

## Financial Administration Budget Narrative – 2023

Account Number	Account Description	2022 Budget	2023 Budget	Amount Change	Percent Change
01-4150-01-4110	Admin-Salary	\$ 1	\$ 1	\$ -	0.00%

This line is unused.

01-4150-01-4111	Admin-F/T hourly Wages	\$ 107,760	\$ 113,215	\$ 5,455	5.06%
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This line is used to fund the full-time wages of the Finance and Human Resources Administrators.

01-4150-01-4112	Admin-P/T Hourly Wages	\$ 1	\$ 1	\$ -	0.00%
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This line is unused.

01-4150-01-4154	Admin-E/T Buyout	\$ 500	\$ 500	\$ -	0.00%
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This line is used to fund the earned-time buyout of the Financial Administration employees.

01-4150-01-4290	Admin-Employee Benefits	\$ 60,071	\$ 66,759	\$ 6,688	11.13%
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This line is used to fund the payroll taxes and benefits of the Financial Administration employees.

01-4150-01-4310	Admin-Contracts	\$ 155,000	\$ 170,000	\$ 15,000	9.68%
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This line is used to fund certain Town contracts including IT: Rockport IT and phone support (\$33,300), financial consultant (\$1,000), Tax/Town Clerk/Building/Assessing software – Avitar (\$18,700), GIS tax maps – CAI (\$8,800), financial software – AccuFund (\$17,600), Laserfische (\$800), server cloud backups – Datto (\$16,000), Office 365 backups (\$2,000), Office 365 and phone licenses – Microsoft (\$40,000), Adobe licenses (\$1,400), antivirus – VMWare (\$1,600), cemetery software – CemSites (\$2,000), welfare software (\$750), and accounting software support/consulting (\$5,000), (\$750) for unanticipated purchases.

01-4150-01-4331	Admin-Auditing Contracts	\$ 17,000	\$ 17,000	\$ (3,650)	-17.68%
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This line is used to fund the Town's annual financial audit. This price reflects the contract with Plodzik and Sanderson (selected competitively in 2020-2021).

01-4150-01-4434	Admin-Equipment Maintenance	\$ 1	\$ 1	\$ -	0.00%
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This line will be unused for 2021.

01-4150-01-4442	Admin-Equipment Rental	\$ 1,800	\$ 1,800	\$ -	0.00%
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This line is used to fund the postage machine rental for the Town.

Account Number	Account Description	2022 Budget	2023 Budget	Amount Change	Percent Change
01-4150-01-4443	Admin-Copier Lease & Maint	\$ 2,500	\$ 4,600	\$ 2,100	84.00%

This line is used to fund the administrative offices portion of the copier maintenance contract. In 2023 there is the added cost of a new lease-purchase copier.

01-4150-01-4531	Admin-Communications	\$ 800	\$ 500	\$ (300)	-37.50%
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This line is used to fund the mobile communication needs of the administrative staff.

01-4150-01-4550	Admin-Printing	\$ 3,000	\$ 5,000	\$ 2,000	66.67%
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This line is used to fund the printing costs of the annual Town Report. In 2023 the budget is increased to cover additional demand and color pages to commemorate the tricentennial.

01-4150-01-4560	Admin-Conferences & Training	\$ 2,000	\$ 2,000	\$ -	0.00%
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This line is used to fund the conferences and trainings of the Financial Administration employees.

01-4150-01-4570	Admin-Dues & Fees	\$ 100	\$ 200	\$ 100	100.00%
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This line is used to fund the annual Government Finance Officers Association dues.

01-4150-01-4571	Admin-Registry of Deeds	\$ 300	\$ 300	\$ 100	50.00%
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This line is used to fund the Registry of Deeds expenses of the administrative offices.

01-4150-01-4580	Admin-Mileage & Expenses	\$ 750	\$ 750	\$ -	0.00%
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This line is used to fund the mileage and expenses reimbursements for the Financial Administration staff while traveling for Barrington purposes.

01-4150-01-4611	Admin-Office Supplies	\$ 4,500	\$ 4,500	\$ -	0.00%
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This line is used to fund the office supplies for the administrative offices.

01-4150-01-4612	Admin-Postage	\$ 1,900	\$ 1,900	\$ -	0.00%
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This line is used to fund the postage of the administrative offices.

01-4150-01-4754	Admin-Equipment	\$ 9,500	\$ 9,500	\$ -	0.00%
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This line is used to meet the equipment needs of the administrative offices.