOR ROLL MEMORIAL	03	700.00	700.00		407.71		292.29	58.24
10.90.03.1120								
UTILITIES - ELECTRICITY	03	6,500.00	6,500.00	1,395.89	4,745.13		1,754.87	73.00
10.90.03.1121								
ELECTRICITY - SOLAR GENERATI	03	50,000.00	50,000.00	2,080.57	23,057.01		26,942.99	46.11
10.90.03.1122								
UTILITIES - HEAT & WATER	03	7,500.00	7,500.00	1,149.42	5,021.89	963.25	1,514.86	79.80

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10.90.03.1130								
TELEPHONE & INTERNET	03	17,880.00	17,880.00	1,285.95	10,320.90		7,559.10	57.72
10.90.03.1135								
TOWN CELL PHONES	03	21,000.00	21,000.00	1,545.71	10,709.38		10,290.62	51.00
10.90.03.1140								
MISC. REPAIRS/BUILDING MAINT	03	18,000.00	18,000.00	962.09	4,440.81	2,750.00	10,809.19	39.95
10.90.03.1160								
ELEVATOR SERVICE AGREEMEN	03	3,200.00	3,200.00	256.79	2,109.44	1,027.22	63.34	98.02
10.90.03.1167								
MILEAGE & TOWN CAR MAINT.	03	2,000.00	2,000.00	124.66	1,371.72		628.28	68.59
10.90.03.1495								
EDUCATION/TRAINING	03	6,000.00	6,000.00		824.00		5,176.00	13.73
10.90.03.1600								
ALARM SYSTEM MONITORING	03	9,300.00	9,300.00	458.92	5,568.34	3,016.22	715.44	92.31
Totals for Department: 03 (TOWN HALL)		294,011.00	294,011.00	17,450.81	159,156.92	27,630.39	107,223.69	63.53
10.90.05.1010								
WAGES - TOWN CLERK	05	35,000.00	35,000.00	2,307.69	5,671.69		29,328.31	16.20
10.90.05.1020								
WAGES-ASST.TOWN CLERK / PT	05	25,812.00	25,812.00	2,228.19	15,816.32		9,995.68	61.28
10.90.05.1042								
WAGES - ASST. TOWN CLERK	05	46,756.00	46,756.00	3,609.45	29,167.80		17,588.20	62.38
10.90.05.1170								
TOWN CLERK EXPENSES	05	6,400.00	6,400.00	331.79	2,661.21		3,738.79	41.58
10.90.05.1175								
ELECTION EXPENSES	05	3,500.00	3,500.00	236.64	964.35		2,535.65	27.55
10.90.05.1180								
MICRO FILM RECORDS	05	20,560.00	20,560.00	2,129.80	11,860.80	8,718.00	18.80-	100.09
10.90.05.1190								
LEASE PURCHASE COPIER	05	2,000.00	2,000.00	73.32	512.95	286.50	1,200.55	39.97
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 02/28/2022
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Totals for Department: 05 (TOWN CLERK)		146,028.00	146,028.00	10,916.88	66,655.12	10,204.50	69,168.38	52.63
10.90.07.1010								
WAGES - TAX COLLECTOR	07	61,562.00	61,562.00	4,735.54	38,357.94		23,204.06	62.31
10.90.07.1020								
WAGES - ASST. TAX COLLECTOR	07	29,274.00	29,274.00	2,712.15	19,821.45		9,452.55	67.71
10.90.07.1060								
COMPUTER LICENSE & SUPPORT	07	6,700.00	6,700.00		6,652.00		48.00	99.28
10.90.07.1061								
COMPUTER SVCS - PRINTING	07	8,700.00	8,700.00	446.50	5,500.48		3,199.52	63.22
10.90.07.1220								
MISCELLANEOUS EXPENSES	07	6,600.00	6,600.00	199.79	2,589.90		4,010.10	39.24
10.90.07.1221								
EDUCATION	07	1,600.00	1,600.00		500.00		1,100.00	31.25
Totals for Department: 07 (TAX COLLECTOR)		114,436.00	114,436.00	8,093.98	73,421.77		41,014.23	64.16
10.90.09.1010								
WAGES - TREASURER	09	13,680.00	13,680.00	1,145.83	9,072.91		4,607.09	66.32
Totals for Department: 09 (TREASURER)		13,680.00	13,680.00	1,145.83	9,072.91		4,607.09	66.32
10.90.11.1020								
WAGES - BUILDING INSPECTOR	11	39,780.00	39,780.00	3,060.00	23,375.00		16,405.00	58.76
10.90.11.1021								
WAGES - LAND USE ADMINISTRA	11	12,708.00	12,708.00	806.52	7,449.42		5,258.58	58.62
10.90.11.1022								
WAGES - OVERTIME LAND USE A	11	3,812.00	3,812.00	73.33	1,063.17		2,748.83	27.89
10.90.11.1167								
BUILDING INSPECTOR MILEAGE	11	2,500.00	2,500.00	163.80	1,431.08		1,068.92	57.24
10.90.11.1220								
MISCELLANEOUS EXPENSES	11	750.00	750.00		62.06		687.94	8.27
10.90.11.1221								
ICC DUES	11	250.00	250.00				250.00	
10.90.11.1222								
NEW CODE BOOKS	11	2,250.00	2,250.00				2,250.00	

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 02/28/2022
 Selecting on FUND from 10 to 10

ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
Totals for Department: 11 (BUILDING DEPT)		62,050.00	62,050.00	4,103.65	33,380.73		28,669.27	53.80
10.90.13.1045								
WAGES - LONGEVITY	13	7,800.00	7,800.00		7,400.00		400.00	94.87
10.90.13.1047								
WAGES-PAYMENT IN LIEU HEAL	13	9,000.00	9,000.00				9,000.00	
10.90.13.1235								
WAGE SALARY ADJUSTMENTS	13	45,000.00	45,000.00		8,457.56		36,542.44	18.79
10.90.13.1240								
SOCIAL SECURITY	13	172,769.00	172,769.00	14,048.87	115,323.20		57,445.80	66.75
10.90.13.1245								
MEDICAL INSURANCE	13	370,000.00	370,000.00	30,411.06	273,834.53		96,165.47	74.01
10.90.13.1246								
LIFE INSURANCE	13	16,000.00	16,000.00	1,009.02	7,803.32		8,196.68	48.77
10.90.13.1247								
DENTAL REIMBURSEMENT	13	17,500.00	17,500.00	1,825.92	12,300.69		5,199.31	70.29
10.90.13.1250								
PENSION	13	425,229.00	425,229.00	22,582.69	328,125.01		97,103.99	77.16
10.90.13.1255								
WORKERS COMPENSATION	13	136,541.00	136,541.00		132,609.00		3,932.00	97.12
10.90.13.1256								
FIRE - LIFE AND AD&D INSURANC	13	9,200.00	9,250.75		9,257.50		6.75-	100.07
10.90.13.1257								
EMPLOYEE ASSISTANCE PROGR	13	3,750.00	3,750.00	252.43	1,767.01	1,009.72	973.27	74.05
10.90.13.1595								
PW CLOTHING ALLOWANCES	13	5,000.00	5,000.00	464.86	1,282.65		3,717.35	25.65
Totals for Department: 13 (EMPLOYEE'S BENEFITS)		1,217,789.00	1,217,839.75	70,594.85	898,160.47	1,009.72	318,669.56	73.83
10.90.15.1041								
WAGES - CERTIFIED ASSESSOR	15	66,303.00	66,303.00	5,286.93	42,349.99		23,953.01	63.87
10.90.15.1042								
WAGES - CLERK P/T	15	31,772.00	31,772.00	2,639.52	21,029.29		10,742.71	66.19
10.90.15.1060								
COMPUTER LICENSES & SUPPO	15	10,800.00	10,800.00		10,334.00	418.00	48.00	99.56
10.90.15.1061								
COMPUTER SERVICES - PRINTI	15	1,480.00	1,480.00	650.00	1,300.00		180.00	87.84

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10.90.15.1220 OFFICE SUPPLIES	15	3,500.00	3,500.00	33.65	1,284.33		2,215.67	36.70
10.90.15.1280 GIS (MAPS)/ONLINE PROPERTY C	15	6,800.00	6,800.00		3,340.00	3,000.00	460.00	93.24
10.90.15.1495 EDUCATION	15	1,600.00	1,600.00		325.00		1,275.00	20.31
Totals for Department: 15 (BD OF ASSESSORS)		122,255.00	122,255.00	8,610.10	79,962.61	3,418.00	38,874.39	68.20
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	30,100.00	30,100.00		26,950.00		3,150.00	89.53
10.90.19.1381 ACTUARIAL VALUATIONS	19	7,000.00	7,000.00		6,000.00		1,000.00	85.71
Totals for Department: 19 (BOARD OF FINANCE)		37,100.00	37,100.00		32,950.00		4,150.00	88.81
10.90.20.1044 WAGES - ADMIN ASST. FINANCE	20	51,124.00	51,124.00	3,960.69	31,804.91		19,319.09	62.21
10.90.20.1046 WAGES - FINANCE MANAGER	20	77,579.00	77,579.00	5,504.08	46,681.84		30,897.16	60.17
10.90.20.1047 WAGES - OVERTIME	20	5,108.00	5,108.00	122.84	1,503.00		3,605.00	29.42
10.90.20.1060 COMPUTER LICENSES & SUPPO	20	18,000.00	18,000.00		13,427.57	590.00	3,982.43	77.88
10.90.20.1061 INTERNS	20	2,960.00	2,960.00		1,850.00		1,110.00	62.50
Totals for Department: 20 (FINANCE DEPARTMENT)		154,771.00	154,771.00	9,587.61	95,267.32	590.00	58,913.68	61.93
10.90.21.1060 EDC CONSULTANT/MARKETING	21	41,000.00	21,001.00				21,001.00	
10.90.21.1220 EXPENSES - EDC	21	5,000.00	5,000.00	240.00	240.00		4,760.00	4.80

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Totals for Department: 21 (ECONOMIC DEVELOPMENT)		46,000.00	26,001.00	240.00	240.00		25,761.00	0.92
10.90.23.1041								
WAGES - ENFORCEMENT OFFI	23	4,051.00	4,051.00	529.72	2,944.62		1,106.38	72.69
10.90.23.1305 SOIL CONSERVATION		23	1,500.00	1,500.00		1,500.00		100.00
Totals for Department: 23 (INLAND WETLANDS)		5,551.00	5,551.00	529.72	4,444.62		1,106.38	80.07
10.90.24.1220								
EXPENSES	24	500.00	500.00	65.00	65.00		435.00	13.00
10.90.24.1806 LAND ACQUISITION/OPEN SPACE		24	1,000.00	1,000.00		1,000.00		100.00
10.90.24.1807 OPEN SPACE MAINTENANCE		24	5,000.00	5,000.00		5,000.00		100.00
Totals for Department: 24 (CONSERVATION)		6,500.00	6,500.00	65.00	1,065.00	5,000.00	435.00	93.31
10.90.25.1040								
WAGES - ZONING ENFORCEMEN	25	33,748.00	33,748.00	2,577.65	21,843.53		11,904.47	64.73
10.90.25.1220 EXPENSES & ZEO MILEAGE		25	2,000.00	2,000.00	6.89	440.20	1,559.80	22.01
10.90.25.1402 BLIGHT		25	1,000.00	1,000.00			1,000.00	
Totals for Department: 25 (PLANNING & ZONING)		36,748.00	36,748.00	2,584.54	22,283.73		14,464.27	60.64
10.90.29.1010								
WAGES - REGISTRARS (2)	29	27,500.00	27,500.00	2,291.66	18,333.28		9,166.72	66.67
10.90.29.1011 WAGES - DPTY REGISTRARS		29	2,000.00	2,000.00		560.00	1,440.00	28.00
10.90.29.1031 WAGES - ELECTION WORKERS		29	5,000.00	5,000.00		3,434.00	1,566.00	68.68
10.90.29.1173 CERTIFICATION & WORKSHOPS		29	2,000.00	2,000.00	60.00	60.00	1,940.00	3.00
10.90.29.1175 REGISTRATION/CONFERENCES/		29	1,500.00	1,500.00	400.00	560.00	940.00	37.33

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10.90.29.1176 OFFICE SUPPLIES	29	1,500.00	1,500.00		168.69		1,331.31	11.25
10.90.29.1177 MAINT. VOTING MACHINES	29	1,000.00	1,000.00		900.00		100.00	90.00
10.90.29.1345 ELECTION EXPENSES	29	3,000.00	3,000.00	6.36	2,141.07		858.93	71.37
10.90.29.1360 CANVAS EXPENSES	29	300.00	300.00				300.00	
Totals for Department: 29 (REGISTRAR OF VOTERS)		43,800.00	43,800.00	2,758.02	26,157.04		17,642.96	59.72
10.90.33.1270 LEGAL FEES/TOWN COUNSEL RE	33	100,000.00	119,999.00	6,826.00	43,015.00	30,000.00	46,984.00	60.85
10.90.33.1290 ENGINEERING & CONSULTANTS	33	150,000.00	149,250.00	1,800.00	47,238.77	51,800.00	50,211.23	66.36
10.90.33.1291 TOWN PLANNER	33	36,136.00	36,136.00		17,160.50		18,975.50	47.49
10.90.33.1385 TOWN WEBSITE/WEBSITE CONS	33	2,815.00	2,815.00				2,815.00	
Totals for Department: 33 (PROFESSIONAL FEES)		288,951.00	308,200.00	8,626.00	107,414.27	81,800.00	118,985.73	61.39
10.90.37.1410 PROPERTY & CASUALTY	37	115,584.00	115,584.00		97,607.90		17,976.10	84.45
Totals for Department: 37 (TOWNWIDE INSURANCE)		115,584.00	115,584.00		97,607.90		17,976.10	84.45
10.90.39.1415 REGIONAL COUNCIL GOV'TS (NV	39	6,235.00	6,235.00		3,635.00		2,600.00	58.30
10.90.39.1425 CCM	39	3,571.00	3,571.00		3,571.00			100.00
10.90.39.1430 VALLEY COUNCIL/BROWNFIELD	39	1,000.00	1,000.00		1,000.00			100.00
10.90.39.1440 C.O.S.T.	39	1,075.00	1,075.00		1,075.00			100.00
Totals for Department: 39 (AGENCY MEMBERSHIP)		11,881.00	11,881.00		9,281.00		2,600.00	78.12

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10.90.41.1404								
MUNICIPAL HISTORIAN	41	250.00	250.00				250.00	
10.90.41.1405								
SESQUICENTENNIAL COMMITTEE	41	25,000.00	25,000.00		25,000.00			100.00
Totals for Department: 41 (FIRE HOUSE BLDG)		25,250.00	25,250.00		25,000.00		250.00	99.01
10.90.44.1010								
STIPEND - FIRE CHIEF	44	12,608.00	12,608.00	1,050.62	8,404.96		4,203.04	66.66
10.90.44.1012								
STIPEND - ADMIN. ASSISTANT (S	44	3,152.00	3,152.00	262.65	2,101.20		1,050.80	66.66
10.90.44.1030								
TELEPHONE	44	5,660.00	5,660.00	284.87	2,607.62		3,052.38	46.07
10.90.44.1031								
EMERGENCY TELEPHONE (911)	44	22,700.00	22,700.00	1,707.85	15,460.27	1,398.82	5,840.91	74.27
10.90.44.1060								
SOFTWARE & IT	44	9,500.00	9,500.00	960.00	5,419.04		4,080.96	57.04
10.90.44.1121								
ELECTRICITY	44	10,000.00	10,000.00	486.35	4,862.56		5,137.44	48.63
10.90.44.1122								
HEATING FUEL	44	15,000.00	15,000.00	3,462.25	12,379.72	54.69	2,565.59	82.90
10.90.44.1123								
WATER	44	1,300.00	1,300.00	50.00	670.99		629.01	51.61
10.90.44.1435								
BUILDING MAINTENANCE	44	18,000.00	17,025.00	1,398.26	11,979.75	4,558.58	486.67	97.14
10.90.44.1436								
BUILDING EQUIPMENT	44	6,500.00	6,500.00	243.45	1,524.54		4,975.46	23.45
10.90.44.1465								
COMM. EQUIP-MAINTENANCE	44	6,000.00	6,000.00	58.98	1,834.48		4,165.52	30.57
10.90.44.1466								
EQUIPMENT MAINTENANCE	44	9,000.00	9,000.00	472.00	6,515.62	118.00	2,366.38	73.71
10.90.44.1470								
VEHICLE FUEL	44	14,200.00	14,200.00	2,340.25	8,056.99	2,700.00	3,443.01	75.75
10.90.44.1471								
MANDATORY VEHICLE AND EQU	44	20,000.00	20,000.00		11,027.96	2,085.00	6,887.04	65.56
10.90.44.1472								
VEHICLE REPAIRS	44	38,000.00	38,000.00	3,765.92	17,783.39	2,525.80	17,690.81	53.45
10.90.44.1485								
PERSONAL PROTECTIVE EQUIP	44	30,000.00	22,743.04		2,739.45	18,609.22	1,394.37	93.87

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10.90.44.1486 EMS TRAINING	44	16,000.00	16,000.00		3,111.06	4,400.00	8,488.94	46.94
10.90.44.1487 AIR BOTTLE REPLACEMENT PROC	44	6,500.00	6,500.00		6,495.00		5.00	99.92
10.90.44.1488 HOSE REPLACEMENT	44	5,000.00	5,000.00	2,595.24	2,595.24		2,404.76	51.90
10.90.44.1489 AIR PACK REPLACEMENT	44	22,500.00	22,500.00		22,470.00		30.00	99.87
10.90.44.1490 PHYSICALS/HEALTH & WELLNES	44	17,350.00	17,350.00	1,381.00	4,757.50	3,388.00	9,204.50	46.95
10.90.44.1495 FIRE TRAINING	44	20,000.00	20,000.00		10,552.34	1,150.00	8,297.66	58.51
10.90.44.1500 SERVICE AWARD PROGRAM	44	48,367.00	51,276.00		51,276.00			100.00
10.90.44.1552 DEPARTMENTAL SUPPLIES - FD	44	16,000.00	16,000.00	2,927.84	10,134.41	2,030.00	3,835.59	76.03
10.90.44.1553 DEPARTMENTAL SUPPLIES - AMB	44	20,000.00	20,000.00	2,652.14	8,832.66	11,167.03	0.31	100.00
Totals for Department: 44 (EMERGENCY SERVICES)		393,337.00	388,014.04	26,099.67	233,592.75	54,185.14	100,236.15	74.17
10.90.45.1010 STIPEND - FIRE MARSHAL	45	17,390.00	17,390.00	1,449.18	11,593.44		5,796.56	66.67
10.90.45.1011 WAGES - DEPUTY FIRE MARSHAL	45	13,658.00	13,658.00	1,195.29	7,289.95		6,368.05	53.37
10.90.45.1012 STIPEND - ADMIN. ASSISTANT (S	45	3,152.00	3,152.00	262.66	2,101.28		1,050.72	66.66
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		1,909.95		2,090.05	47.75
10.90.45.1495 TRAINING/CONTINUING EDUCATI	45	2,200.00	2,200.00				2,200.00	
10.90.45.1515 FIRE CODE SUBSCRIPTION	45	2,300.00	2,300.00		1,990.00		310.00	86.52
10.90.45.1526 COMPUTER SUPPORT	45	650.00	650.00		650.00			100.00
10.90.45.1527 FIRE MARSHAL - EXPENSES	45	9,000.00	7,150.00	35.90	1,506.05		5,643.95	21.06

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10.90.45.1595								
FIRE MARSHAL - UNIFORMS	45	2,000.00	2,000.00				2,000.00	
Totals for Department: 45 (FIRE MARSHAL)		55,350.00	53,500.00	2,943.03	27,040.67		26,459.33	50.54
10.90.47.1010								
STIPEND - EMD	47	6,150.00	6,150.00	512.50	4,100.00		2,050.00	66.67
10.90.47.1530								
EMERGENCY NOTIFICATION SYS	47	5,000.00	5,250.00		5,250.00			100.00
Totals for Department: 47 (CIVIL DEFENSE)		11,150.00	11,400.00	512.50	9,350.00		2,050.00	82.02
10.90.48.1495								
TRAINING/EQUIPMENT	48	6,000.00	6,000.00		1,367.12		4,632.88	22.79
Totals for Department: 48 (SAFETY COMMITTEE)		6,000.00	6,000.00		1,367.12		4,632.88	22.79
10.90.49.1540								
COTTON HOLLOW	49	10,260.00	10,260.00	844.42	5,822.41		4,437.59	56.75
10.90.49.1541								
BEACON FALLS	49	216,800.00	216,800.00	16,370.56	119,445.63		97,354.37	55.09
Totals for Department: 49 (HYDRANT RENTAL)		227,060.00	227,060.00	17,214.98	125,268.04		101,791.96	55.17
10.90.53.1010								
RESIDENT STATE TROOPER	53	206,000.00	206,000.00	1,700.58	2,520.16		203,479.84	1.22
10.90.53.1020								
WAGES - PATROL F/T	53	202,000.00	205,000.00	16,646.31	126,679.11		78,320.89	61.79
10.90.53.1040								
WAGES - CLERK	53	41,044.00	41,044.00	3,157.22	25,481.33		15,562.67	62.08
10.90.53.1041								
WAGES - PATROL P/T	53	175,000.00	172,000.00	11,650.35	76,605.11		95,394.89	44.54
10.90.53.1052								
FT PATROL OVERTIME	53	35,000.00	35,000.00	1,449.13	10,194.88		24,805.12	29.13
10.90.53.1053								
PT PATROL OVERTIME	53	30,000.00	30,000.00	2,514.63	15,952.89		14,047.11	53.18
10.90.53.1054								
SHIFT DIFFERENTIAL	53	4,500.00	4,500.00	153.84	1,189.44		3,310.56	26.43

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10.90.53.1060 COMPUTER SUPPORT	53	5,500.00	5,500.00	263.85	2,388.43		3,111.57	43.43
10.90.53.1130 TELEPHONE	53	4,100.00	4,100.00	740.82	3,458.22		641.78	84.35
10.90.53.1220 DEPARTMENTAL SUPPLIES	53	6,500.00	6,269.00	705.87	2,662.29		3,606.71	42.47
10.90.53.1505 STATE MANDATED TRAINING	53	20,000.00	20,000.00		15,656.88		4,343.12	78.28
10.90.53.1585 VEHICLE REPAIRS & MAINTENANCE	53	13,000.00	13,000.00	244.27	1,908.50		11,091.50	14.68
10.90.53.1595 UNIFORMS	53	10,000.00	10,000.00	332.25	1,536.25		8,463.75	15.36
10.90.53.1620 BUILDING OPS & MAINTENANCE	53	14,000.00	14,000.00	2,545.36	9,106.20	650.00	4,243.80	69.69
10.90.53.1703 GAS & OIL	53	14,000.00	14,000.00	691.27	6,097.54		7,902.46	43.55
10.90.53.1704 EQUIPMENT	53	3,909.00	4,140.00			4,140.00		100.00
Totals for Department: 53 (POLICE)		784,553.00	784,553.00	42,795.75	301,437.23	4,790.00	478,325.77	39.03
10.90.55.1010 STIPEND - ANIMAL CONTROL	55	9,293.00	9,293.00	774.42	6,195.36		3,097.64	66.67
10.90.55.1020 MILEAGE	55	1,000.00	1,000.00		589.12		410.88	58.91
10.90.55.1550 DEPT SUPPLIES/PHONE/TRAIN.	55	500.00	500.00				500.00	
Totals for Department: 55 (DOG WARDEN)		10,793.00	10,793.00	774.42	6,784.48		4,008.52	62.86
10.90.57.1645 E911 DISPATCH	57	43,176.00	43,176.00		43,176.00			100.00
10.90.57.1650 STREET LIGHTING	57	38,177.00	38,177.00	3,277.15	22,763.23		15,413.77	59.63
10.90.57.1655 DRUG AND ALCOHOL TESTING	57	1,073.00	1,073.00		500.00		573.00	46.60
Totals for Department: 57 (PUBLIC SAFETY)		82,426.00	82,426.00	3,277.15	66,439.23		15,986.77	80.60

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10.90.59.1010								
WAGES - FOREMAN	59	76,918.00	76,918.00	5,953.79	48,092.84		28,825.16	62.52
10.90.59.1011								
WAGES - ASST ROAD FOREMAN	59	73,174.00	73,174.00	5,628.81	45,575.73		27,598.27	62.28
10.90.59.1012								
WAGES - MAINTAINER/MECHANI	59	70,138.00	70,138.00	5,664.96	43,970.88		26,167.12	62.69
10.90.59.1013								
WAGES - HWY MAINT (3)	59	201,240.00	201,240.00	16,395.85	109,858.55		91,381.45	54.59
10.90.59.1049								
WAGES - OVERTIME	59	61,205.00	61,205.00	18,321.60	37,495.33		23,709.67	61.26
10.90.59.1550								
HIGHWAY & PARKS EQUIPMENT	59	16,000.00	16,000.00	230.00	6,510.09		9,489.91	40.69
10.90.59.1555								
EQUIPMENT RENTAL	59	2,000.00	2,000.00		580.95		1,419.05	29.05
10.90.59.1670								
STREET SWEEPING	59	18,000.00	18,000.00		980.70		17,019.30	5.45
10.90.59.1685								
SNOW REMOVAL MATERIALS	59	80,000.00	80,000.00	31,026.11	35,950.65	40,114.95	3,934.40	95.08
10.90.59.1690								
TOOLS	59	4,000.00	4,000.00		17.58		3,982.42	0.44
10.90.59.1700								
VEHICLE FUEL	59	15,000.00	15,000.00	1,198.03	8,484.08		6,515.92	56.56
10.90.59.1703								
VEHICLE MAINTENANCE	59	37,500.00	37,500.00	5,203.28	22,367.01	1,456.96	13,676.03	63.53
10.90.59.1710								
HIGHWAY MATERIALS	59	45,000.00	45,000.00		16,263.45	3,430.74	25,305.81	43.76
10.90.59.1713								
TREE WORK	59	20,000.00	20,000.00		8,774.72	10,600.00	625.28	96.87
10.90.59.1714								
GUARD RAILS/LINE PAINTING	59	8,000.00	8,000.00		6,065.99		1,934.01	75.82
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		1,459.60		6,540.40	18.25
10.90.59.1782								
PAVEMENT MAINTENANCE	59	100,000.00	100,000.00		52,858.76		47,141.24	52.86
10.90.59.1785								
FERTILIZER/CLAY	59	6,000.00	6,000.00		912.08		5,087.92	15.20

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 02/28/2022
 Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.59.1786								
SETTLING POND MAINTENANCE	59	5,000.00	5,000.00				5,000.00	
10.90.59.1787								
PARKS - BUILDING MAINTENANC	59	13,000.00	13,000.00	79.46	1,103.19		11,896.81	8.49
10.90.59.1788								
PARKS GROUNDS MAINTENANCE	59	20,000.00	20,000.00		6,372.91	1,500.00	12,127.09	39.36
10.90.59.1789								
PARKS COURTS MAINTENANCE	59	2,000.00	2,000.00				2,000.00	
10.90.59.1790								
FIELD RECONSTRUCTION	59	10,000.00	10,000.00		4,938.45		5,061.55	49.38
10.90.59.1791								
PROPANE	59		2,300.00	423.65	1,409.32		890.68	61.27
10.90.59.1792								
TELEPHONE/INTERNET/ALARM	59		5,600.00	438.08	2,159.42		3,440.58	38.56
10.90.59.1793								
TOWN GARAGE - BUILDING MAI	59		10,000.00	54.94	1,641.42	175.00	8,183.58	18.16
Totals for Department: 59 (HIGHWAY)		908,675.00	926,575.00	90,618.56	463,843.70	57,277.65	405,453.65	56.24
10.90.61.1715								
BUILDING MAINTENANCE	61			9.78				
Totals for Department: 61 (TOWN GARAGE)				9.78				
10.90.63.1010								
WAGES - NURSE	63	31,512.00	31,512.00	2,590.66	20,944.92		10,567.08	66.47
10.90.63.1170								
DEPARTMENTAL SUPPLIES	63	500.00	500.00				500.00	
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	1,400.00	1,400.00		1,254.00		146.00	89.57
10.90.63.1725								
REGIONAL MENTAL HEALTH	63	925.00	925.00				925.00	

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 02/28/2022
 Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.63.1726 PROBATE COURT	63	2,500.00	2,500.00				2,500.00	
10.90.63.1735 HEALTH DISTRICT	63	43,118.00	43,118.00		32,338.84		10,779.16	75.00
10.90.63.1737 BH CARE	63	500.00	500.00		500.00			100.00
Totals for Department: 63 (COMMUNITY WELFARE)		88,655.00	88,655.00	2,590.66	62,537.76		26,117.24	70.54
10.90.65.1740 REFUSE COLLECTION	65	265,000.00	265,000.00	20,639.20	150,674.96		114,325.04	56.86
10.90.65.1745 RECYCLING	65	85,100.00	85,100.00	6,263.95	48,556.73		36,543.27	57.06
10.90.65.1750 BULKY WASTE TRANSFER	65	55,000.00	55,000.00	73.83-	10,493.72		44,506.28	19.08
10.90.65.1755 HOUSEHOLD HAZARDOUS WAST	65	15,000.00	15,000.00		7,073.58		7,926.42	47.16
Totals for Department: 65 (REFUSE)		420,100.00	420,100.00	26,829.32	216,798.99		203,301.01	51.61
10.90.67.1010 WAGES - SUPERVISOR	67	75,213.00	75,213.00	6,581.12	47,658.88		27,554.12	63.37
10.90.67.1011 WAGES - ASST. SUPERVISOR	67	71,157.00	71,157.00	5,747.28	48,305.36		22,851.64	67.89
10.90.67.1042 WAGES - MAINTAINER/OPERATO	67	63,981.00	63,981.00	5,167.68	43,901.70		20,079.30	68.62
10.90.67.1049 WAGES - OVERTIME	67	44,904.00	44,904.00	3,954.59	24,579.06		20,324.94	54.74
10.90.67.1121 ELECTRICITY	67	19,000.00	19,000.00	3,109.48	9,897.56		9,102.44	52.09
10.90.67.1122 WATER & HEATING FUEL	67	5,500.00	5,500.00	897.55	4,150.92	649.30	699.78	87.28
10.90.67.1130 TELEPHONE & ALARM	67	6,240.00	6,240.00	327.76	4,071.85	576.00	1,592.15	74.48
10.90.67.1140 SUPPLIES & MAINTENANCE	67	8,800.00	8,800.00	846.10	3,305.94	175.00	5,319.06	39.56
10.90.67.1470 VEHICLE FUEL & MAINTENACE	67	6,000.00	6,000.00	58.98	958.87		5,041.13	15.98

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 02/28/2022
 Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.67.1760								
PLANT OPERATIONS	67	58,700.00	58,700.00	374.00	24,261.67	28,654.04	5,784.29	90.15
10.90.67.1765								
EQUIPMENT REPLACEMENT	67	40,000.00	40,000.00	10,097.29	14,175.97	5,437.00	20,387.03	49.03
10.90.67.1770								
SLUDGE PROCESSING	67	137,900.00	137,900.00		119,903.01	17,996.99	0.00	100.00
10.90.67.1775								
D.E.P. DISCHARGER PERMIT	67	1,800.00	1,800.00		1,800.00			100.00
10.90.67.1776								
NITROGEN CREDITS	67	80,000.00	80,000.00				80,000.00	
10.90.67.1780								
SEWER MAINTENANCE	67	20,000.00	20,000.00		7,206.44		12,793.56	36.03
10.90.67.1785								
MANDATED TOXICITY TESTING	67	19,400.00	19,400.00	3,977.05	14,007.55	5,272.49	119.96	99.38
Totals for Department: 67 (WASTE WATER TREATMENT)		658,595.00	658,595.00	41,138.88	368,184.78	58,760.82	231,649.40	64.83
10.90.69.1010								
WAGES - FULL TIME (3)	69	128,435.00	128,435.00	9,879.61	79,942.79		48,492.21	62.24
10.90.69.1019								
WAGES - PART TIME	69	13,520.00	13,520.00	1,101.75	7,403.50		6,116.50	54.76
10.90.69.1060								
COMPUTER SOFTWARE	69	4,500.00	4,500.00	53.47	4,372.19		127.81	97.16
10.90.69.1170								
DEPARTMENTAL SUPPLIES	69	24,650.00	24,650.00	1,659.21	15,861.23	7,345.36	1,443.41	94.14
10.90.69.1800								
PROFESSIONAL DEVELOPMENT	69	1,000.00	1,000.00				1,000.00	
10.90.69.1805								
PROGRAMS	69	6,500.00	6,500.00	536.47	5,998.96		501.04	92.29
10.90.69.1807								
LIBRARY COPIER LEASES	69	820.00	820.00	55.00	413.11	265.00	141.89	82.70
Totals for Department: 69 (LIBRARY)		179,425.00	179,425.00	13,285.51	113,991.78	7,610.36	57,822.86	67.77
10.90.71.1010								
RECREATION DIRECTOR (P/T)	71	26,000.00	26,000.00		15,000.00		11,000.00	57.69
10.90.71.1019								
WAGES - SEASONAL	71	16,080.00	16,080.00		15,945.25		134.75	99.16

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 02/28/2022
 Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.71.1121 ELECTRICITY, WATER & FUEL	71	17,500.00	17,500.00	292.27	13,513.70		3,986.30	77.22
10.90.71.1820 SANITATION FACILITIES	71	6,000.00	6,000.00	375.00	3,025.00	2,650.00	325.00	94.58
10.90.71.1840 STOCK FISH	71	3,000.00	3,000.00				3,000.00	
10.90.71.1861 RECREATIONAL PROGRAM & AC	71	3,500.00	3,500.00		310.00		3,190.00	8.86
10.90.71.1870 INDEPENDENCE DAY CELEBRATI	71	15,000.00	15,000.00		2,360.00		12,640.00	15.73
10.90.71.1905 SUMMER CONCERT SERIES	71	6,500.00	6,500.00		4,250.00		2,250.00	65.38
Totals for Department: 71 (PARK & RECREATION)		93,580.00	93,580.00	667.27	54,403.95	2,650.00	36,526.05	60.97
10.90.77.1041 WAGES - DRIVER	77	24,661.00	23,161.00	1,512.55	9,796.86		13,364.14	42.30
10.90.77.1470 GAS/MAINTENANCE	77	2,500.00	4,000.00	237.50	2,246.47		1,753.53	56.16
Totals for Department: 77 (MINI BUS OPERATIONS)		27,161.00	27,161.00	1,750.05	12,043.33		15,117.67	44.34
10.90.79.1010 SNR CENTER DIRECTOR P/T	79	30,000.00	30,000.00	919.16	1,454.37		28,545.63	4.85
10.90.79.1120 HEATING OIL	79	3,100.00	3,100.00		1,538.83	1,303.64	257.53	91.69
10.90.79.1121 ELECTRICTY & WATER	79	4,500.00	4,500.00	93.38	1,877.83		2,622.17	41.73
10.90.79.1130 TELEPHONE	79	4,100.00	4,100.00	353.43	2,495.14		1,604.86	60.86
10.90.79.1220 SENIOR CENTER SUPPLIES	79	1,500.00	1,500.00	30.17	772.13		727.87	51.48
10.90.79.1681 SENIOR ACTIVITIES	79	3,000.00	3,000.00		1,720.47		1,279.53	57.35
10.90.79.1943 BUILDING MAINTENANCE	79	5,000.00	5,000.00	1,635.85	3,662.59	825.00	512.41	89.75
Totals for Department: 79 (SENIOR CITIZENS CENTER)		51,200.00	51,200.00	3,031.99	13,521.36	2,128.64	35,550.00	30.57

Statement of Expenditures, Encumbrances & Appropriations

Town of Beacon Falls
 For Period Ending 02/28/2022
 Selecting on FUND from 10 to 10

ACCOUNT ACCOUNT DESCRIPTION	DEPT	ORIGINAL BUDGET	AMENDED BUDGET	MONTH-TO-DATE EXPENDITURES	YEAR-TO-DATE EXPENDITURES	OUTSTANDING ENCUMBRANCES	UNENCUMBERED BALANCE	PERCENT USED
10.90.83.1170								
CONTINGENCY EXPENSES	83	100,000.00	59,641.25				59,641.25	
Totals for Department: 83 (CONTINGENCY)		100,000.00	59,641.25				59,641.25	
10.90.85.1984								
PRINCIPAL - 2014 (\$5.865M) BOND	85	325,000.00	325,000.00		5,250.00	319,750.00		100.00
10.90.85.1985								
INTEREST - 2014 (\$5.865M) BOND	85	134,950.00	134,950.00		67,475.00	67,475.00		100.00
Totals for Department: 85 (DEBT SERVICE - INTEREST)		459,950.00	459,950.00		72,725.00	387,225.00		100.00
10.90.87.2009								
PRINCIPAL - 2016 (\$4.35M) BOND	87	300,000.00	300,000.00		300,000.00			100.00
10.90.87.2013								
INTEREST - 2016 (\$4.35M) BOND	87	66,450.00	66,450.00		66,450.00			100.00
10.90.87.2020								
2020 BAND/BOND - INTEREST	87	39,890.00	39,890.00		39,888.89	1.11	0.00	100.00
10.90.87.2021								
INTEREST - 2021 BOND ISSUE	87	70,000.00	84,891.67			70,000.00	14,891.67	82.46
Totals for Department: 87 (DEBT SERVICE - PRINCIPLE)		476,340.00	491,231.67		406,338.89	70,001.11	14,891.67	96.97
10.90.88.2001								
REGIONAL SCHOOL DISTRICT #1	88	14,151,316.00	14,151,316.00	2,009,051.00	10,133,215.00		4,018,101.00	71.61
Totals for Department: 88 (Department - 88)		14,151,316.00	14,151,316.00	2,009,051.00	10,133,215.00		4,018,101.00	71.61
10.90.90.2500								
TRANSFER TO NON-RECURRING (90	816,898.00	846,978.96		824,154.96		22,824.00	97.31
10.90.90.2503								
TRANSFER TO DEBT SERVICE FU	90	300,000.00	300,000.00		300,000.00			100.00
10.90.90.2504								
TRANSFER TO VEHICLE REPLAC	90	211,300.00	211,300.00		211,300.00			100.00
Totals for Department: 90 (TRANSFERS/SPECIAL PROJ.)		1,328,198.00	1,358,278.96		1,335,454.96		22,824.00	98.32
Report totals		23,435,164.00	23,450,055.67	2,444,383.82	15,881,965.01	774,281.33	6,793,809.33	71.03



TOWN OF BEACON FALLS

FY22

TRANSFERS FOR 3/14 BOS & 3/15/2022 BOF MEETINGS

3/11/22

<u>#</u>	<u>Transfer From</u>		<u>Transfer To</u>		<u>Amount</u>	<u>Description</u>
1	10.90.79.1130	Snr Center - Telephone	10.90.79.1943	Snr Center Building Maintenance	\$ 300.00	To cover recent project costs
2	10.90.83.1170	Contingency	10.90.79.1943	Snr Center Building Maintenance	\$ 1,000.00	To cover recent project costs
3	10.90.69.1800	Professional Development	10.90.69.1805	Programming	\$ 1,000.00	Additional programming
4	10.90.67.1140	Vehicle Fuel			\$ 2,000.00	
5	10.90.67.1765	Equipment Replacement			\$ 10,000.00	Transfer from multiple GF lines plus Sewer Fund to make up budget shortfall for sludge processing/hauling service at WWTP
6	10.90.67.1780	Sewer Maintenance	10.90.67.1780	Sludge Processing	\$ 5,000.00	
7	10.90.67.1760	Plant Operations			\$ 4,000.00	
8	10.90.67.1776	Nitrogen Credits			\$ 26,737.00	
9	Sewer Fund	Sewer Fund			\$ 47,263.00	
Total					\$ 97,300.00	

FY22

LINES TO MONITOR

<u>#</u>	<u>Line</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Amount Spent+Encumbered YTD</u>	<u>February = 66.67%</u>	<u>Description</u>
1	10.90.03.1049	Overtime Custodian	\$ 2,000.00	\$ 1,850.07	92.50%	Custodian has been working a few additional hours weekly
2	10.90.03.1090	Office Supplies	\$ 12,632.00	\$ 10,299.50	81.53%	Trending high
3	10.90.03.1122	Town Hall Heat & water	\$ 7,500.00	\$ 5,985.14	79.80%	Oil costs are higher
4	10.90.13.1245	Medical Insurance	\$ 370,000.00	\$ 273,834.53	74.01%	More employees electing coverage, expanding coverage may lead to significant overage here

5	10.90.13.1247	Dental Reimbursement	\$ 17,500.00	\$ 12,300.69	70.29%	Trending high
6	10.90.23.1041	Wages - IWWC Enforcement	\$ 4,051.00	\$ 2,944.62	72.69%	IWWC Officer working more hours.
7	10.90.44.1122	Heating Oil	\$ 15,000.00	\$ 12,434.41	82.90%	Trending high
8	10.90.44.1435	Building Maintenance	\$ 17,025.00	\$ 16,568.33	97.32%	remaining balance
9	10.90.44.1466	Equipment Maintenance	\$ 9,000.00	\$ 6,633.62	73.71%	Trending high
10	10.90.44.1552	Departmental Supplies - FD	\$ 16,000.00	\$ 12,164.41	76.03%	Trending high
12	10.90.44.1553	Departmental Supplies - AMB	\$ 20,000.00	\$ 19,999.69	100.00%	Maxed out
13	10.90.53.1130	Telephone	\$ 4,100.00	\$ 3,458.22	84.35%	Trending high
14	10.90.53.1505	State Mandated Training				New tasers & pistols require additional training, new officers onboarding
			\$ 20,000.00	\$ 15,656.88	78.28%	
15	10.90.59.1713	Tree Work	\$ 20,000.00	\$ 19,374.72	96.87%	Trending high
16	10.90.59.1714	Guardrails/line painting	\$ 8,000.00	\$ 6,065.99	75.82%	A decent amount of line painting occurred this fall, not leaving much for spring?
17	10.90.67.1122	Water & Heating Fuel	\$ 5,500.00	\$ 4,800.22	87.28%	Trending high
18	10.90.67.1760	Plant Operations	\$ 58,700.00	\$ 52,915.71	90.15%	Trending high
19	10.90.71.1121	Parks Electricity Water & Fuel	\$ 17,500.00	\$ 13,513.70	77.22%	Trending high
20	10.90.77.1470	Minibus Gas/Maintenance	\$ 2,500.00	\$ 2,008.97	80.36%	More usage of minibus/More repairs needed. New tires are the latest.

*These items are highlighted on the EE&A report



TOWN OF BEACON FALLS
 TOWN HALL
 10 MAPLE AVE.
 BEACON FALLS, CONNECTICUT 06403

Date: 3/7/22

To: First Selectman

From: Senior Center

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

	TRANSFER TO	TRANSFER FROM	AMOUNT OF TRANSFER
1.	Senior Center – Building Maintenance	Senior Center – Telephone	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.79.1943	10.90.79.1130	\$300.00
	<i>Account Number</i>	<i>Account Number</i>	
2.	Senior Center – Building Maintenance	Contingency	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.79.1121	10.90.83.1170	\$1000
	<i>Account Number</i>	<i>Account Number</i>	
3.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	

Brief Explanation of the Purpose of the Transfer:

1. Transfer to cover CT Fire Inspection invoice.
2. Increased Building Maintenance expenses due to renovations at the Senior Center.
- 3.

Requested by: Art Raible
 Department Head Signature

Approved by: _____
 First Selectman Date

Approved by: _____
 Board of Finance Chair Date

Transfer Completed: _____

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum A Town of Beacon Falls Budget Transfer Request Form

Date: 2/17/2022

To: First Selectman & Board of Finance Chair

From: Elizabeth Setaro-Posick

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

	TRANSFER FROM	TRANSFER TO	AMOUNT OF TRANSFER
1.	<i>Professional Develop.</i>	<i>Programming</i>	<i>\$1,000</i>
	<i>Account Name</i>	<i>Account Name</i>	
	<i>10.90.69.1800</i>	<i>10.90.69.1805</i>	\$
	<i>Account Number</i>	<i>Account Number</i>	
2.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	
3.			
	<i>Account Name</i>	<i>Account Name</i>	
			\$
	<i>Account Number</i>	<i>Account Number</i>	

Brief Explanation of the Purpose of the Transfer:

1. There is currently \$28.00 left in the programming
2. line item with 4 more months of programming
3. to take place.

Requested by: Elizabeth Setaro-Posick
Department Head Signature & Date

Approved by: _____
First Selectman Signature & Date

Approved by: _____
Board of Finance Chair Signature & Date

Transfer Completed: _____
Finance Manager Signature & Date

Comments: _____

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum A Town of Beacon Falls Budget Transfer Request Form

Date: 3/10/22

To: First Selectman & Board of Finance Chair

From: Wastewater Treatment Plant

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

	TRANSFER FROM	TRANSFER TO	AMOUNT OF TRANSFER
1.	Vehicle Fuel/ Maint.	Sludge Processing	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.67.1140	10.90.67.1780	\$2,000
	<i>Account Number</i>	<i>Account Number</i>	
2.	Equipment Replacement	Sludge Processing	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.67.1765	10.90.67.1780	\$10,000
	<i>Account Number</i>	<i>Account Number</i>	
3.	Sewer Maint.	Sludge Processing	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.67.1780	10.90.67.1780	\$5,000
	<i>Account Number</i>	<i>Account Number</i>	

Brief Explanation of the Purpose of the Transfer:

1. Transfer from various lines in WWTP budget to make up for shortfall in Sludge.
2. Balance of funds needed would come from SWWT fund and be transferred into the General Fund.
3. _____

Requested by: J. Callan 3-10-22
Department Head Signature & Date

Approved by: _____
First Selectman Signature & Date

Approved by: _____
Board of Finance Chair Signature & Date

Transfer Completed: _____
Finance Manager Signature & Date

Comments: _____
After all transfers to the sludge processing line have been exhausted only then will we need to look to the SWWT for help with the remainder of the shortfall.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum A Town of Beacon Falls Budget Transfer Request Form

Date: 3/10/22

To: First Selectman & Board of Finance Chair

From: Wastewater Treatment Plant

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

	TRANSFER FROM	TRANSFER TO	AMOUNT OF TRANSFER
1.	Plant Operations	Sludge Processing	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.67.1760	10.90.67.1770	\$4,000
	<i>Account Number</i>	<i>Account Number</i>	
2.	Nitrogen Credits	Sludge Processing	
	<i>Account Name</i>	<i>Account Name</i>	
	10.90.67.1776	10.90.67.1770	\$26,737
	<i>Account Number</i>	<i>Account Number</i>	
3.	SWWT Fund	Sludge Processing	
	<i>Account Name</i>	<i>Account Name</i>	
			\$ ***
	<i>Account Number</i>	<i>Account Number</i>	

Brief Explanation of the Purpose of the Transfer:

1. Transfer from various lines in WWTP budget to make up for shortfall in Sludge.
2. ***Balance of funds needed would come from SWWT fund and be transferred into the General Fund.
3. _____

Requested by: 3-10-22
Department Head Signature & Date

Approved by: _____
First Selectman Signature & Date

Approved by: _____
Board of Finance Chair Signature & Date

Transfer Completed: _____
Finance Manager Signature & Date

Comments: _____
After all transfers to the sludge processing line are exhausted only then will we look to the SWWT for help with the remainder of the shortfall.

General Ledger

Town of Beacon Falls
For Period From 07/01/2021 To 02/28/2022
For OBJC from 0021 to 0021 and FUND from 70 to 70

ACCOUNT NUMBER				DESCRIPTION		BALANCE
TRANSACTION	BATCH	POST PERIOD	DATE	DESCRIPTION	DEBIT	CREDIT
70.80.57.0021				American Rescue Plan Act (ARPA) Allotment		**PREV BALANCE
JV 00002113-002	9321	7/2021	07/01/2021	ARP Funds 2021 Allocation		920,702.27
					**PERIOD 7/2021 TOTAL	-920,702.27
					END BALANCE	-920,702.27
70.90.57.0021				American Rescue Plan Act (ARPA) - Sewer, Stormwater		**PREV BALANCE
VR 00026689-001	9055	9/2021	09/01/2021	Cook Lane Catch Basin Replacement - Products	7,252.00	
				Vendor: UNITED CONCRETE PRODUCTS, INC. Bank/Check #: 14/000452		
VR 00026765-001	9093	9/2021	09/08/2021	Manhole Installation on Fairfield Pl.	6,550.00	
				Vendor: Forest Construction Co., LLC Bank/Check #: 14/000453		
VR 00026758-001	9093	9/2021	09/08/2021	6 Inch Cap/6" Lug Accessories Kit	295.27	
				Vendor: SUPERIOR PRODUCTS DISTRIBUTORS Bank/Check #: 14/000454		
VR 00026742-001	9093	9/2021	09/08/2021	Video Inspection of Cook Lane	2,572.50	
				Vendor: MCVAC ENVIRONMENTAL Bank/Check #: 14/P00010		
VR 00026749-001	9093	9/2021	09/08/2021	Video Inspection of Cook Lane	2,572.50	
				Vendor: MCVAC ENVIRONMENTAL Bank/Check #: 14/P00010		
VR 00026802-001	9122	9/2021	09/15/2021	Police Private Duty for Cook Lane - McVac Camera	2,378.25	
				Vendor: Extra Duty Solutions Bank/Check #: 14/P00011		
					**PERIOD 9/2021 TOTAL	21,620.52
VR 00027073-001	9158	10/2021	10/13/2021	ARP Reimb. for Sewer Pump Replacements & SCADA	43,466.60	
				Vendor: Chatfield Farms Community Association Inc. Bank/Check #: 14/000455		
					**PERIOD 10/2021 TOTAL	43,466.60
VR 00027332-001	9367	11/2021	11/09/2021	EHR/Cardiac Monitoring/Billing/Scheduling	9,573.00	
				Vendor: ESO Solutions Inc. Bank/Check #: 14/000457		
VR 00027770-001	9559	11/2021	11/11/2021	Cook Lane Storm Drainage Improvements (21-3)	12,185.17	
				Vendor: Gerber Construction Inc.		
VR 00027516-001	9428	11/2021	11/23/2021	2 LifePak 15 V4 Monitor/Defib	1,807.50	
				Vendor: STRYKER MEDICAL Bank/Check #: 14/000459		
					**PERIOD 11/2021 TOTAL	23,565.67
VR 00027524-001	9453	12/2021	12/01/2021	2 LifePak 15 V4 Monitor/Defib	53,179.85	
				Vendor: STRYKER MEDICAL Bank/Check #: 14/000461		
					**PERIOD 12/2021 TOTAL	53,179.85
VR 00028092-002	9721	1/2022	01/27/2022	Cook Lane Storm Drainage Improvements (21-3)	42,641.19	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000462		
VR 00028093-001	9723	1/2022	01/27/2022	Application #2	71,167.99	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000463		
VR 00028097-001	9734	1/2022	01/31/2022	Cook Lane Storm Drainage Improvements (21-3)	21,645.00	
				Vendor: Gerber Construction Inc.		
					**PERIOD 1/2022 TOTAL	135,454.18
VR 00028124-001	9738	2/2022	02/02/2022	Cook Lane Storm Drainage Improvements (21-3)	62,457.35	
				Vendor: Gerber Construction Inc. Bank/Check #: 14/000465		
					**PERIOD 2/2022 TOTAL	62,457.35
					END BALANCE	339,744.17
Report Totals					339,744.17	920,702.27

TOWN OF BEACON FALLS

FINANCIAL POLICY MANUAL



As revised ~~March 15~~December 14, 2024

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

VII. REVENUES, ~~AND COLLECTIONS~~ AND GRANTS

The Town collects revenue, primarily in the form of property taxes, to provide services and meet operational needs. The structure, fluctuation and collection of revenues are examined by rating agencies to determine the Town's credit rating.

The Town will monitor all taxes to ensure they are equitably administered, and collections are timely and accurate. The Tax Collector will use all statutory authority to collect property taxes, interest, costs, and penalties.

The Tax Assessor will assess all property annually as of October 1. Real property assessments will be based on fair market value and follow standards established by the International Association of Assessing Officers. Personal property assessments will be based on percentages of original cost which reasonably reflect approximate market value.

On a monthly basis, the Finance Manager will provide a report to the Board of Finance of year-to-date revenues which clearly states the amounts and percent of total taxes billed by category and by year. In addition, on an annual basis, the Tax Collector will present to the Board of Finance, a list of uncollectible accounts (the "Suspense List") for approval.

The Finance Department is responsible for all grants management with input as-needed from applicable employees and/or volunteers. The grants cycle typically includes the grant application (narrative, budget, and supporting documentation), procurement of items/services, spending/accounting for grant purchases, scope amendment requests, periodic performance/fiscal reporting to grantor, and final grant closeout report. At no point should an employee or volunteer submit a grant application to an agency/organization without first making the Finance Department aware and/or gaining permission, especially if a cash match must be budgeted.

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

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

behalf of the town; otherwise, the credit/procurement card shall be retained in the employee's purse, billfold, or other secure location.

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

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

- (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 \$1,000 per statement
- (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~~
- ~~(l) **Senior Center Director/Minibus Driver:** Purchases are limited to \$500 per statement~~

Total Town credit/procurement card limit (sum of A through L) = \$24,000

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

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

XVIII. 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.

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

	<ul style="list-style-type: none"> Chapter XI - Credit/Procurement Cards: addition of Park Ranger
Revision 6:	January 7, 2021: <ul style="list-style-type: none"> Chapter XI - Credit/Procurement Cards: increase Finance Manager limit from \$7k to \$10k Chapter VI – Risk Management: section entitled “Insurance Claim Procedure” added
Revision 7:	June 14 - September 14, 2021: <ul style="list-style-type: none"> Chapter III – Budgeting: added multi-year and special fund goals. Chapter IV – Procurement: added local preference section. Added mention of CT Source. Chapter V – Ethics: added mention of ethics language in procurement chapter. Chapter VII – Cash Management: added mention of total signature quantity required and live signatures. Chapter X – Cash Drawer: added Senior Center as a petty cash drawer holder. Chapter XI – Credit/Procurement Cards: increased Program Librarian’s credit limit from \$500 to \$1000. Chapter XII – Capital Assets: added mention of machinery and infrastructure categories; added maintenance tracking department head responsibility. Chapter XIII – Debt Management: overhauled entire chapter; added purpose, objective, 14 sections to the policy. Chapter XIV – Fund Balance: increased minimum % for undesignated Addendum A – Budget Transfer Request Form: modified order of columns. Addendum I – Acknowledgement Form: added mention of personnel file.
Revision 8:	December 14, 2021 <ul style="list-style-type: none"> New Addendum I: added for Post Issuance Compliance Policy Addendum I becomes Addendum J and clarification added to language
Revision 9:	March 15, 2022

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

- | | |
|--|--|
| | <ul style="list-style-type: none">• <u>Chapter XI – Credit/Procurement Cards: removed Park Ranger and added Senior Center Director/Minibus Driver</u>• <u>Chapter VII – Revenue and Collections: added grants process language and re-named title</u>• <u>Addendums A, G & H: switched out for fillable forms.</u>• <u>Added Purchase Order revision request form as Addendum B and adjusted all addendum sequencing as appropriate</u> |
|--|--|

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XIX. ADDENDUMS

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

- Addendum A: Budget Transfer Request Form
- Addendum B: Purchase Order Revision Request Form
- Addendum CB: Ethics Ordinance
- Addendum DC: Certificate of Insurance/Risk + TULIP Guidelines
- Addendum ED: Petty Cash Reimbursement Form
- Addendum FE: Cash Drawer Reconciliation Form
 - Addendum FE-TC Tax Collector's Cash Drawer Balancing Form
- Addendum GF: Credit/Procurement Card Agreement
- Addendum HG: Asset Addition Form
- Addendum IH: Asset Disposal Form
- Addendum J: Post Issuance Compliance Policy
- Addendum KJ: Financial Policy Manual Acknowledgement Form

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum A Town of Beacon Falls Budget Transfer Request Form

Date: _____

To: First Selectman & Board of Finance Chair

From: _____

The undersigned respectfully requests that the following budgetary transfers be approved for Fiscal Year _____.

	TRANSFER FROM	TRANSFER TO	AMOUNT OF TRANSFER
1.	Account Name	Account Name	
	Account Number	Account Number	\$
2.	Account Name	Account Name	
	Account Number	Account Number	\$
3.	Account Name	Account Name	
	Account Number	Account Number	\$

Brief Explanation of the Purpose of the Transfer:

1. _____
2. _____
3. _____

Requested by: _____
Department Head Signature & Date

Approved by: _____
First Selectman Signature & Date

Approved by: _____
Board of Finance Chair Signature & Date

Transfer Completed: _____
Finance Manager Signature & Date

Comments: _____

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum B Town of Beacon Falls Purchase Order Revision Request Form

Supplier Name _____ Purchase Order # _____
Date: _____ Department: _____

- Accounting Distribution Change
- Increase PO Amount
- Decrease PO Amount
- Cancel PO
- Liquidate Remaining Balance of PO

Change Accounting Distribution:

	Account Number	Account Name	Dollar Amount	Notes
<i>Original Request:</i>				
<i>Change To:</i>				

Increase (show amount of increase only)

Line item #	Qty	Unit \$	Extended \$	
Total Amt.				
Total Encumbered After Increase				

Decrease (show amount of decrease only)

Line item #	Qty	Unit \$	Extended \$	
Total Amt.				
Total Encumbered After Decrease				

Brief Explanation for the Revision to the PO: _____

Approved:		Date	
	Department Head		
Approved:		Date	
	First Selectman		
Approved & Revision Completed:		Date	
	Finance Office		

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum **HG** Town of Beacon Falls Asset Addition Form

Capital assets are real or personal property (equipment, vehicles, infrastructure, etc.) that:

- 4) Have a value greater than or equal to \$5,000 (per item individually; not collectively if buying in bulk), and
- 5) Have an estimated life of greater than two years, and
- 6) Are not purchased annually

Please complete and submit the form below including all supporting documentation to the Finance Department ASAP.

Today's Date _____

Name _____ Title _____

Department _____

Date of Purchase (invoice date) _____ Date Entered into Service _____

Vendor Name(s) _____ PO # _____

Total Cost (all components; installed/in-use) \$ _____

Cost Breakdown: \$ _____ purch.; \$ _____ transp./freight; \$ _____ install; \$ _____ misc

Current Condition: New Used - Good Used - Fair

Purchase Method: Purchased Outright Leased Financed Donated Granted

If leased/financed, length of agreement (in years): _____

Warranty Yes No; if yes, length in years: _____

Was an asset traded in on the purchase of this asset? Yes No ; if yes, trade-in allowance: \$ _____

Estimate Life of Asset (Years) _____ Estimated Life of Asset (Months) _____

Purpose/Function of Asset _____ (what does it do/what is it used for?)

Is this an improvement/add-on to an existing asset? Yes No

If yes, asset year/name/make/model/tag # _____

Location within the site/building that asset will be stored _____

Finance
Department Only

Year	Make/Manufacturer	Model/Serial #	Type/Category	VIN #	Asset Tag #

Signature Date

TOWN OF BEACON FALLS FINANCIAL POLICY MANUAL



Addendum I Town of Beacon Falls Asset Disposal Form

Capital assets are real or personal property (equipment, vehicles, infrastructure, etc.) that:

- 1) Have a value greater than or equal to \$5,000 (per item individually; not collectively if buying in bulk), and
- 2) Have an estimated life of greater than two years, and
- 3) Are not purchased annually

Please complete and submit the form below including all supporting documentation to the Finance Department ASAP. This form does not grant approval to dispose of equipment; it only serves to update the inventory database.

Name Title

Department

Today's Date

Type of Disposition:

- Sold
- Scrapped
- Transfer within Town
- Transfer outside Town
- Traded-in
- Donated

If transferred, new location:

If replaced with another asset, provide year/name/make/model/tag #:

Disposal Date:

If sold, scrapped, traded-in, or donated:

Recipient: Price Paid: \$

Finance
Department Only

Year	Make/Manufacturer	Model/Serial #	Type/Category	VIN #	Asset Tag #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature Date