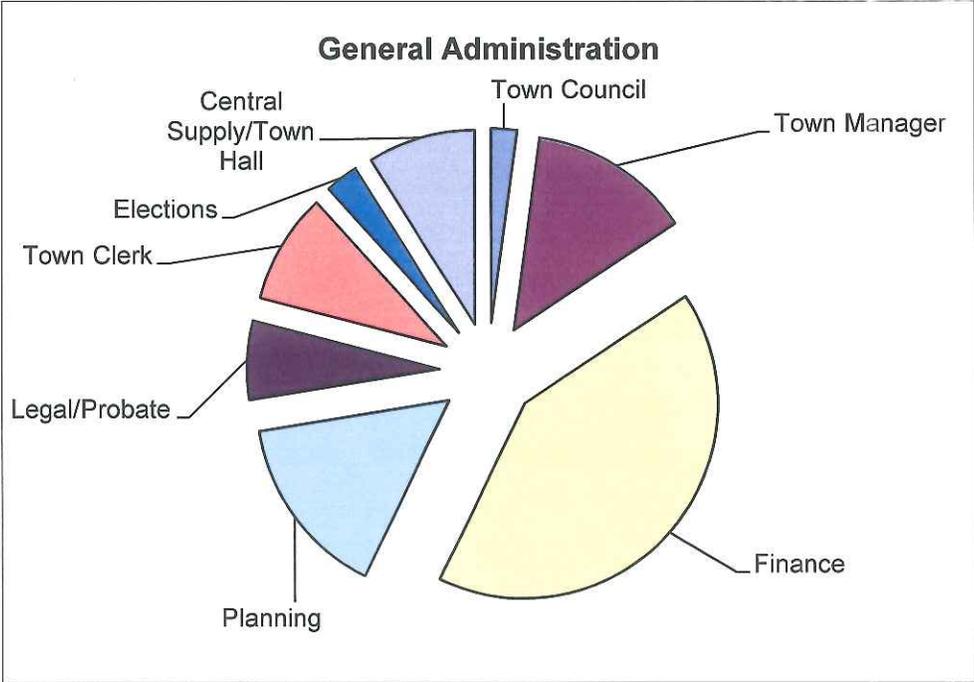


General Administration



General Administration is 16.45% of the total General Government budget. Within this category are eight departmental areas.

1101 TOWN COUNCIL

PROGRAM DESCRIPTION

The Town Council is the Charter-designated legislative body of the Town. The seven members of the Council are elected for two-year terms by elections held in November in odd-numbered years. The responsibilities of the Town Council include enacting ordinances and resolutions necessary for the proper governing of the Town's affairs; reviewing the Annual Budget and establishing a tax rate; appointing various Town officials and citizens to various boards and commissions; appointment of the Town Auditor; establishing other such policies and measures as required to promote the general welfare of the Town and the safety and health of its citizens; and representing the Town at official functions. Also reflected in this account is the cost of membership in various regional and public interest organizations. The Council meets regularly the first and third Mondays of each month at 7:30 p.m. in the Town Hall Annex.

PROGRAM COMMENTARY

Professional affiliation fees in this budget account include memberships in municipal advocacy and research organizations including the Connecticut Conference of Municipalities, Council of Small Towns and the Capitol Region Council of Governments. Funds are also included for three community newsletters.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
110 GENERAL FUND									
1101 TOWN COUNCIL									
51090 OTHER Council Clerk Stipend	3,000	3,200	2,339	3,200	3,400	3,400	3,400	200	6.25
52080 PROFESSIONAL AFFILIATION Dues for CCM 7,450; COST 925; CRCOG 10,950	8,254	17,519	17,398	17,519	19,368	19,368	19,368	1,849	10.55
52100 TRAINING	264	250	130	250	250	250	250	0	.00
52170 ADVERTISING Legal Advertising	3,048	1,700	567	1,700	1,700	1,700	1,700	0	.00
52180 PRINTING Newsletter printing - 3 issues	4,502	6,000	2,926	6,000	6,000	6,000	6,000	0	.00
52220 MEALS	76	150	0	150	150	150	150	0	.00
52250 GRANTS AND CONTRIBUTIONS Energy Committee	4,800	150	0	150	150	150	150	0	.00
53010 OFFICE SUPPLIES Toner	119	500	499	500	500	500	500	0	.00
53210 OTHER PURCHASED	0	400	186	400	400	400	400	0	.00
53300 PUBLIC RELATIONS Awards, appreciation items	849	1,500	602	1,500	1,500	1,500	1,500	0	.00
Total 1101 TOWN COUNCIL	24,912	31,369	24,647	31,369	33,418	33,418	33,418	2,049	6.53

1201 TOWN MANAGER'S OFFICE

PROGRAM DESCRIPTION

The Town Manager is the Chief Executive Officer of the Town and is directly responsible to the Town Council for planning, organizing and directing the activities of all municipal departments and agencies under his jurisdiction. The Town Manager recruits and selects municipal employees, prepares and administers Town Budgets and the financing of all Town Operating and Capital Improvement Funds, recommends to the Town Council such measures or actions which appear necessary or desirable, recommends municipal ordinances and regulations, and implements policies established by the Council. This office also performs administrative, personnel, labor relations, purchasing, public information, research activities, preparation and administration of Federal and State Grant applications, and preparation of the Annual Town Report. The Town Manager assists in Economic Development activities.

PROGRAM COMMENTARY

Special projects this year include completing the updating of the personnel rules and preparing options for consideration for bonding for energy efficiency or roadwork. An intern position has been proposed.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
110 GENERAL FUND									
1201 TOWN MANAGER									
51010 REGULAR FULL TIME Town Manager Executive Assistant	189,186	192,975	165,410	192,975	198,487	198,487	198,487	5,512	2.8
51040 TEMPORARY Intern	0	0	0	0	4,000	4,000	0	0	.0
51100 LONGEVITY	1,500	1,500	1,500	1,500	2,000	2,000	2,000	500	33.3
52080 PROFESSIONAL AFFILIATION ICMA, CTCMA	1,246	1,300	1,269	1,300	1,300	1,300	1,300	0	.0
52090 TRAVEL MEETINGS MILEAGE ICMA Conference 1,000 CTCMA 95; CCM 65; COST 95	1,172	1,500	1,517	1,500	1,600	1,600	1,600	100	6.6
52100 TRAINING ICMA registration fees, CTCMA	820	1,100	765	1,100	1,200	1,200	1,200	100	9.0
52170 ADVERTISING	887	2,000	4,286	3,505	2,500	2,500	2,500	500	25.0
52180 PRINTING	42	50	0	50	50	50	50	0	.0
52220 MEALS Oral panel lunches CTCMA monthly meetings	181	300	364	300	350	350	350	50	16.6
53010 OFFICE SUPPLIES Color toner	321	550	596	550	550	550	550	0	.0
53220 SUBSCRIPTIONS BOOKS On-line Chronicle	428	425	224	425	425	425	425	0	.0
Total 1201 TOWN MANAGER	195,783	201,700	175,931	203,205	212,462	212,462	208,462	6,762	3.3

PROGRAM DESCRIPTION

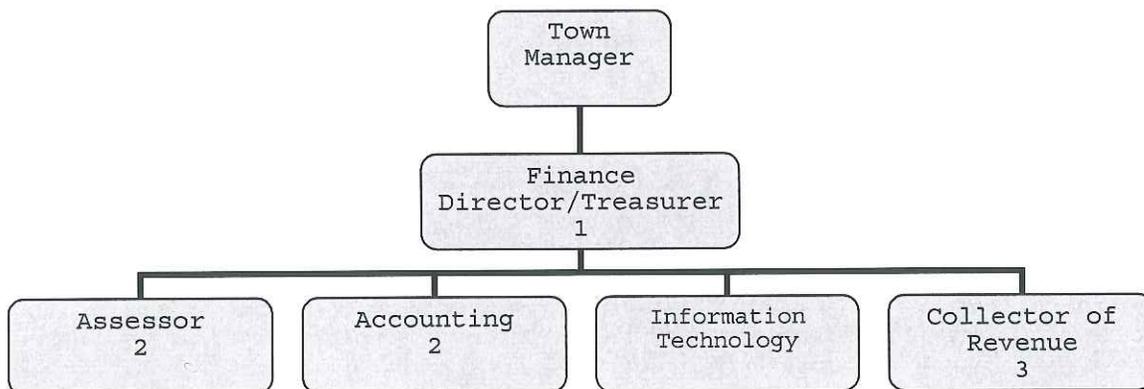
The primary responsibility of this activity is to oversee the Finance departments of Accounting, Collector of Revenue, Assessment and Treasurer. This activity will be responsible for the cash position of the town including investment, banking relations and oversight of the general ledger. The Director of Finance is responsible for interaction with bonding agencies, risk management and preparation of the Comprehensive Annual Financial Report. The Director is also responsible for coordinating the Town's data processing systems.

PROGRAM COMMENTARY

Within the overall mission of the Town of Coventry, Finance Administration seeks to ensure the effective and efficient use of financial resources available to the Town of Coventry, through a central financial system.

Goals and objectives:

- Create and/or support opportunities for mutual cooperation and assistance across departments and agencies
- Maintain a high level of accountability through internal control and the audit process
- Expand and capitalize on opportunities to communicate with departments, policy bodies and the general community concerning the financial health and impact of decision making
- Continue the commitment to a high level of professional development and achievement



Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1300 FINANCE ADMINISTRA									
51010 REGULAR FULL TIME Finance Director (80%)	75,372	76,883	54,297	76,883	79,224	79,224	79,224	2,341	3.04
51100 LONGEVITY	1,000	1,100	1,100	1,100	1,200	1,200	1,200	100	9.09
52080 PROFESSIONAL AFFILIATION GFOA 190, GFOACT 65, CTCMA 50 GMIS 100	305	350	255	350	405	405	405	55	15.71
52090 TRAVEL MEETINGS MILEAGE GFOA, GMIS	1,302	1,350	1,134	1,350	1,650	1,650	1,650	300	22.22
52100 TRAINING	538	940	930	940	940	940	940	0	.00
52180 PRINTING	57	75	57	75	75	75	75	0	.00
52220 MEALS	0	150	0	150	150	150	150	0	.00
52280 AUDIT	27,311	29,750	28,456	29,750	30,645	30,645	30,645	895	3.01
Annual Audit 28,200									
OPEB Valuation 1,000									
CAFR Application Fee 550									
Total 1300 FINANCE ADMI	105,885	110,598	86,229	110,598	114,289	114,289	114,289	3,691	3.34

1301 ACCOUNTING

PROGRAM DESCRIPTION

The primary responsibility of this activity is maintaining control over all cash receipts and cash disbursements for General Government and all Special Funds. The three major functions of this activity are:

- 1) Purchasing and the paying of vendors according to the Town's Purchasing Policy
- 2) Payroll and the administration of employee benefit programs
- 3) Maintaining the computerized General Ledger to ensure that all funds reflect the correct entries and are in balance

This activity is also responsible for recording all revenues; reconciling bank statements; monitoring grants for reimbursement and audit purposes; administering municipal insurance and updating the fixed assets inventory. This activity is also heavily involved in many aspects of the budget process.

PROGRAM ACTIVITY INDICATORS

	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Accounts Payable Checks Written	3031	3385	2769	2531	2530
Payrolls Checks Processed	487	389	506	679	675
Number of Funds Maintained	37	37	36	37	34

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1301 ACCOUNTING									
51010 REGULAR FULL TIME Accountant, Asst. to Accountant	121,005	112,909	70,811	101,359	108,164	108,164	108,164	(4,745)	(4.20)
51100 LONGEVITY	2,200	900	900	900	1,000	1,000	1,000	100	11.11
51110 DIFFERENTIAL	111	111	37	111	111	111	111	0	.00
52100 TRAINING GFOA classes for Asst. to Town Accountant	0	0	60	60	325	325	325	325	.00
52180 PRINTING W-2s, 1099s, envelopes	0	400	247	630	400	400	400	0	.00
53010 OFFICE SUPPLIES	104	300	7	10	300	300	300	0	.00
Total 1301 ACCOUNTING	123,420	114,620	72,062	103,070	110,300	110,300	110,300	(4,320)	(3.77)

1302 COLLECTOR OF REVENUE

PROGRAM DESCRIPTION

The Collector of Revenue is responsible for collecting all money due the Town on current, as well as delinquent Grand Lists for taxes, COVRRRA, sewer assessment and sewer user fees, and depositing these collections into the general fund. This office operates under the General Statutes of the State of Connecticut in conjunction with the Office of Policy and Management.

PROGRAM COMMENTARY

The office is planning to conduct tax sales on a more regular schedule to collect long-term delinquencies. Internal controls are reviewed monthly. External bill printing and mailings have been implemented and will continue.

PROGRAM ACTIVITY INDICATORS

	<u>FY 10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>
Tax Bills Prepared	20,552	20,476	20,446	20,363
Supp. Motor Vehicles	1,875	2,100	2,249	2,025
Sewer assessments billed	533	513	498	447
Sewer Use Bills	844	856	884	894
Tax Collector's Demands	420	378	384	369
Alias Tax Warrants	320	295	298	300
PA-788	62	65	59	65
Trash User Fees	4,794	4,856	4,822	4,830
Collection reports	160	149	144	148

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1302 COLLECTOR OF REVEN									
51010 REGULAR FULL TIME Collector of Revenue Asst Collector (50%)	89,192	91,966	65,096	92,500	95,109	95,109	95,109	3,143	3.42
51030 OVERTIME	464	1,000	417	1,000	1,000	1,000	1,000	0	.00
51040 TEMPORARY Extra help during July and January collection periods	1,651	2,000	1,867	2,000	2,000	2,000	2,000	0	.00
51100 LONGEVITY	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0	.00
52041 DMV FEES DMV delinquent tax collection assistance	2,978	0	2,971	2,972	0	0	0	0	.00
52060 INDEXING RECORDING Binding and indexing rate books	600	600	0	600	695	650	650	50	8.33
52080 PROFESSIONAL AFFILIATION Tolland-Windham 40 CT Tax Coll Assn 175 NE Regional35	125	250	175	250	250	250	250	0	.00
52090 TRAVEL MEETINGS MILEAGE 8 CT meetings; 1 Seminar	0	100	0	100	100	100	100	0	.00
52100 TRAINING CT Tax seminar 375; NE Regional 35; CT Tax meetings 160; Seminars 430	296	1,000	38	1,000	1,000	1,000	1,000	0	.00
52170 ADVERTISING Legal Ads per State Statute	1,350	1,000	401	1,500	1,000	1,000	1,000	0	.00
52180 PRINTING Printing through delivery of tax bills	9,365	10,500	1,295	10,500	11,000	11,000	11,000	500	4.76
53010 OFFICE SUPPLIES MV release forms, toner, ink, rubber stamps	69	600	155	600	600	600	600	0	.00
Total 1302 COLLECTOR OF	107,590	110,516	73,915	114,522	114,254	114,209	114,209	3,693	3.34

1303 ASSESSOR

PROGRAM DESCRIPTION

The Assessor's Office continually updates the Grand List; appraises to obtain true market value, making allowances for depreciation and obsolescence; inspects real estate and interviews property owners; reviews local and state ratio to maintain equalization; prepares and prices personal property and mails related materials to persons and firms subject to personal property assessment; assesses and prices motor vehicles within the Town.

Reviews and maintains vital statistics for continuation and computation of elderly and veteran's benefits including, but not limited to, home owners, freeze and renters exemptions; reviews, reports and inspects property related to assessment problems; receives and handles complaints; serves as advisor to the Board of Assessment Appeals; prepares estimates and supervises town wide evaluation; prepares and administers department budget; and performs related work tasks.

Serves tax payers, lawyers, surveyors, real estate professionals and appraisers, and helps them locate and understand town records.

PROGRAM COMMENTARY

This year will be spent doing field work and organizational duties to be prepared for the revaluation company to come in and do our 2014 Revaluation. Real Estate is our top priority and will require a pronounced increase of field work requiring a great deal of time out of the office and increased time in the office entering new information.

PROGRAM ACTIVITY INDICATORS

	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>
Subdivisions Mapped/Priced	2	4	3
New Lots Added	2	17	25
Elderly Applications Processed	107	116	120
Tax Deferrals	13	14	13
Additional Veterans	64	61	58
Certificates of Correction	576	2140	803
Transfers	464	462	415
MV Priced (Regular)	13280	13389	13199
MV Priced (Supplemental)	2192	2101	2249
PP Priced	875	861	776

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1303 ASSESSOR									
51010 REGULAR FULL TIME Assessor Asst. to Assessor	122,911	128,499	88,837	128,499	132,998	132,998	132,998	4,499	3.50
51100 LONGEVITY	500	600	600	600	700	700	700	100	16.67
51110 DIFFERENTIAL	111	0	37	111	111	111	111	111	.00
52060 INDEXING RECORDING	1,016	1,000	264	1,064	1,000	1,000	1,000	0	.00
52080 PROFESSIONAL AFFILIATION CAAO membership (2) 140 Hartford Cnty. membership (2) 50	165	190	45	190	190	190	190	0	.00
52090 TRAVEL MEETINGS MILEAGE	0	100	0	100	100	100	100	0	.00
52100 TRAINING	820	1,000	155	1,000	1,000	1,000	1,000	0	.00
52170 ADVERTISING	107	200	218	318	200	200	200	0	.00
52180 PRINTING	162	450	105	450	450	450	450	0	.00
53010 OFFICE SUPPLIES	136	200	183	200	200	200	200	0	.00
53220 SUBSCRIPTIONS BOOKS	384	750	120	750	750	750	750	0	.00
Total 1303 ASSESSOR	126,312	132,989	90,564	133,282	137,699	137,699	137,699	4,710	3.54

1304 BOARD OF ASSESSMENT APPEALS

PROGRAM DESCRIPTION

The Board of Assessment Appeals is charged with the duty of hearing appeals on assessments from aggrieved taxpayers, and reviewing and correcting valuations set by the Assessor.

The Board of Assessment Appeals is a Municipal Agency consisting of no fewer than two and not more than five members. All members are elected unless appointment is permitted by law. The one requirement is that the member must be a registered voter of the Town of Coventry.

PROGRAM ACTIVITY INDICATORS

		Grand List <u>2011</u>	Grand List <u>2012</u>	Grand List <u>2013</u>
Number of Appeals:	P.P.	2	2	3
	R.E.	26	24	13
	M.V.	13	36	14
	Total	41	62	30
Appeals Granted:	P.P.	1	1	2
	R.E.	21	8	8
	M.V.	6	13	9
	Total	28	22	19
Appeals Denied:	P.P.	1	1	1
	R.E.	5	16	5
	M.V.	7	23	5
	Total	13	40	11
Total Reduction:	P.P.	\$11,200	\$1,300	\$9,900
	R.E.	\$1,553,500	\$365,800	\$414,639
	M.V.	\$47,375	\$48,793	\$35,739
	Total	\$1,612,075	\$415,893	\$460,278

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%

1304 ASSESSMENT APPEALS									
52070 OTHER PROFESSIONAL SERVICES	329	750	321	450	400	400	400	(350)	(46.67)
52100 TRAINING	0	50	0	0	50	50	50	0	.00
52170 ADVERTISING	0	350	0	350	350	350	350	0	.00

Total 1304 ASSESSMENT A	329	1,150	321	800	800	800	800	(350)	(30.43)

1305 TREASURER

PROGRAM DESCRIPTION

The Treasurer (Director of Finance) is responsible for the receiving and recording of all revenue of the Town for operating and special funds. This office provides oversight for all cash management functions including recording and signing all disbursements, monthly financial reports prepared for the Town Manager, Town Council, and various State and Federal agencies. All idle funds are invested as available and cash accounts are balanced on a monthly basis.

PROGRAM COMMENTARY

Banking relationships are continually evaluated to incorporate changes in technology to streamline and improve the efficiency of the services offered to the Town of Coventry.

PROGRAM ACTIVITY INDICATORS

	<u>FY 09/10</u>	<u>FY10/11</u>	<u>FY 11/12</u>	<u>FY 12/13</u>	<u>FY 13/14</u>
Investment Income	\$61,183	\$59,097	\$61,888	\$45,070	\$42,424

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1305 TREASURER									
51010 REGULAR FULL TIME Finance Director (20%)	18,844	19,221	13,636	19,221	19,806	19,806	19,806	585	3.04
52070 OTHER PROFESSIONAL SERVICES Bank Reconciliation Services									
	4,010	4,800	4,400	4,800	4,800	4,800	4,800	0	.00
52090 TRAVEL MEETINGS MILEAGE									
	60	250	250	250	250	250	250	0	.00
53010 OFFICE SUPPLIES									
	0	100	0	100	100	100	100	0	.00
Total 1305 TREASURER	22,914	24,371	18,286	24,371	24,956	24,956	24,956	585	2.40

1306 INFORMATION TECHNOLOGY

PROGRAM DESCRIPTION

This activity reflects the consolidated expenses of the Town's information and computer efforts. It includes coordinating the wide area network, the in-house ADMINS alpha system, web page and Coventryvision (Channel 13).

PROGRAM COMMENTARY

The Town's computer needs are increasingly complex and we are continuing to expand and upgrade our systems within budget constraints. The computer systems goals include stronger disaster recovery and a move toward virtualization.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1306 INFORMATION TECHNO									
51040 TEMPORARY Camera Person	845	875	338	597	2,000	2,000	2,000	1,125	128.57
52040 LICENSES/SUPPORT-DATA PROCES Symantec 4000 , Vision 7200, NEGeo 2000, ESRI runtime 900, ViewPermit 8200, Admins 32100, Retrofit 2400, ESRI 3500, Strategic Insights 750 SonicWall 600, OpenGov 6,500 HB Communications 1600, RWalsh 17700, ASNA 500, HP Hardware Support 4000, CivicPlus 4250, Nutmeg 3000	56,045	66,680	80,722	82,444	93,737	93,737	99,237	32,557	48.83
52070 OTHER PROFESSIONAL SERVICES South Windsor IT Tech contract 43500 12hrs/wk Paypal monthly fees 360 GIS parcel updates 2000	35,160	44,280	44,190	44,280	46,280	46,280	46,280	2,000	4.52
52100 TRAINING GIS, GMIS	7	500	0	500	500	500	500	0	.00
52140 EQUIPMENT REPAIRS	1,665	1,000	1,080	1,000	2,000	2,000	2,000	1,000	100.00
53010 OFFICE SUPPLIES	32	100	0	20	100	100	100	0	.00
53210 OTHER PURCHASED	0	250	244	250	250	250	250	0	.00
Total 1306 INFORMATION	93,754	113,685	126,574	129,091	144,867	144,867	150,367	36,682	32.27

1401 PLANNING OFFICE

PROGRAM DESCRIPTION

The purpose of the Land Use Office is to protect public health, safety, welfare and property values through the administration of Land Use Regulations. The Office is responsible for reviewing development applications, provides support to all of the land use boards and commissions, provides expert information on all land use issues to the general public, and offers a clearinghouse of land use resource information.

PROGRAM COMMENTARY

Goals for the Planning Office this year include: complete administration of the Dept. of Agriculture Grant for the Reynolds Farm; complete Safe Routes to School project and perform follow-up survey; administer DEEP Open Space Acquisition grant for Williams property; execute goals and recommendations of open space report; work with Coventry Lake Advisory & Monitoring Committee to complete Lake Management Plan and organize 2015 Lake Forum; continue work on Town Biking Plan and associated mapping; administer Regional Performance Incentive Grant if awarded; administer DECD Placemaking Grant; administer DEEP Aquatic Invasives Grant; Administer DOH Main Street Investment Fund Grant; continue preparation of trail mapping resources; seek out and apply for new grant funding mechanisms to facilitate projects consistent with the community's goals.

PROGRAM ACTIVITY INDICATORS

	FY 9/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Zoning Inspections	389	367	447	165*	153
Zoning Complaints Investigated	116	69	34	66*	46
Zoning Permits	237	253	193	178	224
Certificate of Use/Occupancy	158	152	98	53	42
Total Revenue	\$19,428	\$21,179	\$13,891	\$20,144	\$11,913

* 1st Quarter numbers not calculated due to vacancy of ZEO.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014	2015	2015	2015	Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual				Inc/Dec	%
1401 PLANNING									
51010 REGULAR FULL TIME Dir Planning & Dev (75%) Permit Technician (65%) Zoning Agent (65%) Engineer (14%)	122,702	130,237	92,267	131,541	139,120	139,120	139,120	8,883	6.82
51030 OVERTIME	0	100	0	100	100	100	100	0	.00
51100 LONGEVITY	1,500	1,500	1,500	1,500	1,500	1,500	1,500	0	.00
51110 DIFFERENTIAL	148	148	0	148	148	148	148	0	.00
52080 PROFESSIONAL AFFILIATION Increase in APA annual dues	317	380	331	380	410	410	410	30	7.89
52090 TRAVEL MEETINGS MILEAGE	125	150	0	150	150	150	150	0	.00
52100 TRAINING	100	105	0	105	105	105	105	0	.00
52180 PRINTING Increase to purchase additional copies of trail maps	0	350	0	350	550	550	550	200	57.14
52250 GRANTS AND CONTRIBUTIONS	0	1,000	1,000	1,000	1,000	1,000	1,000	0	.00
53010 OFFICE SUPPLIES	1,802	800	18	800	800	800	800	0	.00
53220 SUBSCRIPTIONS BOOKS	0	100	0	100	100	100	100	0	.00
Total 1401 PLANNING	126,694	134,870	95,116	136,174	143,983	143,983	143,983	9,113	6.76

1402 ZONING BOARD OF APPEALS

PROGRAM DESCRIPTION

The Zoning Board of Appeals is responsible for the review of variance and special exception applications. The ZBA also reviews appeals taken of the decisions/actions of the ZEO, and approves motor vehicle dealer/repair locations.

PROGRAM COMMENTARY

Goals for the Board for the upcoming fiscal year include: continue to work with Board in their duties and responsibilities; continue to work within the framework of the Zoning Regulations and CT General Statutes; provide assistance to properly train and guide new members of the Board.

PROGRAM ACTIVITY INDICATORS

	FY 9/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Public Meetings	7	10	7	4	8
Applications/Hearings	17	15	7	2	5

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1402 ZONING BOARD/APPEA									
51010 REGULAR FULL TIME Zoning Agent (25%) Permit Technician (15%)	18,050	19,916	13,812	19,916	21,557	21,557	21,557	1,641	8.24
51090 OTHER Recording Secretary	94	450	44	450	450	300	300	(150)	(33.33)
52080 PROFESSIONAL AFFILIATION Increase in CAZEO annual dues	30	30	30	30	60	60	60	30	100.00
52090 TRAVEL MEETINGS MILEAGE	5	65	20	65	65	65	65	0	.00
52100 TRAINING	75	200	30	200	200	200	200	0	.00
52170 ADVERTISING Legal Notice publication	1,965	2,000	1,000	2,000	1,500	1,500	1,500	(500)	(25.00)
53010 OFFICE SUPPLIES	0	100	0	100	100	100	100	0	.00
53220 SUBSCRIPTIONS BOOKS	0	90	0	90	90	90	90	0	.00
Total 1402 ZONING BOARD	20,219	22,851	14,936	22,851	24,022	23,872	23,872	1,021	4.47

1403 CONSERVATION

PROGRAM DESCRIPTION

The Conservation Commission primarily deals with issues associated with open space, conservation, and ecological matters either through the planning or development process. The Commission is responsible for reviewing and updating the Town's Open Space Plan as well as the Natural Resources Inventory. The Commission also is responsible for maintaining records of open space and conservation easement conveyances to the Town. The Commission is composed of seven (7) members appointed by the Town Council.

PROGRAM COMMENTARY

Goals for the Commission for the upcoming fiscal year include: continue to administer the various goals and visions of the Open Space Plan; support efforts of the Lake Monitoring and Advisory Committee such as the development of the Lake Management Plan; continue to support efforts of the Conservation Corps and explore other open space stewardship concepts; continue to support the adopt-a-road program; continue work to create a biking plan and associated mapping for the Town; expand the trail mapping library to include new trails – Laidlaw Park; work with State of CT Department of Agriculture to complete purchase of development rights for Reynolds Farm; continue planning of the Mill Brook Greenway and submit DEEP Recreational Trails Grant when announced.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014	2015	2015	2015	Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual				Inc/Dec	%
1403 CONSERVATION									
52080 PROFESSIONAL AFFILIATION Conservation professional organization dues	55	100	83	100	100	100	100	0	.00
52090 TRAVEL MEETINGS MILEAGE	0	25	0	25	25	25	25	0	.00
52180 PRINTING Special printing of resource materials	0	50	0	50	100	100	100	50	100.00
52250 GRANTS AND CONTRIBUTIONS Lake Advisory Commission CACIWCC, Willi River Alliance	0	300	193	300	300	300	300	0	.00
52270 OTHER SERVICES Special assistance to Commission	0	50	0	50	50	50	50	0	.00
53010 OFFICE SUPPLIES	0	100	66	100	100	100	100	0	.00
53030 MICROFILM PHOTO SUPPLIES	0	50	0	50	0	0	0	(50)	(100.00)
53170 GROUND SUPPLIES Conservation boundary marker disks	0	500	0	500	700	700	700	200	40.00
53210 OTHER PURCHASED Trail Maintenance, bridges, signs	0	500	0	500	500	500	500	0	.00
53220 SUBSCRIPTIONS BOOKS	0	50	0	50	75	75	75	25	50.00
53300 PUBLIC RELATIONS Conservation Forum expenses	0	35	0	35	185	185	185	150	428.57
Total 1403 CONSERVATION	55	1,760	342	1,760	2,135	2,135	2,135	375	21.31

1404 ECONOMIC DEVELOPMENT

PROGRAM DESCRIPTION

The Economic Development Commission is responsible for promoting commercial, business, and industrial development in an effort to provide a blend of necessary services and employment while maintaining the rural character of the Town of Coventry. The EDC reviews all major economic development proposals.

PROGRAM COMMENTARY

Goals for the Commission for the upcoming fiscal year include: continue to support the attraction of appropriate businesses and retention of existing businesses; continue to support the efforts of the Coventry Regional Farmer's Market; organize and conduct events that support and/or highlight the business community; continue to support the efforts of the Rte. 6 Regional Economic Development Council; offer continued support to the Visitor's Center with expanding their volunteer support and outreach efforts; maintain open communication with business community by conducting on-site visitations with EDC members or businesses; evaluate potential of creating a 'coworking' space in town to support entrepreneurs; assist with the preparation of a Strategic Arts Plan through the DECD Placemaking Grant.

PROGRAM ACTIVITY INDICATORS

	FY 9/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Meetings	11	10	9	10	10

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
110 GENERAL FUND									
1404 ECONOMIC DEVELOPME									
51010 REGULAR FULL TIME Dir Planning & Dev (10%) Permit Technician (5%)	9,023	9,526	8,278	9,526	10,128	10,128	10,128	602	6.3
52080 PROFESSIONAL AFFILIATION Professional organization dues; Chamber of Commerce Last Green Valley -\$250	570	570	570	570	570	570	570	0	.0
52090 TRAVEL MEETINGS MILEAGE	196	300	40	300	300	300	300	0	.0
52130 SERVICE CONTRACTS Contractual assistance to EDC property concept plans - 2500	165	200	110	200	7,700	2,700	200	0	.0
52180 PRINTING EDC materials; business brochures	814	500	0	500	500	500	500	0	.0
53300 PUBLIC RELATIONS Business Forum expenses	212	1,150	595	1,134	1,150	1,000	1,000	(150)	(13.
55020 ELECTRIC Visitors' Center	1,611	950	1,038	950	950	950	950	0	.0
55040 WATER Visitors' Center	130	140	98	140	140	140	140	0	.0
55050 SEWER Visitors' Center	290	305	305	305	305	305	305	0	.0
Total 1404 ECONOMIC DEV	13,011	13,641	11,034	13,625	21,743	16,593	14,093	452	3.3

1406 INLAND WETLANDS AGENCY

PROGRAM DESCRIPTION

The Inland Wetlands Agency reviews all applications/activities that could potentially impact the Town's wetland areas; (i.e. subdivision, single-family, accessory use, etc.) The IWA reviews enforcement activities directed by the Wetlands Agent. The IWA reviews and updates its own regulations consistent with the State's model wetlands regulations. The IWA is responsible for the administration of the aquifer protection regulations as mandated by D.E.P.

PROGRAM COMMENTARY

Goals for the Agency for the upcoming fiscal year include: continue involvement in training opportunities for the members and staff to continue to properly administer the Town's wetlands regulations.

PROGRAM ACTIVITY INDICATORS

	FY 9/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Meetings	11	13	12	12	13
Applications	35	39	28	28	31
Revenue	\$1,820	\$2,144	\$1,390	\$3,125	\$2,525

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1406 INLAND WETLANDS									
51010 REGULAR FULL TIME Dir Planning & Dev (15%) Zoning Agent (10%) Permit Technician (15%) Engineer (22%)	40,817	42,099	28,501	42,099	44,244	44,244	44,244	2,145	5.10
51090 OTHER Recording secretary	641	700	241	700	700	600	600	(100)	(14.29)
52080 PROFESSIONAL AFFILIATION CACIWC/CAWS annual dues increase	105	70	70	70	105	105	105	35	50.00
52090 TRAVEL MEETINGS MILEAGE	0	25	8	25	25	25	25	0	.00
52100 TRAINING	65	100	65	100	100	100	100	0	.00
52170 ADVERTISING Legal Notice publication	1,956	1,600	1,600	1,600	2,100	2,100	2,100	500	31.25
53010 OFFICE SUPPLIES	0	50	0	50	50	50	50	0	.00
53220 SUBSCRIPTIONS BOOKS	0	50	0	50	50	50	50	0	.00
Total 1406 INLAND WETLA	43,584	44,694	30,485	44,694	47,374	47,274	47,274	2,580	5.77

1407 PLANNING AND ZONING COMMISSION

PROGRAM DESCRIPTION

The purpose of the Planning and Zoning Commission is to protect public health, safety, welfare and property values through the administration of Land Use Regulations. The Commission is responsible for reviewing development applications (i.e. subdivision, special permit, site plan, text/map amendment, etc.) The Commission reviews and updates the zoning regulations, subdivision regulations, Plan of Conservation and Development, and zoning map.

PROGRAM COMMENTARY

Goals for the Commission for the upcoming fiscal year include: continue ongoing efforts to streamline and create more efficiency in the zoning regulations based upon the community's needs as well as needs of the industry or Statutory changes; react to recommendations of the Open Space Working Group regarding the Open Space Design Subdivision Regulations and Zoning Regulations; continue to administer the goals and recommendations of the Plan of Conservation and Development.

PROGRAM ACTIVITY INDICATORS

	FY 9/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Meetings	49	22	20	19	14
Applications	51	27	13	11	13
Subdivision Apps	7	3	2	3	3
Zone Change	1	2	0	0	0
Zone Text Change	4	5	2	1	1
Special Permit Apps	10	9	8	7	9
Total Revenue	\$19,428	\$21,179	\$13,891	\$20,144	\$8,964

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1407 P&Z COMMISSION									
51090 OTHER Recording Secretary	719	1,200	491	1,200	1,200	1,000	1,000	(200)	(16.67)
52100 TRAINING	75	75	0	75	75	75	75	0	.00
52170 ADVERTISING Legal Notice publication	2,559	3,150	3,150	3,150	3,150	3,000	3,000	(150)	(4.76)
53010 OFFICE SUPPLIES	0	125	0	125	125	125	125	0	.00
Total 1407 P&Z COMMISSI	3,353	4,550	3,641	4,550	4,550	4,200	4,200	(350)	(7.69)

1501 LEGAL COUNSEL

PROGRAM DESCRIPTION

The Town Attorney, appointed by the Town Manager, is the local legal advisor of all Town Officials, Boards, Commissions and Agencies. The Town Attorney represents the Town on suits, litigation and hearings, and prepares ordinances, contracts, deeds and all legal instruments. The Town Attorney is not a municipal employee, and is paid on a retainer basis. The Town also utilizes a specialized labor counsel for personnel and labor relations matters.

PROGRAM COMMENTARY

Labor attorney fees are estimated based on labor issues related to Union negotiations. One contract will be in negotiations.

Efforts have been taken to limit the use of the attorney to essential questions.

Continued support for the CCJEF lawsuit on statewide Education Funding is included.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1501 LEGAL COUNSEL									
52030 LEGAL	59,120	85,000	81,476	98,350	95,000	95,000	90,000	5,000	5.88
Town Attorney fees;									
Labor Attorney 25,000 (police arbitration)									
CCJEF 5,000									
Total 1501 LEGAL COUNSEL	59,120	85,000	81,476	98,350	95,000	95,000	90,000	5,000	5.88

1502 PROBATE COURT

PROGRAM DESCRIPTION

The Coventry Probate Court was constituted June 18, 1847 from Hebron. January 1, 1999 the court merged into the Mansfield Probate Court. Effective January 1, 2011, the Mansfield Court merged with the Tolland/Willington Court to serve four towns.

Probate Courts have jurisdiction over the administration of decedents' estates, the supervision of guardians of minor children and retarded adults, the appointment and supervision of conservators for persons who are not capable of handling their own affairs, the commitment of the mentally ill, the adoptions of children, adults' name changes, and passport applications.

PROGRAM COMMENTARY

The merger of the Mansfield and Tolland courts into one consolidated court handling probate matters for Coventry, Mansfield, Tolland and Willington occurred on January 1, 2011. The court is located in Tolland Town Hall and expenses are split between the four towns.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1502 PROBATE COURT									
52250 GRANTS AND CONTRIBUTIONS	5,008	6,755	6,755	6,755	7,055	7,055	7,055	300	4.44
Total 1502 PROBATE COUR	5,008	6,755	6,755	6,755	7,055	7,055	7,055	300	4.44

1601 RECORDING/LICENSING (TOWN CLERK)

PROGRAM DESCRIPTION

The mission of the Town Clerk's office is to serve as the center for public records and information. The history of Coventry is preserved here and new pages are added every day. Connecticut General Statutes determine our duties and responsibilities. The staff's goal is to provide complete and accurate data and courteous and knowledgeable service in the most efficient manner. The office is responsible for filing and maintaining a vast array of records, including, but not limited to: land records and maps; vital statistics certificates; burial records; voter registration records; and minutes of all boards and commissions. Dog, sports licenses and permits can be obtained through our office. We assist in the administration of elections, issue absentee ballots, election returns reports and records retention. Trade name certificates, liquor permits, Notary Public appointments and veteran's discharges are processed in our office. Our office is the hub from which other town departments receive the specific data necessary to perform their duties. The Clerk's Office acts as an agent for the State of Connecticut to collect fees.

PROGRAM COMMENTARY

The State of Connecticut Legislative Regulation Review committee approved the Real Property Electronic Recording Regulation (e-recording) on March 26, 2013. In March, 2014 agreements were executed with three electronic recording agents. On April 17, 2014 the Town received its first e-recording. As of November 30, 2014 we have received 120 e-recordings.

PROGRAM ACTIVITY INDICATORS

	FY 09/10	FY 10/11	FY 11/12	FY 12/13	FY 13/14
Documents Recorded	2931	2589	2653	3007	2567
Fish & Game Licenses	766	619	767	692	678
Dog Licenses	1626	1680	1518	1466	1519
Maps	60	37	44	76	38
Vital Statistics Recorded	263	311	281	311	278
Referenda	2	3	3	1	1
Elections/Primaries	1	3	2	2	2
Town Meetings	2	3	2	2	3
Local Conveyance Tax	\$119,217	\$73,865	\$71,247	\$83,858	\$105,526
Office Receipts	\$225,260	\$103,581	\$113,958	\$111,204	\$100,840

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1601 RECORDING/LICENSIN									
51010 REGULAR FULL TIME	110,464	112,672	92,279	135,000	98,062	98,062	98,062	(14,610)	(12.97)
51020 PART TIME	20,058	16,886	8,542	16,886	17,241	17,241	17,241	355	2.10
51100 LONGEVITY	1,857	2,000	2,000	2,000	600	600	600	(1,400)	(70.00)
51110 DIFFERENTIAL	111	74	61	74	168	168	168	94	127.03
52060 INDEXING RECORDING	22,487	22,000	12,195	22,000	25,000	25,000	25,000	3,000	13.64
Increase due to IQS contract up for renewal and new OnBoard software for Bds&Commissions									
52070 OTHER PROFESSIONAL SERVICES	254	425	186	425	425	425	425	0	.00
52080 PROFESSIONAL AFFILIATION	555	325	320	325	350	350	350	25	7.69
Increase of Assoc. dues									
52090 TRAVEL MEETINGS MILEAGE	397	610	508	610	825	825	825	215	35.25
Increase due to extra lodging night for conferences held in western connecticut									
52100 TRAINING	790	850	500	850	1,200	1,200	1,200	350	41.18
We will have two employees attending certification classes/increase in conference fees									
52170 ADVERTISING	210	230	109	230	230	230	230	0	.00
52180 PRINTING	8	100	0	100	100	100	100	0	.00
53010 OFFICE SUPPLIES	150	160	85	160	160	160	160	0	.00
53020 OFFICE EQUIPMENT	0	100	0	100	100	100	100	0	.00
Total 1601 RECORDING/LI	157,341	156,432	116,785	178,760	144,461	144,461	144,461	(11,971)	(7.65)

1701 ELECTIONS

PROGRAM DESCRIPTION

It is the responsibility of the registrars to conduct admission enrollment sessions, election primaries and referenda, check voters at Town meetings, maintain the voting records of electors, administer the oath to the poll workers, and to canvass voters in each district once a year. All activities of the registrars are in compliance with State Statutes.

Coventry has two main voting districts. Two registrars, one from each of the two major political parties, serve the Town. Registrars are elected for a term of four years; if one is not able to complete the term, the Deputy Registrar becomes the Registrar.

PROGRAM COMMENTARY

The change from the lever machine to the optical scanning technology and IVS system increases the cost to run an election or primary dramatically. The optical scan system requires special ballots printed each time, memory cards programmed and replaced periodically, back up batteries, and yearly maintenance of the equipment. The IVS system, a requirement of HAVA, requires a separate secure phone/fax line that enables disabled voters to cast a ballot. These requirements all incur increased cost to each election and primary.

PROGRAM ACTIVITY INDICATORS

	FY 10/11	FY 11/12	FY 12/13	FY13/14
# of Electors	7,365	7,054	7,503	7,473
State/National Election	1	2	2	2
Referenda/Town				
Meetings	2	2	2	2
New Voters Registered	233	206	710	452

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1701 ELECTIONS									
51020 PART TIME	22,647	19,000	15,969	19,000	21,607	20,000	20,000	1,000	5.26
52070 OTHER PROFESSIONAL SERVICES	6,653	10,000	6,641	10,000	12,000	10,000	10,000	0	.00
52080 PROFESSIONAL AFFILIATION	150	160	150	160	160	160	160	0	.00
52090 TRAVEL MEETINGS MILEAGE	198	200	0	200	200	200	200	0	.00
SOTS 2 meetings									
4 County meetings									
52100 TRAINING	1,150	1,300	0	1,300	1,400	1,300	1,300	0	.00
52140 EQUIPMENT REPAIRS	880	2,500	2,406	2,500	2,500	2,500	2,500	0	.00
1200 Maintenance									
150 Batteries									
1000 Memory Card									
52170 ADVERTISING	2,679	4,500	2,741	4,500	5,000	4,500	4,500	0	.00
52180 PRINTING	1,763	4,000	2,281	4,000	4,000	4,000	4,000	0	.00
52270 OTHER SERVICES	0	0	0	0	2,500	0	0	0	.00
Recount audit									
52350 EQUIPMENT	0	0	0	0	4,000	0	0	0	.00
53010 OFFICE SUPPLIES	229	400	95	400	400	400	400	0	.00
55010 TELEPHONE	268	500	477	500	500	500	500	0	.00
Total 1701 ELECTIONS	36,617	42,560	30,760	42,560	54,267	43,560	43,560	1,000	2.35

1801 TOWN OFFICE BUILDING

PROGRAM DESCRIPTION

This activity represents the cost of providing office space and services for general government functions. Included are telephone and other utility costs, as well as cleaning and maintenance costs for the Town Hall Complex. Also included are service contracts for the boilers and air-conditioning system.

PROGRAM COMMENTARY

Fuel oil prices have been calculated at \$2.37 per gallon. The budget for electricity modestly decreased due to a renegotiation of the contract effective January 1, 2014. Solar is expected to be in place by August of 2015.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Base Budget	2015 Actual YTD	2015 Est. Actual	Dept Head	Town Manager	Council	Cou/Bud Inc/Dec	%
1801 TOWN OFFICE BLDG.									
52070 OTHER PROFESSIONAL SERVICES	0	400	0	400	400	400	400	0	.00
52130 SERVICE CONTRACTS	24,680	23,820	21,970	23,820	27,000	27,000	27,000	3,180	13.35
Swiss Laundry floor mats 2400									
USA Hauling \$ Recycling 1992									
Willington Termite & Pest 360									
Pilothouse Communications 2800									
Infoshred 120, Tower Generator 1000									
Janitorial Services 16000									
Independent Elevator 300									
Ct Mechanical Services 2120									
52140 EQUIPMENT REPAIRS	2,813	3,000	2,527	3,000	3,000	3,000	3,000	0	.00
52160 BUILDING REPAIRS/MAINTENANCE	6,739	3,000	10,699	10,900	3,000	3,000	3,000	0	.00
53070 CUSTODIAL SUPPLIES	741	600	515	600	750	750	750	150	25.00
53080 PAPER GOODS	1,247	1,000	1,000	1,000	1,000	1,000	1,000	0	.00
53120 EQUIPMENT PARTS	0	150	0	150	150	150	150	0	.00
AED pads and battery									
53150 BUILDING SUPPLIES	285	500	265	432	500	500	500	0	.00
54020 OFFICE FURNITURE & EQUIPMENT	552	500	548	548	500	500	500	0	.00
55010 TELEPHONE	7,577	8,500	5,078	8,500	8,500	8,500	8,500	0	.00
55020 ELECTRIC	19,832	22,600	12,705	20,400	22,600	22,600	22,600	0	.00
55030 HEATING FUEL	14,055	12,900	16,712	16,712	12,798	12,798	12,798	(102)	(.79)
55050 SEWER	580	590	610	590	610	610	610	20	3.39
Total 1801 TOWN OFFICE	79,101	77,560	72,629	87,052	80,808	80,808	80,808	3,248	4.19

1802 CENTRAL SUPPLY

PROGRAM DESCRIPTION

Central Supply purchases commonly used office supplies and shared resources such as office equipment.

PROGRAM COMMENTARY

Supply costs have been kept flat. We are purchasing a large portion of our supplies through the State contracts rather than directly through individual vendors in order to keep costs down.

Town of Coventry
Council Recommended Budget

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014		2015		Dept Head	Town Manager	Council	Cou/Bud	
	Actual	Base Budget	Actual YTD	Est. Actual				Inc/Dec	%
1802 CENTRAL SERS./SUPP									
52070 OTHER PROFESSIONAL SERVICES Employee Assistance Program	1,184	1,200	1,184	1,200	1,200	1,200	1,200	0	.00
52110 POSTAGE	31,497	37,000	18,197	37,000	37,000	37,000	37,000	0	.00
52130 SERVICE CONTRACTS FAX machine 440, Postage meter 861, Meter rental 1250	3,129	2,551	2,693	2,694	2,551	2,551	2,551	0	.00
52140 EQUIPMENT REPAIRS	150	1,500	92	1,500	1,500	1,500	1,500	0	.00
52180 PRINTING Envelopes, letterhead, business forms	1,757	1,750	1,139	1,750	1,500	1,500	1,500	(250)	(14.29)
52190 COPIERS Useage and supplies	2,339	3,250	1,500	3,250	2,750	2,750	2,750	(500)	(15.38)
53010 OFFICE SUPPLIES	2,943	4,000	2,172	4,000	4,000	4,000	4,000	0	.00
53080 PAPER GOODS	3,273	4,000	3,155	4,000	4,000	4,000	4,000	0	.00
53100 AUTO PARTS	2,935	3,250	2,189	3,250	3,250	3,250	3,250	0	.00
53210 OTHER PURCHASED	181	750	0	607	750	750	750	0	.00
53240 TIRES	0	500	0	500	500	500	500	0	.00
Total 1802 CENTRAL SERS	49,388	59,751	32,321	59,751	59,001	59,001	59,001	(750)	(1.26)

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