Finance Office



Valerie Belles
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, accounts receivable, payroll processing and budget preparation. The department also oversees implementation of debt management, administration of town employee benefits and provides monthly and year-end financial reporting to support boards and commissions. Finance is the primary contact for annual fiscal audits and ensures compliance with State and Federal reporting requirements along with forecasting of general fund revenues and expenses, grant administration and oversight along with town human resources.

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 2024-2025 Major Service Level Goals

- To issue audited financial statements for the fiscal year ended June 30, 2023, 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	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Budgeted	FY2024 Budgeted vs. FY2025 Budgeted (% Change)	FY 23-24 Approved Budget vs. FY 24-25 Budget ($ Change)
Expense Objects							
Salaries & Wages							
REGULAR EMPLOYEES	10541190-51510	$62,368	$61,945	$61,568	$63,086	2.5%	$1,518
Finance Assistant	*10541190-51510*	*$0*	*$0*	*$61,568*	*$63,086*	*2.5%*	*$63,086*
OVERTIME	10541190-51530	$14,272	$10,788	$11,000	$11,009	0.1%	$9
Finance Assistant	*10541190-51530*	*$0*	*$0*	*$11,000*	*$11,009*	*0.1%*	*$11,009*
OTHER WAGES	10541190-51590	$475	$550	$550	$550	0%	$0
Longevity Finance Assistant	*10541190-51590*	*$0*	*$0*	*$550*	*$550*	*0%*	*$550*
Total Salaries & Wages:		**$77,115**	**$73,283**	**$73,118**	**$74,645**	**2.1%**	**$1,527**
Purchased Other Services							
POSTAGE (ENVELOPES)	10541190-55301			$1,000	$1,000	0%	$0
TELEPHONE/CELL PHONE	10541190-55305	$150	$175	$0	$0	0%	$0
TRAVEL REIMBURSEMENT	10541190-55800	$0		$100	$100	0%	$0
Total Purchased Other Services:		**$150**	**$175**	**$1,100**	**$1,100**	**0%**	**$0**
Supplies							
SUPPLIES	10541190-56010	$827	$928	$1,000	$1,500	50%	$500
Total Supplies:		**$827**	**$928**	**$1,000**	**$1,500**	**50%**	**$500**
Miscellaneous							
DUES & FEES	10541190-58100	$170	$235	$300	$350	16.6%	$50
CONFERENCE	10541190-58110	$0		$1,000	$1,000	0%	$0
Total Miscellaneous:		**$170**	**$235**	**$1,300**	**$1,350**	**3.8%**	**$50**
Total Expense Objects:		**$78,262**	**$74,621**	**$76,518**	**$78,595**	**2.7%**	**$2,077**