

Financial Administration Budget Narrative – 2024

Account Number	Account Description	2023 Budget	2024 Budget	Amount Change	Percent Change
01-4150-01-4110	Admin-Salary	\$ 1	\$ 67,980	\$ 67,979	+%

The Finance Administrator position was reclassified as Salary in early 2023.

01-4150-01-4111	Admin-F/T hourly Wages	\$ 118,293	\$ 61,573	\$ (56,581)	-47.89%
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This line is used to fund the full-time wages of the 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	\$ 83,887	\$ 85,385	\$ 1,498	1.79%
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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	\$ 170,000	\$ 132,800	\$ (37,200)	-21.88%
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This line is used to fund certain Town contracts including IT: Block5 IT and support (\$56,000), 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), Office 365 licensing – Microsoft (\$20,000), Adobe licenses (\$1,400), cemetery software – CemSites (\$2,000), welfare software (\$750), and accounting software support/consulting (\$5,000), (\$2,950) for unanticipated purchases.

01-4150-01-4331	Admin-Auditing Contracts	\$ 17,000	\$ 21,000	\$ 4,000	23.53%
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This line is used to fund the Town’s annual financial audit. This will fund an additional single audit in 2024 as required due to the amount of federal funds received. The Town advertised for proposals for a new auditor in 2023.

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	2023 Budget	2024 Budget	Amount Change	Percent Change
01-4150-01-4443	Admin-Copier Lease & Maint	\$ 4,600	\$ 4,750	\$ 150	3.26%

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

01-4150-01-4531	Admin-Communications	\$ 500	\$ 500	\$ -	0.00%
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This line is used to fund the mobile communication needs of the administrative staff.

01-4150-01-4550	Admin-Printing	\$ 6,500	\$ 9,000	\$ 2,500	38.46%
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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. We plan to continue color images in Town Reports moving forward.

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.

01-4150-01-4613	Admin-Med. Surveillance	\$ 1,800	\$ 2,500	\$ 700	38.89%
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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.