Finance Office

Rob Funk
Finance Director

The Finance Office is responsible for the accounting and safekeeping of all funds for the town and the Board of Education. The major functions of the department include—accounting, accounts payable, budget preparation and implementation, debt management, town employee benefit administration, financial statement preparation—monthly and at year end to meet State and Federal reporting requirements; forecasting of general fund revenue and expenses, grant administration and oversight, town human resources and payroll processing.

Staffing Information

Position	Status	Budgeted Hours	Elected/Union/Non-Union
Finance Director*	Salaried	40 hours per week	Non-Union
Finance Assistant	Hourly	40 hours per week	Union
Treasurer*	Elected	n/a	Elected
*Salary in Shared Services Budget			

Fiscal Year 2023-2024 Major Service Level Goals

- To issue audited financial statements for the fiscal year ended June 30, 2022, with an unqualified audit opinion including the State and Federal Single Audits.
- To produce the Town's fourth Comprehensive Annual Financial Report (CAFR) to our citizens and to achieve the Government Financial Officers Association financial statement award.
- To provide support to the Boards of, Finance, and Selectmen, including all subcommittees.
- To continue to provide support and administration of the numerous grants the Town has received or is eligible for.
- To file the required State of Connecticut reports via the Fiscal Health Monitoring System in a timely and required manner to include:
  - Financial Indicators
  - UCOA
  - Pension
  - OPEB
  - Appointment of Auditor
  - Budget Submission

Additional Budget Information

Salaries: Increase for non-union and clerical employees in accordance with the clerical contract. For the fiscal year 2024, the increase is 2.5%.

Expenditures by Expense Type

Name	Account ID	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY24 Requests 2-17-23 v1.1 (General Fund)	FY2023 Budgeted vs. FY24 Requests 2-17-23 v1.1 (General Fund) ($ Change)	FY2023 Budgeted vs. FY24 Requests 2-17-23 v1.1 (General Fund) (% Change)
Expense Objects								
Salaries & Wages								
REGULAR EMPLOYEES	10541190-51510	$55,627	$58,405	$62,368	$60,050	$61,568	$1,518	2.5%
Finance Assistant	*10541190-51510*	*$0*	*$0*	*$0*	*$60,050*	*$61,568*	*$1,518*	*2.5%*
OVERTIME	10541190-51530	$9,816	$11,020	$14,272	$11,001	$11,002	$1	0%
Finance Assistant	*10541190-51530*	*$0*	*$0*	*$0*	*$11,001*	*$11,002*	*$1*	*0%*
OTHER WAGES (LONGEVITY)	10541190-51590	$475	$475	$475	$475	$550	$75	15.8%
Longevity Finance Assistant	*10541190-51590*	*$0*	*$0*	*$0*	*$475*	*$550*	*$75*	*15.8%*
Total Salaries & Wages:		**$65,918**	**$69,899**	**$77,115**	**$71,525**	**$73,120**	**$1,595**	**2.2%**
Purchased Other Services								
POSTAGE (ENVELOPES)	10541190-55301					$1,000	$1,000	N/A
TELEPHONE/CELL PHONE	10541190-55305			$150		$0	$0	N/A
TRAVEL REIMBURSEMENT (MILEAGE)	10541190-55800	$15	$0	$0	$150	$100	-$50	-33.3%
Total Purchased Other Services:		**$15**	**$0**	**$150**	**$150**	**$1,100**	**$950**	**633.3%**
Supplies								
OFFICE SUPPLIES	10541190-56010	$1,054	$494	$827	$1,050	$1,000	-$50	-4.8%
Total Supplies:		**$1,054**	**$494**	**$827**	**$1,050**	**$1,000**	**-$50**	**-4.8%**
Miscellaneous								
DUES AND FEES	10541190-58100	$300	$235	$170	$300	$300	$0	0.1%
CONFERENCE	10541190-58110	$514	$460	$0	$1,000	$1,001	$1	0.1%
Total Miscellaneous:		**$814**	**$695**	**$170**	**$1,300**	**$1,301**	**$1**	**0.1%**
Total Expense Objects:		**$67,801**	**$71,088**	**$78,262**	**$74,025**	**$76,521**	**$2,496**	**3.4%**