

**TOWN OF TRUMBULL
REVISED NOTICE OF MEETING
BOARD OF FINANCE**

DATE: June 9, 2016
TIME: 7:00 P.M.
PLACE: Council Chambers

AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

**The Town Council will meet with the Board of Finance to discuss the WPCA Contract 3 and 4 settlement with Mark IV and to vote on the appropriate funding for item 06-016-01, after which the regular Board of Finance meeting will resume.

FISCAL YEAR 2015-2016 SUPPLEMENTAL APPROPRIATION

06-16-01	Dennis Kokenos Town Attorney	FROM: 20-315200 WPCA-Retained Earnings	\$2,775,000
		TO: 20100000-480012 Transfer Out (Fund #59)	\$2,775,000
To settle WPCA Contract 3 and 4 with Mark IV			

TOWN TREASURER'S REPORT – Anthony Musto (to follow)

INTERNAL AUDITOR'S REPORT – Therese Keegan

FISCAL YEAR 2015-2016 TRANSFER

06-16-02	Frank Smeriglio Town Engineer	FROM: 01030500-522202 Professional Services	\$1,310
		TO: 01030500-501103 Salaries-Seasonal	\$1,310
To hire seasonal help to fill current Vacancy in Engineering/WPCA 35 hours for 6 weeks at \$11=\$2,310-\$1,000 Dir Transfer (May 23-June 30, 2016)			

FISCAL YEAR 2016-2017 TRANSFER (NEXT YEAR BUDGET TO START JULY 1)

06-16-03	Frank Smeriglio Town Engineer	FROM: 20100000-501101 Salaries-FT	\$3,080
		TO: 20100000-501103 Salaries-Seasonal	\$3,080
To hire seasonal help to fill current Vacancy in Engineering/WPCA 35 hours for 8 weeks \$11=\$3,080 (July 1-Aug 31, 2016)			

FISCAL YEAR 2015-2016 TRANSFER

06-16-04	Megan Murphy Fire Marshal	FROM: 01022800-501101 Salaries-FT	\$1,890
		TO: 01022800-501103 Salaries-Seasonal	\$1,890
To hire seasonal help to fill in for employee on ST 19.5 hours for 5 weeks at \$29.64=\$2,890-\$1,000 Dir Transfer. (June 1-June 30, 2016)			

FISCAL YEAR 2016-2017 TRANSFER (NEXT YEAR BUDGET TO START JULY 1)

06-16-05	Megan Murphy Fire Marshal	FROM: 01022800-501101 Salaries-FT	\$4,624
		TO: 01022800-501103 Salaries-Seasonal	\$4,624
To hire seasonal help to fill in for employee on ST 19.5 hours for 8 weeks at \$29.64=\$4,624. (July 1- August 31, 2016)			

FISCAL YEAR 2015-2016 DIRECTOR'S TRANSFERS

06-16-06 TO 06-16-14	Maria Pires Finance Director	SEE SCHEDULE ATTACHED	\$6,007
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DISCUSSION ITEMS

- Year to Date Budget to Actual Report – Expenditures FY 2016
- Travel and Expense Reimbursement Policy and forms
- Town Credit Card Policy

APPROVAL OF MINUTES

- May 12, 2016
- May 19, 2016

ADJOURNMENT

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-16
AGENDA: 06-16-01
AMOUNT: \$2,775,000

2015-2016

APPROPRIATION [X]	FROM: ACCOUNT NO. 20-315200	
	ACCOUNT NAME WPCA-Retained Earnings	\$2,775,0 00
	TO: ACCOUNT NO. 20100000-480012	
	ACCOUNT NAME Transfer Out (Fund #59)	\$2,775,000

(C) SUMMARY OF REQUEST: To settle WPCA Contract 3 and 4 with Mark IV

(D) REQUESTED BY: Dennis Kokenos, Esq.

(E) SUPPORTING DATA: See attached

(F) CONCURRENCE: YES NO NEED ADD'L INFORMATION


TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

WATER POLLUTION CONTROL AUTHORITY
Town of Trumbull
CONNECTICUT

TOWN HALL
(203) 452-5048



5866 MAIN STREET
TRUMBULL, CT 06611

JUNE 7, 2016
7:00 p.m. at Trumbull Town Hall

SPECIAL MEETING AGENDA

1. New Business:
 - Holy Cross Lutheran Church
 - Transfer from 20100000-501101 Salaries-FT/Permanent to 20100000-501103 Salaries-Seasonal/Temp
2. Executive Session: It is anticipated that the WPCA will vote to go into executive session to discuss preliminary drafts and/or notes as set forth by C.G.S. 1-210 (b)(1) and/or discuss with the Town Attorney strategy and negotiations with respect to pending litigation as defined by 1-200(6) and/or to discuss attorney client-privileged information as set forth by 1-210 relating to the following:
 - o Mark IV – Contract 3 and Contract 4
 - o Regionalization and/or re-negotiation of Bridgeport sewer treatment contract

06-16-01



Trumbull BOE Continuing Education Funds

BOARD OF EDUCATION, TRUMBULL, CT

April 27, 2016
Therese Keegan
Town of Trumbull, Financial/Accounting Controls Analyst

Table of Contents

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tkeegan@trumbull-ct.gov

Phone: (203) 452-5072

April 27, 2016

Mr. Sean O'Keefe, Business Manager
Trumbull Board of Education
6254 Main Street
Trumbull, CT 06611

Dear Mr. O'Keefe,

I respectfully submit the attached report entitled BOE Continuing Education Program Review. The objectives of the review were to ensure:

- operational and accounting adherence to BOE Continuing Education Policies and Procedures
- the accuracy of transactional postings and fund balances
- internal controls are appropriate
- State and Federal regulatory compliance
- liability coverage adequately protects BOE and the Town of Trumbull

I would like to thank the Board of Education for this opportunity to be of service. I would also like to thank the Continuing Education team and Sean O'Keefe's staff for their assistance in providing requested information and for responding to questions in a complete and timely manner.

Respectfully submitted,

Therese Keegan
Town of Trumbull Financial/Accounting Controls Analyst

Executive Summary

This report represents a limited scope review encompassing the Continuing Education program which includes Driver's Education, Summer Exploration and Adult Education. The review was requested to ensure processes were properly documented, transactions were appropriate, and controls were adequate. Each of the programs were reviewed to determine:

- operational and accounting adherence to BOE Continuing Education Policies and Procedures
- the accuracy of transactional postings and fund balances
- the strength of internal controls
- procedures and filings are compliant with State and Federal guidelines
- whether the Town of Trumbull and the BOE are adequately covered by liability insurance should an injury occur

Continuing Education Programs

1. Summer Exploration:

Open to all school children, the program offers three areas of focus: accelerating academic progress, providing enrichment camps and offering a wide variety of sport opportunities. Annual offerings are determined, publicized and staffed by the Director of Continuing Education.

Registration can be accomplished online, by mail, walk in or via fax. Class fees vary; waivers are available, if needed, but only for academic program. Payment by credit card or check is collected with registration form. Deposit slips are prepared by Continuing Education personnel. Business Office personnel collect weekly and take to bank. Validated deposit slips are used as backup to the reconciliation of a single Continuing Education account.

2. Adult Education:

Course schedule is determined and staffed by the Director of Continuing Education. Schedule is published bi-annually. Program promotes the concept that learning is a lifelong process so course offerings vary; some classes come and go, others remain as staples, depending on student interest.

- GED and ESL (English as a Second Language) classes are subsidized by the State of Connecticut. Classes are scheduled bi-annually and free of charge to Trumbull residents. Cost to non-Trumbull residents is \$25.
- Cost of all other programs and instructor fees are negotiated by Director of Continuing Education. Program must financially incentivize instructor yet remain affordable and competitively priced. If enrollment does not allow class to at least break even, class will be cancelled and fees returned. Usually three class participants are enough to cover the cost of the class.

Payment by credit card or check is collected with registration form. Deposit slips are prepared by Continuing Education personnel. Once checks are deposited, bank validation is sent to Business Office as backup to the reconciliation of a single Continuing Education account.

3. Driver's Education:

The program is administered by the Driver's Education Coordinator who schedules and staffs, ensures the program complies with state requirements, collects and deposits fees, all of which are paid by check. All students must be at least 16 years of age. The program offers the following options:

- 30 hours classroom instruction and 8 hours of driving instruction \$550.00
- 8 hours classroom instruction and 8 hours of driving instruction \$350.00
- 30 hours of classroom instruction \$225.00
- 8 hour course on safe driving practices \$150.00
- DMV License Road Test \$ 75.00

Program Accounting

Board of Education utilizes MUNIS ledger system. Balances and transaction information was obtained for each of the three Continuing Education programs and the data was analyzed for accuracy and consistency. Activity records via postings from:

1. cash receipts
 2. payroll
 3. accounts payable
 4. manual journal entries
1. Regardless of payment method or program, cash receipts are deposited into a single account. Activity is reconciled by Accounts Receivable Manager and reviewed by Business Manager.
 2. Payroll entries are generated by the Payroll & Insurance Department. Entries are in conformity with federal and state requirements, as well as union guidelines, when applicable. Any new employees are set up and paid once employment forms are completed and direction is provided by Human Resources. Class instructor payroll data is then input from timesheets approved by the Director of Continuing Education or Driver's Education Coordinator; timesheets include hours worked and rate of pay.
 3. Accounts payable entries are upon receipt of approved documentation forwarded by Director of Continuing Education or by Driver's Education Coordinator. Expenses paid through accounts payable include student refunds, professional services, transportation, printing and program supplies. For Driver's Education, auto maintenance is included in the program supply account.
 4. Manual journal entries are posted by Accounting Manager. Journal entries compliment or correct the cash receipts, payroll and accounts payable postings. The postings reviewed affected prepaid or deferred balances in an effort to match revenue and expenses to a fiscal year of operations; these entries allocated payroll, benefits and insurance among the various programs.

Findings & Recommendations

Finding #1: There are no written Policy & Procedures, which would include:

- Description and purpose of each program, timing of activities
- Receipt processing
- Disbursement authorization and process
- Roles, responsibilities and instructions for data compilation, review and reconciliation of the funds
- Tax treatment of instructors; i.e. distinction between employee and contractor

Recommendation: Program Policy & Procedures should be written to include all of the above criteria. The Policy should then be communicated to Continuing Education program personnel and associated finance employees. A detailed policy and procedures manual will provide guidance and confirm authorization responsibilities. The manual can also be used for training of new employees.

Management Response: Agreed. A written Program Policy & Procedures manual will commence upon the appointment of the new Director of Continuing Education in concert with the Business Office.

Finding #2: Transactional review identified multiple posting errors to incorrect account or to incorrect program.

Date	Program	Amount	Payee	Account	Object	Account Description
5/31/2015	Continuing Ed	934.43	Credit card fees	2051650	58900	Should be Summer Explorations
6/30/2015	Continuing Ed	1,248.65	Credit card fees	2051650	58900	Should be Summer Explorations
2/20/2015	Drivers Education	550.00	Refund	2051100	56112	Supplies
3/13/2015	Drivers Education	550.00	Refund	2051100	56112	Supplies
5/8/2015	Drivers Education	275.00	Refund	2051100	51110	Teachers- classroom
6/30/2015	Drivers Education	550.00	Refund	2051100	56112	Supplies
6/30/2015	Drivers Education	275.00	Refund	2051100	56112	Supplies
8/14/2015	Drivers Education	200.00	Refund	2051100	56112	Supplies
9/4/2015	Drivers Education	325.00	Refund	2051100	56112	Supplies
9/4/2015	Drivers Education	125.00	Refund	2051100	56112	Supplies
9/11/2015	Drivers Education	200.00	Curtis Ryan Honda	2051100	51110	Teachers- classroom
10/2/2015	Drivers Education	200.00	Refund	2051100	56112	Supplies

Recommendation: Monthly or quarterly reconciliation process should include signature of preparer and signature of reviewer. Preparer should provide reviewer with YTD transaction file so as to enable reviewer to make an informed decision as to the accuracy of the fund.

Management Response: Regarding the credit card fees misclassification of \$934.43 and \$1,248.65; the books have been closed for 14-15 and no reclass entry will be made. Actions have been taken to prevent this error from occurring and procedures are now in place so that the appropriate Accounts Receivable and the Continuing Ed staff communicate on a monthly basis as to what program the credit card receipts and expenses belong to.

The Driver's Ed Refunds were errors made when the account was coded by the Driver's Ed department on the invoice. The Accounting Manager discussed with the Drivers Ed Coordinator that future coding will be made to: Revenue account 2051100-40400 when any Revenue refund is issued. In addition, Accounting Manager has discussed with Accounts Payable the correct account number to input into Munis.

Regarding all 15-16 entries made in error, a reclassification entry has been made; the Curtis Ryan invoice for auto-related expense has been reclassified to the Classroom Supplies account and the Refund payments have been reclassified to Revenue.

Finding #3:

The programs lack consistency in postings of transactions. Again, a detailed policy and procedures manual will provide guidance and confirm authorization for policy changes and postings. Reconciliation requirements will provide awareness to accounting change implications and will bring missing or incorrect entries to light.

- A. Continuing Education recorded the following credit card fees, sometimes in the Dues and Fees account, sometimes as an offset to revenue:

Date	Amount	Charge for:	Account	Object	Account Description
10/31/2014	262.40	Credit card fees	2051650	58900	Dues and Fees
10/31/2014	(262.40)	Credit card fees	2051650	40400	Revenue
11/30/2014	126.92	Credit card fees	2051650	40400	Revenue
11/30/2014	(126.92)	Credit card fees	2051650	58900	Dues and Fees
12/31/2014	67.95	Credit card fees	2051650	58900	Dues and Fees
1/31/2015	162.90	Credit card fees	2051650	58900	Dues and Fees
2/28/2015	414.88	Credit card fees	2051650	58900	Dues and Fees
3/31/2015	127.50	Credit card fees	2051650	58900	Dues and Fees
4/30/2015	none	Credit card fees			
5/31/2015	none	Credit card fees			
6/10/2015	(625.00)	Credit card fees	2051650	40400	Revenue

Management Response: Related to 2015-16 entries, the applicable staff in Accounts Receivable and Continuing Ed will communicate on a monthly basis what program the credit card receipts and expenses belong to. No action will be taken for prior year items as the books have been closed out to the fund balance for the year.

- B. Changes in Policy and Procedures distort financial results by program. Examples follow:

Program	Account Description	2014	2015	YTD 2016	Comments
Drivers Education	Admin Salary	-	12,956.00	4,892.00	Admin & Secretary salaries reclassified from Cont. Ed. To Drivers Ed. in 2015; then allocated in 2016.
Drivers Education	Secretary Salary	-	8,637.00	3,261.00	
Summer Explorations	Employee Insurance	3,180.00	-	-	
Continuing Education	Employee Insurance	3,180.00	-	-	

Management Response: Management will continue to allocate on a semi-annual basis the Continuing Ed Director and Secretary salaries to the Drivers Ed, Continuing Ed and Summer School Programs, (analysis is based on revenue derived from the 3 programs).

Allocation will be made for employee insurance paid by TBOE in July 2016 and on a monthly basis thereafter.

- C. Use of prepaid expense account and the deferred income account matches revenue and expense to appropriate year of program. If income is received prior to start of program it is posted to deferred revenue. If expenses are incurred prior to start of program, they are recorded as prepaid. Per the following example, the Summer Explorations program, which usually starts in July, started in June of 2015 and instructor payroll expense was incurred. The June posting distorts annual summer program financial statements. The alternative is to utilize special revenue funds, which do not close to general fund.

The third entry below was an error and was discussed with Accounting Manager.

Program	Account Description	2014	2015	YTD 2016	Comments
Summer Explorations	Teacher Salaries	117,842.52	135,311.50	108,748.78	\$18k of salaries posted 6/30/15 pertain to FY 2016
Summer Explorations	Instructional Aides	41,688.27	30,410.21	20,545.99	\$3.5k of salaries posted 6/30/15 pertain to FY 2017
Summer Explorations	Postage/printing	1,390.00	-	1,424.00	2016 first year prepaid account utilized

Management Response: Salaries will continue to be paid as earned and as a result there may be a timing difference for Summer School expense analysis which will be highlighted in the yearend analysis.

Related to postage and printing, the Accounting Manager has discussed with the Continuing Ed staff so that the issue does not recur.

- D. In 2014 \$10,000 was moved from Driver's Education to Summer Explorations. The Driver's Education program recorded the \$10,000 as an expense and the Summer Explorations recorded as income. Transactions such as these should be recorded as transfers, not as income or expense of operations.

Management Response: Agreed – All Trumbull BOE transfers are booked to 205xxxx-40401 which is BOE Operating Transfers account.

Finding #4: It is the responsibility of the Director of Continuing Education to determine whether a class instructor is to be treated as an employee or as a contractor. In conversation with the Director, we did not receive assurance that the Director is aware of Internal Revenue Service guidance related to the classification of workers as either employees or as contractors. If an employee is classified as a contractor without reasonable basis, the Town could be held liable for employment taxes. Alternatively, if a contractor is improperly classified an employee, the Town could be paying taxes and incurring other unnecessary expenses.

Per IRS, in determining whether a person providing service is an employee or an independent contractor, all information that provides evidence of the degree of control and independence must be considered. Facts that provide evidence fall into three categories:

1. Behavioral – does BOE control or have the right to control what the instructor teaches and how the instructor teaches?
2. Financial – Are the business aspects of the instructor’s job controlled by BOE? This category includes questions as to whether expenses are reimbursed and who provides tools or supplies.
3. Type of Relationship – Are there written contracts or employee type benefits for class instructors?

Recommendation: BOE must review the terms of program participation for all class instructors. Once the employee/contractor determination is made, BOE must ensure ongoing treatment consistent with that classification.

Management Response: Agreed. Discussion will ensue with the new Director of Continuing Ed when hired.

Finding #5: Each of the Continuing Education programs poses some potential risk of injury to instructors, class participants and to the general public. Several options are available to reduce BOE and Town of Trumbull exposure, including requiring certificates of insurance for all contractors, or obtaining written waivers from participants.

Recommendation: Upon advice from the Town insurance carrier, BOE should add waiver to registration form, similar to that of the Town Recreation Department, which includes authorization to transport and treat, should no parent or guardian be present or should they be incapable of consent:

Waiver of Participant by parent or self: *In consideration of your accepting my or my child’s registration and entry, I hereby for myself, my child, my heirs, executors and administrators, waive and release any and all rights and claims for damages I or my child may have against the Town of Trumbull or the **Trumbull Board of Education** and its representatives, successors, and assigns, for any and all injuries suffered by myself or my child at the activity sponsored by these groups. I*

understand there is inherent risk associated with the(se) activity(ies) and authorize emergency medical treatment and transportation in my absence.

Management Response: Agreed. Discussion will ensue with the new Director of Continuing Ed when hired.

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-16
AGENDA: 06-16-02
AMOUNT: \$1,310

2015-2016

TRANSFER [X]

FROM: ACCOUNT NO. 01030500-522202
ACCOUNT NAME Professional Services \$1,310

TO: ACCOUNT NO. 01030500-501103
ACCOUNT NAME Salaries-Seasonal \$1,310

(C) SUMMARY OF REQUEST: To hire seasonal help to fill current Vacancy in Engineering/WPCA 35 hours for 6 weeks at \$11=\$2,310-\$1,000 Dir Transfer (May 23-June 30, 2016)

(D) REQUESTED BY: Frank Smeriglio, Town Engineer

(E) SUPPORTING DATA: See attached

(F) CONCURRENCE: [] YES [] NO [] NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-16
AGENDA: 06-16-03
AMOUNT: \$3,080

2016-2017

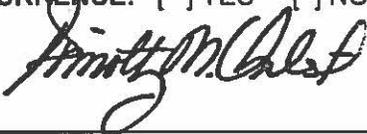
TRANSFER [X]	FROM: ACCOUNT NO. 20100000-501101	\$3,080
	ACCOUNT NAME Salaries-FT	
	TO: ACCOUNT NO. 20100000-501103	\$3,080
	ACCOUNT NAME Salaries-Seasonal	

(C) SUMMARY OF REQUEST: To hire seasonal help to fill current Vacancy in Engineering/WPCA
35 hours for 8 weeks \$11=\$3,080 (July 1-Aug 31, 2016)

(D) REQUESTED BY: Frank Smeriglio, Town Engineer

(E) SUPPORTING DATA: See attached

(F) CONCURRENCE: YES NO NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___



Memorandum

To: Maria Pires, Finance Director
From: Frank Smeriglio, Town Engineer
Date: June 3, 2016
Re: Transfer Requests

The Engineering Department currently has a vacant position due to the resignation of one of our engineers. This is our busiest time of year and we need to hire a seasonal person to assist the engineering and WPCA departments, since they will both be affected.

I am requesting that the following funds be transferred to cover the salary expense, as follows:

From account 01030500-522202 – Professional Services \$1,310 to account 1030500-501103 Salaries-Seasonal \$1,310 to cover remaining salary due for this fiscal year (May 23-June 30, 2016).

From account 01030500-522201 – Salaries-FT \$3,080 to account 1030500-501103 Salaries-Seasonal \$3,080 to cover 8 weeks salary for fiscal year 16-17 (July 1 –August 31, 2016).

REQUEST FOR TRANSFER							
DEPT:	SEWER ENTERPRISE						
DEPT	WPCA						
FISCAL YEAR ENDED	2016-2017						
TRANSFER NUMBER	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	AVAILABLE BALANCE (OVER) UNDER	PROJECTED TO END OF YEAR	UNDER (OVER) BUDGET	TRANSFER	BALANCE AFTER TRANSFER
	FROM:						
	SALARIES-FT/PERMANENT FY 2016-2017	20100000-501101	302,076.00			3,080.00	298,996.00
	TO:						
	SALARIES-SEASONAL/TEMP FY 2016-2017	20100000-501103	0		-	3,080.00	3,080.00
					-	-	-
	REASON FOR TRANSFER						
	SEASONAL TEMPORARY INTERN						
	Amount: 8 weeks x 35 hours x \$11.00 = \$3,080.00						

06-16-03

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-16
AGENDA: 06-16-04
AMOUNT: \$1,890

2015-2016

TRANSFER [X]

FROM: ACCOUNT NO. 20100000-501101 \$1,890
ACCOUNT NAME Salaries-FT

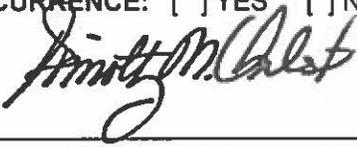
TO: ACCOUNT NO. 20100000-501103 \$1,890
ACCOUNT NAME Salaries-Seasonal

(C) SUMMARY OF REQUEST: To hire seasonal help to fill in for employee on ST 19.5 hours for 5 weeks at \$29.64=\$2,890-\$1,000 Dir Transfer. (June 1-June 30, 2016)

(D) REQUESTED BY: Megan Murphy, Fire Marshal

(E) SUPPORTING DATA: See Attached

(F) CONCURRENCE: YES NO NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED___
2. RECOMMENDED TO TOWN COUNCIL___
3. TABLED___
4. DENIED___

Town of Trumbull

CONNECTICUT



Trumbull Fire Marshal's
Office
firemarshal@trumbull-ct.gov

Town Hall
5866 Main Street
Trumbull, Connecticut 06611
203-452-5080
Fax: 203-452-5093

June 3, 2016

Maria Pires
Director of Finance
5866 Main Street
Trumbull, CT 06611

Re: Transfer

Dear Maria,

Deputy Fire Marshal Stephen Pihonak is currently out on disability for medical reasons. He will be on disability until November 17, 2016. Due to the extensive workload in the Fire Marshal's office, I am requesting a transfer from full time salaries 01022800-501101 to salaries seasonal 01022800-501101 to cover the cost of a temporary Deputy Fire marshal position for the duration that Deputy Fire Marshal Pihonak is out on leave. This position is necessary to help pick up the workload that is quickly accumulating due to DFM Pihonak's absence.

If you have any further questions or would like to discuss this further please feel free to contact me.

Best regards,

A handwritten signature in blue ink that reads "Megan Murphy". The signature is written in a cursive, flowing style.

Megan Murphy
Fire Marshal
Town of Trumbull

FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

02 PUBLIC SAFETY	-----						
01022800 FIRE MARSHAL	-----						
01022800 501101 SALARIES-FT/PERMAN	263,669	-1,000	262,669	251,112.85	.00	11,556.15	95.6%
01022800 501103 SALARIES-SEASONAL/	0	1,000	1,000	.00	.00	1,000.00	.0%
01022800 501105 SALARIES-OVERTIME	12,000	0	12,000	11,356.75	.00	643.25	94.6%
TOTAL FIRE MARSHAL	275,669	0	275,669	262,469.60	.00	13,199.40	95.2%
TOTAL GENERAL FUND	275,669	0	275,669	262,469.60	.00	13,199.40	95.2%
TOTAL EXPENSES	275,669	0	275,669	262,469.60	.00	13,199.40	

* full time salary will be overbudget because of contract settlement which will be transferred from Contingency

26-16-04

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-16
AGENDA: 06-16-05
AMOUNT: \$4,624

2016-2017

TRANSFER [X]

FROM: ACCOUNT NO. 01022800-501101 \$4,624
ACCOUNT NAME Salaries-FT

TO: ACCOUNT NO. 01022800-501103 \$4,624
ACCOUNT NAME Salaries-Seasonal

(C) SUMMARY OF REQUEST: To hire seasonal help to fill in for employee on ST 19.5 hours for 8 weeks at \$29.64=\$4,624. (July 1-August 31, 2016)

(D) REQUESTED BY: Megan Murphy, Fire Marshal

(E) SUPPORTING DATA: See attached

(F) CONCURRENCE: YES NO NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 9-Jun-16
AGENDA: 06-16-06 thru 14
AMOUNT: \$6,007

2015-2016

APPROPRIATION[X]	FROM: ACCOUNT NO. See attached	\$6,007
	ACCOUNT NAME See attached	
	TO: ACCOUNT NO. See attached	\$6,007
	ACCOUNT NAME See attached	

(C) SUMMARY OF REQUEST: Finamce Director's Transfers

(D) REQUESTED BY: Maria T. Pires, Director of Finance

(E) SUPPORTING DATA: See attached

(F) CONCURRENCE: YES NO NEED ADD'L INFORMATION



TIMOTHY M. HERBST, FIRST SELECTMAN

(G) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

TOWN OF TRUMBULL					
DIRECTOR OF FINANCE TRANSFERS					
FISCAL YEAR ENDED JUNE 30, 2016					
ITEM #	ITEM	ACCOUNT DESCRIPTION	ACCOUNT NUMBER	FROM	TO
	TOWN COUNCIL				
06-16-06	FROM:	SERVICES & FEES-CLERICAL	01010000-522201	\$ (1,000.00)	
	TO:	SERVICES & FEES-PROFESSIONAL	01010000-522202		\$ 1,000.00
		Additional seminars			
	FIRST SELECTMAN				
06-16-07	FROM:	SERVICES & FEES-PROF	01010400-522202	\$ (980.00)	
	TO:	PROF DEV-SEMINARS	01010400-556601		\$ 980.00
		Additional seminars			
	FINANCE				
06-16-08	FROM:	PROF DEV-PUBLICATIONS	01011000-556604	\$ (45.00)	
	TO:	TRANSPORTATION-EXPENSE AC	01011000-567704		\$ 45.00
		BOF budget meeting lunches			
	FINANCE				
06-16-09	FROM:	PROF DEV-SEMINARS	01011000-556601	\$ (550.00)	
	TO:	PROF DEV-INSERVICE	01011000-556603		\$ 550.00
		To cover Munis training on Fixed assets			
	ENGINEERING				
06-16-10	FROM:	PROFESSIONAL SERVICES	01030500-522202	(1,000.00)	
	TO:	SALARIES-SEASONAL	01030500-501103		1,000.00
		To hire seasonal help until they fill the current vacancy, employee resigned in May 2016 May 23-June 30, 2016 (6 weeks*35 hours*\$11=\$2,310) Will go to BOF for additional \$1,310 in June			
	FIRE MARSHAL				
06-16-11	FROM:	SALARIES-FT	01022800-501101	(1,000.00)	
	TO:	SALARIES-SEASONAL	01022800-501103		1,000.00
		To hire seasonal help to fill for employee on ST Disability June 1-June 30, 2016 (5 weeks*19.5 hours*\$29.64=\$2,889.90) Will go to BOF for additional \$1,890 in June			
	DIRECTOR OF PW				
06-16-12	FROM:	TRANSPORTATION-EXPENSE AC	01030000-567704	(207.00)	
		SALARIES-OT	01030000-501105	(351.00)	
		SALARIES-FT	01030000-501101	(87.00)	
	TO:	PROFESSIONAL DEV-SEMINARS	01030000-556601		645.00
		To attend New England PW Association conference			
	LIBRARY				
06-16-13	FROM:	MATERIALS & SUPPLIES	01070000-534401	(87.00)	
	TO:	PROGRAM EXPENSES	01070000-522205		87.00
		To cover deficit due to cover 2 small invoices			
	COUNSELING CENTER				
06-16-14	FROM:	SALARIES-PT	01050200-501102	(700.00)	
	TO:	TRANSPORTATION EXPENSE	01050200-567703		700.00
		To cover for mileage expense not anticipated at budget time (mail pickup, make deposits)			
				\$ (6,007.00)	\$ 6,007.00

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
01 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED

01 GENERAL GOVERNMENT

01010000 TOWN COUNCIL

01010000 522201 SERVICES & FEES-CL	14,971	440	15,411	13,728.49	.00	1,682.51	89.1%
01010000 522202 SERVICES & FEES-PR	56,500	-420	56,080	56,080.00	.00	.00	100.0%
01010000 545501 COMMUNICATIONS-LEG	18,000	-20	17,980	17,136.52	.00	843.48	95.3%
TOTAL TOWN COUNCIL	89,471	0	89,471	86,945.01	.00	2,525.99	97.2%

01010100 THE TRUMBULL NATURE COMMISSION

01010100 522201 SERVICES & FEES-CL	240	300	540	420.00	.00	120.00	77.8%
01010100 590011 UTILITIES-HEAT	3,513	-300	3,213	1,015.93	.00	2,197.07	31.6%
01010100 590012 UTILITES-ELECTRICI	960	0	960	640.86	.00	319.14	66.8%
01010100 590013 UTILITIES-WATER	241	0	241	179.22	.00	61.78	74.4%
01010100 590014 UTILITIES-TELEPHON	474	0	474	418.73	.00	55.27	88.3%
TOTAL THE TRUMBULL NATURE COMMISSION	5,428	0	5,428	2,674.74	.00	2,753.26	49.3%

01010200 ETHICS COMMISSION

01010200 522201 SERVICES & FEES-CL	120	0	120	.00	.00	120.00	.0%
TOTAL ETHICS COMMISSION	120	0	120	.00	.00	120.00	.0%

01010400 FIRST SELECTMAN

01010400 501101 SALARIES-FY/PERMAN	274,935	0	274,935	252,068.45	.00	22,866.55	91.7%
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TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13									
ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010400	522202	SERVICES & FEES-PR	20,000	-980	19,020	2,910.00	2,090.00	14,020.00	26.3%
01010400	556601	PROFESSIONAL DEV-S	3,500	980	4,480	4,537.74	.00	-57.74	101.3%*
01010400	567704	TRANSPORTATION-EXP	5,000	0	5,000	5,112.99	.00	-112.99	102.3%*
TOTAL FIRST SELECTMAN			303,435	0	303,435	264,629.18	2,090.00	36,715.82	87.9%
01010600 PROBATE									
01010600	522203	SERVICES & FEES-AN	2,216	0	2,216	2,216.00	.00	.00	100.0%
01010600	534401	MATERIALS & SUPPLI	1,940	0	1,940	1,940.00	.00	.00	100.0%
01010600	545504	COMMUNICATIONS-POS	3,325	0	3,325	3,325.00	.00	.00	100.0%
01010600	556604	PROFESSIONAL DEV-P	166	0	166	166.00	.00	.00	100.0%
01010600	589901	RENTALS-ANNUAL REN	1,607	0	1,607	1,607.00	.00	.00	100.0%
01010600	590014	UTILITIES-TELEPHON	1,871	0	1,871	1,871.00	.00	.00	100.0%
TOTAL PROBATE			11,125	0	11,125	11,125.00	.00	.00	100.0%
01010800 ELECTIONS									
01010800	501101	SALARIES-FT/PERMAN	46,774	0	46,774	52,311.38	.00	-5,537.38	111.8%*
01010800	501102	SALARIES-PT/PERMAN	19,434	0	19,434	18,017.98	.00	1,416.02	92.7%
01010800	501105	SALARIES-OVERTIME	2,000	-860	1,140	622.72	.00	517.28	54.6%
01010800	522202	SERVICES & FEES-PR	3,400	0	3,400	2,888.61	.00	511.39	85.0%
01010800	522203	SERVICES & FEES-AN	31,770	0	31,770	23,520.00	.00	8,250.00	74.0%
01010800	522205	PROGRAM EXPENSES	13,551	0	13,551	14,574.80	.00	-1,023.80	107.6%*

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01010800	534402	PROGRAM SUPPLIES	6,000	0	6,000	5,696.35	.00	303.65	94.9%
01010800	545501	COMMUNICATIONS-LEG	325	0	325	129.92	.00	195.08	40.0%
01010800	545504	COMMUNICATIONS-POS	4,580	0	4,580	2,989.79	.00	1,590.21	65.3%
01010800	556601	PROFESSIONAL DEV-S	780	860	1,640	1,622.00	.00	18.00	98.9%
01010800	556602	PROFESSIONAL DEV-A	150	0	150	130.00	.00	20.00	86.7%
01010800	556605	PROFESSIONAL DEV-T	575	0	575	487.69	.00	87.31	84.8%
01010800	578801	MNTNCE/REPAIR SERV	3,000	0	3,000	3,000.00	.00	.00	100.0%
01010800	590014	UTILITIES-TELEPHON	2,549	0	2,549	372.88	.00	2,176.12	14.6%
TOTAL ELECTIONS			134,888	0	134,888	126,364.12	.00	8,523.88	93.7%
01011000 FINANCE DEPARTMENT									
01011000	501101	SALARIES-FT/PERMAN	485,029	0	485,029	440,133.01	.00	44,895.99	90.7%
01011000	501102	SALARIES-PT/PERMAN	51,047	0	51,047	53,857.66	.00	-2,810.66	105.5%*
01011000	501105	SALARIES-OVERTIME	500	0	500	.00	.00	500.00	.0%
01011000	501106	SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01011000	556601	PROFESSIONAL DEV-S	2,000	-550	1,450	.00	.00	1,450.00	.0%
01011000	556602	PROFESSIONAL DEV-A	460	0	460	380.00	.00	80.00	82.6%
01011000	556603	PROFESSIONAL DEV-I	2,000	550	2,550	.00	2,550.00	.00	100.0%
01011000	556604	PROFESSIONAL DEV-P	400	-45	355	50.00	.00	305.00	14.1%
01011000	567704	TRANSPORTATION-EXP	300	45	345	343.44	.00	1.56	99.5%
TOTAL FINANCE DEPARTMENT			542,161	0	542,161	495,189.11	2,550.00	44,421.89	91.8%
01011400 BOARD OF FINANCE									
01011400	501101	SALARIES-FT/PERMAN	73,362	0	73,362	67,156.00	.00	6,206.00	91.5%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
ACCOUNTS FOR:	GENERAL	FUND	APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED
01011400	522201	SERVICES & FEES-CL	3,125	0	3,125	1,750.00	.00	1,375.00	56.0%
01011400	545501	COMMUNICATIONS-LEG	1,100	0	1,100	1,011.00	.00	89.00	91.9%
01011400	556602	PROFESSIONAL DEV-A	140	0	140	75.00	.00	65.00	53.6%
TOTAL BOARD OF FINANCE			77,727	0	77,727	69,992.00	.00	7,735.00	90.0%
01011600 TAX ASSESSOR									
01011600	501101	SALARIES-FT/PERMAN	264,867	0	264,867	241,219.35	.00	23,647.65	91.1%
01011600	501102	SALARIES-PT/PERMAN	33,626	0	33,626	30,492.25	.00	3,133.75	90.7%
01011600	501105	SALARIES-OVERTIME	2,250	0	2,250	863.31	.00	1,386.69	38.4%
01011600	501888	UNIFORM ALLOWANCE	150	0	150	.00	.00	150.00	.0%
01011600	522202	SERVICES & FEES-PR	185,000	0	185,000	85,696.50	.00	99,303.50	46.3%
01011600	522204	SERVICES & FEES-CO	21,650	0	21,650	20,188.06	.00	1,461.94	93.2%
01011600	534402	PROGRAM SUPPLIES	865	0	865	885.00	.00	-20.00	102.3%*
01011600	545501	COMMUNICATIONS-LEG	250	0	250	216.48	.00	33.52	86.6%
01011600	556601	PROFESSIONAL DEV-S	4,300	0	4,300	4,147.79	.00	152.21	96.5%
01011600	556602	PROFESSIONAL DEV-A	500	0	500	500.00	.00	.00	100.0%
01011600	581888	CAPITAL OUTLAY	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL TAX ASSESSOR			514,458	0	514,458	384,208.74	.00	130,249.26	74.7%
01011800 BOARD OF ASSESSMENT APPEALS									
01011800	522201	SERVICES & FEES-CL	2,500	0	2,500	1,044.59	.00	1,455.41	41.8%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01011800 545501 COMMUNICATIONS-LEG	650	0	650	520.96	.00	129.04	80.1%
01011800 556601 PROFESSIONAL DEV-S	200	0	200	50.00	.00	150.00	25.0%
TOTAL BOARD OF ASSESSMENT APPEALS	3,350	0	3,350	1,615.55	.00	1,734.45	48.2%
01012000 TAX COLLECTOR							
01012000 501101 SALARIES-FT/PERMAN	241,310	-600	240,710	184,831.13	.00	55,878.87	76.8%
01012000 501102 SALARIES-PT/PERMAN	23,708	0	23,708	19,381.19	.00	4,326.81	81.7%
01012000 501103 SALARIES-SEASONAL/	3,011	600	3,611	3,566.25	.00	44.75	98.8%
01012000 501105 SALARIES-OVERTIME	2,200	0	2,200	1,964.30	.00	235.70	89.3%
01012000 501106 SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01012000 522203 SERVICES & FEES-AN	11,450	0	11,450	2,137.23	.00	9,312.77	18.7%
01012000 522204 SERVICES & FEES-CO	26,225	0	26,225	20,656.50	.00	5,568.50	78.8%
01012000 534401 MATERIALS & SUPPLI	8,000	0	8,000	6,174.73	78.00	1,747.27	78.2%
01012000 545501 COMMUNICATIONS-LEG	3,000	0	3,000	2,832.06	.00	167.94	94.4%
01012000 545504 COMMUNICATIONS-POS	25,000	0	25,000	20,066.54	.00	4,933.46	80.3%
01012000 556601 PROFESSIONAL DEV-S	730	0	730	241.00	.00	489.00	33.0%
01012000 556602 PROFESSIONAL DEV-A	200	0	200	175.00	.00	25.00	87.5%
TOTAL TAX COLLECTOR	345,259	0	345,259	262,450.93	78.00	82,730.07	76.0%
01012200 PURCHASING							
01012200 501101 SALARIES-FT/PERMAN	74,184	0	74,184	67,906.62	.00	6,277.38	91.5%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13									
ACCOUNTS FOR: 01	GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01012200	545501	COMMUNICATIONS-LEG	7,500	0	7,500	11,132.88	.00	-3,632.88	148.4%*
01012200	556601	PROFESSIONAL DEV-S	550	0	550	380.25	.00	169.75	69.1%
01012200	556602	PROFESSIONAL DEV-A	240	0	240	150.00	.00	90.00	62.5%
TOTAL PURCHASING			82,474	0	82,474	79,569.75	.00	2,904.25	96.5%
01012400 TREASURER									
01012400	501101	SALARIES-FT/PERMAN	23,159	0	23,159	21,543.44	.00	1,615.56	93.0%
TOTAL TREASURER			23,159	0	23,159	21,543.44	.00	1,615.56	93.0%
01012600 TECHNOLOGY									
01012600	501101	SALARIES-FT/PERMAN	306,984	0	306,984	279,476.63	.00	27,507.37	91.0%
01012600	501105	SALARIES-OVERTIME	5,000	0	5,000	2,364.48	.00	2,635.52	47.3%
01012600	522202	SERVICES & FEES-PR	9,200	0	9,200	1,924.00	4,500.00	2,776.00	69.8%
01012600	522204	SERVICES & FEES-CO	294,556	0	294,556	282,593.74	9,530.87	2,431.39	99.2%
01012600	556601	PROFESSIONAL DEV-S	14,580	0	14,580	10,650.00	.00	3,930.00	73.0%
01012600	556602	PROFESSIONAL DEV-A	185	0	185	.00	.00	185.00	.0%
01012600	556603	PROFESSIONAL DEV-I	1,000	0	1,000	.00	.00	1,000.00	.0%
01012600	578802	MNTNCE/REP-EQUIPME	10,000	0	10,000	7,009.67	.00	2,990.33	70.1%
TOTAL TECHNOLOGY			641,505	0	641,505	584,018.52	14,030.87	43,455.61	93.2%
01012800 TOWN ATTORNEYS									
01012800	522202	SERVICES & FEES-PR	319,020	0	319,020	319,020.00	.00	.00	100.0%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL TOWN ATTORNEYS		319,020	0	319,020	319,020.00	.00	.00	100.0%
01013000 HUMAN RESOURCES								
01013000	501101	SALARIES-FT/PERMAN	240,857	0	240,857	212,199.65	.00	28,657.35 88.1%
01013000	501105	SALARIES-OVERTIME	1,250	0	1,250	452.65	.00	797.35 36.2%
01013000	501106	SALARIES-LONGEVITY	425	0	425	425.00	.00	.00 100.0%
01013000	522201	SERVICES & FEES-CL	420	0	420	180.00	.00	240.00 42.9%
01013000	522202	SERVICES & FEES-PR	14,000	0	14,000	7,061.62	.00	6,938.38 50.4%
01013000	522203	SERVICES & FEES-AN	2,000	0	2,000	165.00	.00	1,835.00 8.3%
01013000	522204	SERVICES & FEES-CO	7,500	0	7,500	7,500.00	.00	.00 100.0%
01013000	545501	COMMUNICATIONS-LEG	3,500	0	3,500	1,985.08	.00	1,514.92 56.7%
01013000	556601	PROFESSIONAL DEV-S	2,500	0	2,500	1,732.05	.00	767.95 69.3%
01013000	556602	PROFESSIONAL DEV-A	300	0	300	215.97	.00	84.03 72.0%
01013000	556604	PROFESSIONAL DEV-P	1,000	0	1,000	179.55	.00	820.45 18.0%
TOTAL HUMAN RESOURCES		273,752	0	273,752	232,096.57	.00	41,655.43	84.8%
01013400 EMPLOYEE BENEFITS								
01013400	511150	FRINGE BENEFITS-FI	1,631,257	0	1,631,257	1,429,772.95	.00	201,484.05 87.6%
01013400	511151	FRINGE BENEFITS-ME	5,182,000	0	5,182,000	4,413,886.01	.00	768,113.99 85.2%
01013400	511152	FRINGE BENEFITS-WO	1,125,000	0	1,125,000	1,397,959.01	.00	-272,959.01 124.3%*
01013400	511153	FRINGE BENEFITS-UN	36,000	0	36,000	17,116.00	.00	18,884.00 47.5%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01013400	511154	FRINGE BENEFITS-ME	15,200	0	15,200	14,339.98	.00	860.02	94.3%
01013400	511155	FRINGE BENEFITS-LI	42,900	0	42,900	37,947.61	.00	4,952.39	88.5%
01013400	511159	FRINGE BENEFITS-CL	600	0	600	300.00	.00	300.00	50.0%
01013400	522106	PENSION CONTRIBUTI	2,907,000	0	2,907,000	2,907,000.00	.00	.00	100.0%
01013400	522107	PENSION CONTR-TOWN	4,144,000	0	4,144,000	3,834,000.00	.00	310,000.00	92.5%
01013400	522108	POLICE RET-MED/LIF	125,000	0	125,000	125,000.00	.00	.00	100.0%
01013400	522110	DEFINED CONTR-TOWN	217,204	-17,000	200,204	160,323.37	.00	39,880.63	80.1%
01013400	522202	SERVICES & FEES-PR	22,000	17,000	39,000	33,447.12	5,000.00	552.88	98.6%
TOTAL EMPLOYEE BENEFITS			15,448,161	0	15,448,161	14,371,092.05	5,000.00	1,072,068.95	93.1%
01013600 TOWN CLERK									
01013600	501101	SALARIES-FT/PERMAN	233,447	0	233,447	212,041.34	.00	21,405.66	90.8%
01013600	501105	SALARIES-OVERTIME	3,200	0	3,200	2,729.81	.00	470.19	85.3%
01013600	501106	SALARIES-LONGEVITY	850	0	850	850.00	.00	.00	100.0%
01013600	522204	SERVICES & FEES-CO	23,000	0	23,000	16,819.52	6,180.48	.00	100.0%
01013600	522205	PROGRAM EXPENSES	5,000	0	5,000	3,972.79	.00	1,027.21	79.5%
01013600	534402	PROGRAM SUPPLIES	3,200	-50	3,150	2,330.98	.00	819.02	74.0%
01013600	545501	COMMUNICATIONS-LEG	3,000	0	3,000	2,608.32	.00	391.68	86.9%
01013600	556601	PROFESSIONAL DEV-S	2,080	0	2,080	727.30	.00	1,352.70	35.0%
01013600	556602	PROFESSIONAL DEV-A	800	0	800	800.00	.00	.00	100.0%
01013600	578801	MNTNCE/REPAIR SERV	300	50	350	312.00	.00	38.00	89.1%
01013600	578803	MNTNCE/REP-PROGRAM	2,500	0	2,500	1,503.79	135.66	860.55	65.6%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13									
ACCOUNTS FOR:	GENERAL FUND		ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01013600	598889	ST OF CT-FISHING &	0	0	0	7,579.00	.00	-7,579.00	100.0%*
01013600	598890	ST OF CT-MARRIAGE	0	0	0	1,786.00	.00	-1,786.00	100.0%*
TOTAL TOWN CLERK			277,377	0	277,377	254,060.85	6,316.14	17,000.01	93.9%
01013800 TOWN HALL									
01013800	501116	CONTINGENCY	486,488	0	486,488	.00	.00	486,488.00	.0%
01013800	511160	PROPERTY/LIABILITY	963,109	-25,000	938,109	875,301.90	10,849.76	51,957.34	94.5%
01013800	522202	SERVICES & FEES-PR	0	35,000	35,000	208.00	24,800.00	9,992.00	71.5%
01013800	522205	PROGRAM EXPENSES	20,000	0	20,000	19,482.01	.00	517.99	97.4%
01013800	522208	CONTRIBUTIONS	12,750	0	12,750	4,250.00	.00	8,500.00	33.3%
01013800	534401	MATERIALS & SUPPLI	32,000	0	32,000	30,666.66	1,345.80	-12.46	100.0%*
01013800	534402	PROGRAM SUPPLIES	1,000	0	1,000	337.50	.00	662.50	33.8%
01013800	534403	MATERIALS & SUPPLI	1,000	0	1,000	778.92	.00	221.08	77.9%
01013800	545502	COMMUNICATIONS-PUB	1,000	0	1,000	828.35	.00	171.65	82.8%
01013800	545504	COMMUNICATIONS-POS	45,000	0	45,000	34,285.64	1,403.15	9,311.21	79.3%
01013800	578801	MNTNCE/REPAIR SERV	8,840	0	8,840	9,205.96	1,760.40	-2,126.36	124.1%*
01013800	578804	MNTNCE/REP-REFUSE	2,124	0	2,124	2,099.04	191.56	-166.60	107.8%*
01013800	589901	RENTALS-ANNUAL REN	19,980	0	19,980	19,372.10	1,816.70	-1,208.80	106.1%*
01013800	590011	UTILITIES-HEAT	13,380	0	13,380	9,196.06	.00	4,183.94	68.7%
01013800	590012	UTILITIES-ELECTRIC	96,717	0	96,717	81,472.78	.00	15,244.22	84.2%
01013800	590013	UTILITIES-WATER	2,234	0	2,234	1,804.15	.00	429.85	80.8%
01013800	590014	UTILITIES-TELEPHON	96,267	0	96,267	85,018.38	.00	11,248.62	88.3%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL TOWN HALL		1,801,889	10,000	1,811,889	1,174,307.45	42,167.37	595,414.18	67.1%
01014200 PLANNING AND ZONING								
01014200	501101 SALARIES-FT/PERMAN	278,170	-26,425	251,745	215,268.69	.00	36,476.31	85.5%
01014200	501103 SALARIES-SEASONAL/	0	17,200	17,200	16,145.00	.00	1,055.00	93.9%
01014200	501105 SALARIES-OVERTIME	5,000	0	5,000	3,551.10	.00	1,448.90	71.0%
01014200	501106 SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01014200	522201 SERVICES & FEES-CL	180	0	180	.00	.00	180.00	.0%
01014200	522202 SERVICES & FEES-PR	23,000	7,525	30,525	26,240.39	.00	4,284.61	86.0%
01014200	522205 PROGRAM EXPENSES	11,279	0	11,279	11,026.26	.00	252.74	97.8%
01014200	534401 MATERIALS & SUPPLI	1,000	0	1,000	1,000.26	10.00	-10.26	101.0%*
01014200	534402 PROGRAM SUPPLIES	150	0	150	.00	.00	150.00	.0%
01014200	545501 COMMUNICATIONS-LEG	20,000	0	20,000	20,520.48	.00	-520.48	102.6%*
01014200	556601 PROFESSIONAL DEV-S	2,500	1,000	3,500	2,430.89	.00	1,069.11	69.5%
01014200	556602 PROFESSIONAL DEV-A	550	700	1,250	1,204.25	.00	45.75	96.3%
01014200	556604 PROFESSIONAL DEV-P	150	0	150	.00	.00	150.00	.0%
TOTAL PLANNING AND ZONING		342,404	0	342,404	297,812.32	10.00	44,581.68	87.0%
01014600 ECONOMIC DEVELOPMENT								
01014600	501101 SALARIES-FT/PERMAN	99,730	0	99,730	64,952.08	.00	34,777.92	65.1%
01014600	522201 SERVICES & FEES-CL	720	0	720	60.00	.00	660.00	8.3%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01	GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01014600	522202	SERVICES & FEES-PR	7,000	0	7,000	2,425.00	.00	4,575.00	34.6%
01014600	522205	PROGRAM EXPENSES	5,500	0	5,500	5,406.58	.00	93.42	98.3%
01014600	534402	PROGRAM SUPPLIES	1,800	0	1,800	561.03	28.69	1,210.28	32.8%
01014600	545503	COMMUNICATIONS-PUB	6,500	0	6,500	2,073.75	.00	4,426.25	31.9%
01014600	556601	PROFESSIONAL DEV-S	1,000	0	1,000	965.87	.00	34.13	96.6%
01014600	556602	PROFESSIONAL DEV-A	350	0	350	150.00	.00	200.00	42.9%
TOTAL ECONOMIC DEVELOPMENT			122,600	0	122,600	76,594.31	28.69	45,977.00	62.5%
01014800 INLAND WETLANDS COMMISSION									
01014800	522201	SERVICES & FEES-CL	1,400	0	1,400	126.59	.00	1,273.41	9.0%
01014800	534401	MATERIALS & SUPPLI	750	0	750	276.64	.00	473.36	36.9%
01014800	534402	PROGRAM SUPPLIES	100	0	100	.00	.00	100.00	.0%
01014800	545501	COMMUNICATIONS-LEG	13,000	0	13,000	4,770.88	.00	8,229.12	36.7%
01014800	556601	PROFESSIONAL DEV-S	2,000	0	2,000	715.00	.00	1,285.00	35.8%
01014800	556604	PROFESSIONAL DEV-P	175	0	175	.00	.00	175.00	.0%
TOTAL INLAND WETLANDS COMMISSION			17,425	0	17,425	5,889.11	.00	11,535.89	33.8%
01015400 CONSERVATION COMMISSION									
01015400	522201	SERVICES & FEES-CL	600	0	600	360.00	.00	240.00	60.0%
01015400	545502	COMMUNICATIONS-PUB	75	0	75	.00	.00	75.00	.0%
01015400	545503	COMMUNICATIONS-PUB	250	0	250	.00	.00	250.00	.0%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01015400 556601 PROFESSIONAL DEV-S	210	0	210	130.00	.00	80.00	61.9%
01015400 556602 PROFESSIONAL DEV-A	240	0	240	.00	.00	240.00	.0%
TOTAL CONSERVATION COMMISSION	1,375	0	1,375	490.00	.00	885.00	35.6%
01015600 CLEAN ENERGY FUND							
01015600 522205 PROGRAM EXPENSES	1,600	0	1,600	.00	.00	1,600.00	.0%
TOTAL CLEAN ENERGY FUND	1,600	0	1,600	.00	.00	1,600.00	.0%
01015800 TRANSIT DISTRICT							
01015800 522205 PROGRAM EXPENSES	44,084	0	44,084	44,084.00	.00	.00	100.0%
TOTAL TRANSIT DISTRICT	44,084	0	44,084	44,084.00	.00	.00	100.0%
02 PUBLIC SAFETY							
01022000 POLICE							
01022000 501101 SALARIES-FT/PERMAN	6,551,824	0	6,551,824	6,095,662.02	.00	456,161.98	93.0%
01022000 501102 SALARIES-PT/PERMAN	53,435	0	53,435	35,789.11	.00	17,645.89	67.0%
01022000 501104 SALARIES-VACATION,	47,157	0	47,157	15,995.72	.00	31,161.28	33.9%
01022000 501105 SALARIES-OVERTIME	625,000	0	625,000	577,998.38	.00	47,001.62	92.5%
01022000 501106 SALARIES-LONGEVITY	19,650	0	19,650	19,475.00	.00	175.00	99.1%
01022000 501109 SALARIES-COLLEGE I	27,900	0	27,900	.00	.00	27,900.00	.0%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01022000	501112	SHIFT DIFFERENTIAL	54,000	0	54,000	50,334.51	.00	3,665.49	93.2%
01022000	501113	HOLIDAY	313,000	0	313,000	292,294.94	.00	20,705.06	93.4%
01022000	501114	TRAINING	150,000	0	150,000	137,885.85	.00	12,114.15	91.9%
01022000	501887	POLICE UNIFORM CLE	17,000	0	17,000	14,278.26	.00	2,721.74	84.0%
01022000	501888	UNIFORM ALLOWANCE	48,000	0	48,000	38,270.17	5,303.00	4,426.83	90.8%
01022000	522203	SERVICES & FEES-AN	15,000	0	15,000	10,242.29	.00	4,757.71	68.3%
01022000	534401	MATERIALS & SUPPLI	15,500	0	15,500	13,332.06	699.55	1,468.39	90.5%
01022000	534402	PROGRAM SUPPLIES	39,200	0	39,200	25,702.56	1,288.07	12,209.37	68.9%
01022000	534403	MATERIALS & SUPPLI	5,800	0	5,800	4,828.31	896.00	75.69	98.7%
01022000	545503	COMMUNICATIONS-PUB	2,500	0	2,500	2,455.45	.00	44.55	98.2%
01022000	556601	PROFESSIONAL DEV-S	6,000	2,000	8,000	7,940.50	.00	59.50	99.3%
01022000	556602	PROFESSIONAL DEV-A	1,500	0	1,500	1,490.00	.00	10.00	99.3%
01022000	556603	PROFESSIONAL DEV-I	34,000	0	34,000	31,979.08	575.00	1,445.92	95.7%
01022000	556604	PROFESSIONAL DEV-P	500	0	500	82.50	.00	417.50	16.5%
01022000	567702	TRANSPORTATION-VEH	55,000	10,000	65,000	64,129.73	.00	870.27	98.7%
01022000	567704	TRANSPORTATION-EXP	14,500	0	14,500	9,516.91	.00	4,983.09	65.6%
01022000	578801	MNTNCE/REPAIR SERV	121,280	-12,000	109,280	95,759.79	1,001.04	12,519.17	88.5%
01022000	578803	MNTNCE/REP-PROGRAM	6,000	0	6,000	5,527.22	360.00	112.78	98.1%
01022000	578804	MNTNCE/REP-REFUSE	2,114	0	2,114	2,099.10	191.63	-176.73	108.4%*
01022000	581888	CAPITAL OUTLAY	199,802	0	199,802	196,088.64	.00	3,713.36	98.1%
01022000	589901	RENTALS-ANNUAL REN	15,300	0	15,300	17,521.10	305.50	-2,526.60	116.5%*
01022000	590011	UTILITIES-HEAT	7,808	0	7,808	4,701.92	.00	3,106.08	60.2%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01022000	590012	UTILITIES-ELECTRIC	86,545	0	86,545	58,384.22	.00	28,160.78	67.5%
01022000	590013	UTILITIES-WATER	2,919	0	2,919	1,927.09	.00	991.91	66.0%
01022000	590014	UTILITIES-TELEPHON	20,385	0	20,385	16,132.82	.00	4,252.18	79.1%
01022000	590015	UTILITIES-TRAFFIC	11,072	0	11,072	7,191.66	.00	3,880.34	65.0%
TOTAL POLICE			8,569,691	0	8,569,691	7,855,016.91	10,619.79	704,054.30	91.8%
01022400 ANIMAL CONTROL									
01022400	501101	SALARIES-FT/PERMAN	58,025	0	58,025	54,759.58	.00	3,265.42	94.4%
01022400	501102	SALARIES-PT/PERMAN	25,768	0	25,768	23,694.92	.00	2,073.08	92.0%
01022400	501105	SALARIES-OVERTIME	3,290	600	3,890	3,834.57	.00	55.43	98.6%
01022400	501887	UNIFORM CLEANING	400	-366	34	.00	.00	33.99	.0%
01022400	501888	UNIFORM ALLOWANCE	600	0	600	415.00	.00	185.00	69.2%
01022400	522202	SERVICES & FEES-PR	6,500	0	6,500	5,884.68	.00	615.32	90.5%
01022400	522203	SERVICES & FEES-AN	300	-300	0	.00	.00	.00	.0%
01022400	534402	PROGRAM SUPPLIES	4,000	0	4,000	3,166.48	.00	833.52	79.2%
01022400	545501	COMMUNICATIONS-LEG	850	0	850	616.87	.00	233.13	72.6%
01022400	556603	PROFESSIONAL DEV-I	150	666	816	816.01	.00	.00	100.0%
01022400	578801	MNTNCE/REPAIR SERV	798	0	798	626.00	110.00	62.00	92.2%
01022400	578802	MNTNCE/REP-EQUIPME	2,760	0	2,760	1,537.00	.00	1,223.00	55.7%
01022400	578804	MNTNCE/REP-REFUSE	692	0	692	699.63	63.86	-71.49	110.3%*
01022400	590011	UTILITIES-HEAT	2,592	-600	1,992	1,789.90	.00	202.10	89.9%
01022400	590012	UTILITES-ELECTRICI	7,105	0	7,105	5,309.50	.00	1,795.50	74.7%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13									
ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01022400	590013	UTILITIES-WATER	642	0	642	381.00	.00	261.00	59.3%
01022400	590014	UTILITIES-TELEPHON	330	0	330	333.06	.00	-3.06	100.9%*
TOTAL ANIMAL CONTROL			114,802	0	114,802	103,864.20	173.86	10,763.94	90.6%
01022600 EMERGENCY MEDICAL SERVICES									
01022600	501101	SALARIES-FT/PERMAN	148,595	0	148,595	135,605.25	.00	12,989.75	91.3%
01022600	501102	SALARIES-PT/PERMAN	674	0	674	155.52	.00	518.48	23.1%
01022600	501105	SALARIES-OVERTIME	1,550	0	1,550	1,168.11	.00	381.89	75.4%
01022600	501888	UNIFORM ALLOWANCE	7,000	0	7,000	2,641.32	1,355.00	3,003.68	57.1%
01022600	522202	SERVICES & FEES-PR	935,576	-35,000	900,576	884,899.86	16,633.44	-957.30	100.1%*
01022600	522203	SERVICES & FEES-AN	61,825	6,000	67,825	51,497.10	.00	16,327.90	75.9%
01022600	522205	PROGRAM EXPENSES	2,500	0	2,500	2,500.00	.00	.00	100.0%
01022600	534401	MATERIALS & SUPPLI	1,500	0	1,500	533.90	.00	966.10	35.6%
01022600	534402	PROGRAM SUPPLIES	55,590	29,000	84,590	55,565.85	19,208.72	9,815.43	88.4%
01022600	534403	MATERIALS & SUPPLI	400	0	400	.00	.00	400.00	.0%
01022600	545503	COMMUNICATIONS-PUB	1,500	0	1,500	629.33	.00	870.67	42.0%
01022600	556601	PROFESSIONAL DEV-S	4,000	0	4,000	356.00	.00	3,644.00	8.9%
01022600	556603	PROFESSIONAL DEV-I	5,575	0	5,575	1,810.00	.00	3,765.00	32.5%
01022600	567703	TRANSPORTATION-TRA	500	0	500	33.50	.00	466.50	6.7%
01022600	578801	MNTNCE/REPAIR SERV	2,312	0	2,312	549.40	102.89	1,659.71	28.2%
01022600	578802	MNTNCE/REP-EQUIPME	6,300	0	6,300	4,858.05	.00	1,441.95	77.1%
01022600	578804	MNTNCE/REP-REFUSE	692	0	692	699.63	63.86	-71.49	110.3%*

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01022600 581888 CAPITAL OUTLAY	25,697	0	25,697	26,179.70	.00	-482.70	101.9%*
01022600 589901 RENTALS-ANNUAL REN	1,932	0	1,932	1,431.76	29.75	470.49	75.6%
01022600 590011 UTILITIES-HEAT	5,151	0	5,151	2,750.45	.00	2,400.55	53.4%
01022600 590012 UTILITIES-ELECTRIC	17,527	0	17,527	12,330.77	.00	5,196.23	70.4%
01022600 590013 UTILITIES-WATER	641	0	641	445.96	.00	195.04	69.6%
01022600 590014 UTILITIES-TELEPHON	9,686	0	9,686	5,745.10	2,345.98	1,594.92	83.5%
TOTAL EMERGENCY MEDICAL SERVICES	1,296,723	0	1,296,723	1,192,386.56	39,739.64	64,596.80	95.0%
01022800 FIRE MARSHAL							
01022800 501101 SALARIES-FT/PERMAN	263,669	-1,000	262,669	251,112.85	.00	11,556.15	95.6%
01022800 501103 SALARIES-SEASONAL/	0	1,000	1,000	.00	.00	1,000.00	.0%
01022800 501105 SALARIES-OVERTIME	12,000	0	12,000	11,356.75	.00	643.25	94.6%
01022800 501122 CERTIFICATION STIP	2,250	0	2,250	.00	.00	2,250.00	.0%
01022800 501887 UNIFORM CLEANING	600	0	600	62.30	.00	537.70	10.4%
01022800 501888 UNIFORM ALLOWANCE	3,000	0	3,000	985.90	380.00	1,634.10	45.5%
01022800 522203 SERVICES & FEES-AN	200	0	200	142.56	.00	57.44	71.3%
01022800 522204 SERVICES & FEES-CO	2,500	0	2,500	.00	.00	2,500.00	.0%
01022800 522205 PROGRAM EXPENSES	350	0	350	.00	.00	350.00	.0%
01022800 534401 MATERIALS & SUPPLI	700	0	700	396.45	7.00	296.55	57.6%
01022800 534402 PROGRAM SUPPLIES	800	0	800	427.56	.00	372.44	53.4%
01022800 556601 PROFESSIONAL DEV-S	1,800	0	1,800	1,185.00	.00	615.00	65.8%
01022800 556602 PROFESSIONAL DEV-A	1,700	0	1,700	1,309.00	.00	391.00	77.0%

TOWN OF TRUMBULL



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FOR 2016 13

ACCOUNTS FOR: 01	GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01022800	556604	PROFESSIONAL DEV-P	1,350	0	1,350	1,305.00	.00	45.00	96.7%
01022800	581888	CAPITAL OUTLAY	9,000	0	9,000	8,996.34	.00	3.66	100.0%
01022800	589901	RENTALS-ANNUAL REN	7,508	0	7,508	7,508.16	.00	-.16	100.0%*
TOTAL FIRE MARSHAL			307,427	0	307,427	284,787.87	387.00	22,252.13	92.8%
01022824 FIRE MARSHAL-FIRE HYDRANTS									
01022824	590016	UTILITIES-FIRE HYD	1,360,901	0	1,360,901	1,004,859.41	.00	356,041.59	73.8%
TOTAL FIRE MARSHAL-FIRE HYDRANTS			1,360,901	0	1,360,901	1,004,859.41	.00	356,041.59	73.8%
01023200 BUILDING OFFICIAL									
01023200	501101	SALARIES-FT/PERMAN	345,623	0	345,623	314,511.19	.00	31,111.81	91.0%
01023200	501105	SALARIES-OVERTIME	5,000	0	5,000	3,390.02	.00	1,609.98	67.8%
01023200	501106	SALARIES-LONGEVITY	500	0	500	500.00	.00	.00	100.0%
01023200	501888	UNIFORM ALLOWANCE	450	0	450	354.50	88.48	7.02	98.4%
01023200	522204	SERVICES & FEES-CO	250	0	250	.00	.00	250.00	.0%
01023200	534401	MATERIALS & SUPPLI	2,850	0	2,850	2,019.62	290.57	539.81	81.1%
01023200	545501	COMMUNICATIONS-LEG	75	0	75	-199.20	.00	274.20	-265.6%
01023200	556601	PROFESSIONAL DEV-S	600	0	600	425.00	.00	175.00	70.8%
01023200	556602	PROFESSIONAL DEV-A	452	0	452	255.00	.00	197.00	56.4%
01023200	556604	PROFESSIONAL DEV-P	1,500	0	1,500	.00	65.00	1,435.00	4.3%
01023200	578801	MNTNCE/REPAIR SERV	2,800	0	2,800	2,703.14	.00	96.86	96.5%

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FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01023200 581888 CAPITAL OUTLAY	4,526	0	4,526	4,526.00	.00	.00	100.0%
TOTAL BUILDING OFFICIAL	364,626	0	364,626	328,485.27	444.05	35,696.68	90.2%
01023400 EMERGENCY MANAGEMENT							
01023400 501102 SALARIES-PT/PERMAN	39,884	0	39,884	39,942.62	.00	-58.62	100.1%*
01023400 501888 UNIFORM ALLOWANCE	600	0	600	322.00	.00	278.00	53.7%
01023400 534402 PROGRAM SUPPLIES	3,000	0	3,000	1,122.58	.00	1,877.42	37.4%
01023400 578801 MNTNCE/REPAIR SERV	8,585	0	8,585	8,585.00	.00	.00	100.0%
01023400 578802 MNTNCE/REP-EQUIPME	1,625	0	1,625	1,158.37	.00	466.63	71.3%
01023400 581888 CAPITAL OUTLAY	4,000	0	4,000	2,229.98	.00	1,770.02	55.7%
01023400 590014 UTILITIES-TELEPHON	6,843	0	6,843	7,324.21	.00	-481.21	107.0%*
TOTAL EMERGENCY MANAGEMENT	64,537	0	64,537	60,684.76	.00	3,852.24	94.0%
03 PUBLIC WORKS							
01030000 PUBLIC WORKS DIRECTOR							
01030000 501101 SALARIES-FT/PERMAN	180,396	-87	180,309	181,372.58	.00	-1,063.58	100.6%*
01030000 501105 SALARIES-OVERTIME	500	-351	149	148.93	.00	.07	100.0%
01030000 556601 PROFESSIONAL DEV-S	2,000	645	2,645	2,174.72	.00	470.28	82.2%
01030000 556602 PROFESSIONAL DEV-A	291	0	291	280.00	.00	11.00	96.2%
01030000 567704 TRANSPORTATION-EXP	242	-207	35	35.00	.00	.00	100.0%
01030000 590014 UTILITIES-TELEPHON	621	0	621	683.39	.00	-62.39	110.0%*

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT	
01 GENERAL FUND	APPROP	ADJSTMNTS	BUDGET	EXPENDED		BUDGET	USED	
TOTAL PUBLIC WORKS DIRECTOR	184,050	0	184,050	184,694.62	.00	-644.62	100.4%	
01030025 PUBLIC WORKS -STREET LIGHTS								
01030025 590015 UTILITIES-STREET L	400,800	0	400,800	352,817.19	.00	47,982.81	88.0%	
TOTAL PUBLIC WORKS -STREET LIGHTS	400,800	0	400,800	352,817.19	.00	47,982.81	88.0%	
01030100 PUBLIC WORKS - HIGHWAY								
01030100 501101 SALARIES-FT/PERMAN	1,851,833	0	1,851,833	1,715,167.70	.00	136,665.30	92.6%	
01030100 501102 SALARIES-PT/PERMAN	26,634	0	26,634	9,462.33	.00	17,171.67	35.5%	
01030100 501103 SALARIES-SEASONAL/	7,500	0	7,500	9,036.00	.00	-1,536.00	120.5%*	
01030100 501105 SALARIES-OVERTIME	90,000	0	90,000	77,148.97	.00	12,851.03	85.7%	
01030100 501106 SALARIES-LONGEVITY	2,000	0	2,000	2,000.00	.00	.00	100.0%	
01030100 501888 UNIFORM ALLOWANCE	28,465	-450	28,015	24,349.28	2,532.00	1,133.72	96.0%	
01030100 522203 SERVICES & FEES-AN	35,890	0	35,890	32,772.35	.00	3,117.65	91.3%	
01030100 534401 MATERIALS & SUPPLI	2,425	0	2,425	1,909.70	145.68	369.62	84.8%	
01030100 534402 PROGRAM SUPPLIES	155,200	0	155,200	110,947.10	10,220.32	34,032.58	78.1%	
01030100 534403 MATERIALS & SUPPLI	388	0	388	123.20	.00	264.80	31.8%	
01030100 545503 COMMUNICATIONS-PUB	7,469	0	7,469	7,453.60	.00	15.40	99.8%	
01030100 556601 PROFESSIONAL DEV-S	4,000	450	4,450	4,600.00	.00	-150.00	103.4%*	
01030100 578801 MNTNCE/REPAIR SERV	2,095	0	2,095	2,447.74	157.71	-510.45	124.4%*	
01030100 578803 MNTNCE/REP-PROGRAM	35,000	0	35,000	31,636.25	.00	3,363.75	90.4%	

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01030100	578804	MNTNCE/REP-REFUSE	6,220	0	6,220	6,294.51	574.56	-649.07	110.4%±
01030100	581888	CAPITAL OUTLAY	137,179	0	137,179	136,759.10	.00	419.90	99.7%
01030100	589901	RENTALS-ANNUAL REN	3,120	0	3,120	2,912.00	208.00	.00	100.0%
01030100	589902	RENTALS-OCCASIONAL	14,550	0	14,550	10,440.00	.00	4,110.00	71.8%
01030100	590011	UTILITIES-HEAT	33,413	0	33,413	22,869.16	.00	10,543.84	68.4%
01030100	590012	UTILITIES-ELECTRIC	118,060	0	118,060	77,940.19	.00	40,119.81	66.0%
01030100	590013	UTILITIES-WATER	6,038	0	6,038	4,799.02	.00	1,238.98	79.5%
01030100	590014	UTILITIES-TELEPHON	30,109	0	30,109	19,482.94	.00	10,626.06	64.7%
		TOTAL PUBLIC WORKS - HIGHWAY	2,597,588	0	2,597,588	2,310,551.14	13,838.27	273,198.59	89.5%
01030101 HW-SNOW REMOVAL									
01030101	501105	SALARIES-OVERTIME	165,000	0	165,000	116,442.56	.00	48,557.44	70.6%
01030101	522203	SERVICES & FEES-AN	30,000	0	30,000	.00	30,000.00	.00	100.0%
01030101	534402	PROGRAM SUPPLIES	324,950	0	324,950	307,165.01	.00	17,784.99	94.5%
		TOTAL HW-SNOW REMOVAL	519,950	0	519,950	423,607.57	30,000.00	66,342.43	87.2%
01030105 HW-CONSTRUCTION									
01030105	522205	PROGRAM EXPENSES	98,392	0	98,392	48,758.20	.00	49,633.80	49.6%
		TOTAL HW-CONSTRUCTION	98,392	0	98,392	48,758.20	.00	49,633.80	49.6%
01030200 PUBLIC WORKS - BLD MAINTENANCE									
01030200	501101	SALARIES-FT/PERMAN	480,846	-14,797	466,049	422,821.17	.00	43,227.83	90.7%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01030200	501103	SALARIES-SEASONAL/	4,800	14,797	19,597	10,826.23	.00	8,770.77	55.2%
01030200	501105	SALARIES-OVERTIME	12,000	0	12,000	18,806.76	.00	-6,806.76	156.7%*
01030200	501106	SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01030200	501888	UNIFORM ALLOWANCE	1,225	122	1,347	1,346.53	.00	.47	100.0%
01030200	522203	SERVICES & FEES-AN	104,150	7,352	111,502	94,913.27	16,588.73	.00	100.0%
01030200	522204	SERVICES & FEES-CO	5,700	602	6,302	7,220.06	.00	-918.06	114.6%*
01030200	534402	PROGRAM SUPPLIES	4,850	-602	4,248	4,248.00	.00	.00	100.0%
01030200	578802	MNTNCE/REP-EQUIPME	158,400	-7,474	150,926	118,031.85	21,554.76	11,339.39	92.5%
01030200	581888	CAPITAL OUTLAY	9,778	0	9,778	9,777.63	.00	.37	100.0%
01030200	589902	RENTALS-OCCASIONAL	1,164	0	1,164	1,164.00	.00	.00	100.0%
01030200	590017	SEWER FEES	154,500	0	154,500	197,980.52	.00	-43,480.52	128.1%*
TOTAL PUBLIC WORKS - BLD MAINTENANCE			937,838	0	937,838	887,561.02	38,143.49	12,133.49	98.7%
01030300 FLEET MAINTENANCE									
01030300	501101	SALARIES-FT/PERMAN	497,196	0	497,196	428,933.59	.00	68,262.41	86.3%
01030300	501105	SALARIES-OVERTIME	10,200	0	10,200	12,993.59	.00	-2,793.59	127.4%*
01030300	501106	SALARIES-LONGEVITY	500	0	500	500.00	.00	.00	100.0%
01030300	501888	UNIFORM ALLOWANCE	5,225	0	5,225	3,908.35	.00	1,316.65	74.8%
01030300	567701	TRANSPORTATION-GAS	381,124	0	381,124	260,833.04	.00	120,290.96	68.4%
01030300	567702	TRANSPORTATION-VEH	291,560	0	291,560	277,099.26	7,178.94	7,281.80	97.5%
01030300	578801	MNTNCE/REPAIR SERV	2,450	0	2,450	.00	.00	2,450.00	.0%
TOTAL FLEET MAINTENANCE			1,188,255	0	1,188,255	984,267.83	7,178.94	196,808.23	83.4%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01030400 RECYCLING CENTER								
01030400	501101	SALARIES-FT/PERMAN	121,855	0	121,855	115,426.05	.00	6,428.95 94.7%
01030400	501105	SALARIES-OVERTIME	24,000	0	24,000	25,454.02	.00	-1,454.02 106.1%*
01030400	501106	SALARIES-LONGEVITY	500	0	500	500.00	.00	.00 100.0%
01030400	501888	UNIFORM ALLOWANCE	500	0	500	225.00	.00	275.00 45.0%
01030400	522204	SERVICES & FEES-CO	1,874,310	0	1,874,310	1,564,059.43	459.06	309,791.51 83.5%
01030400	522207	SPECIAL CONTRACTUA	69,600	0	69,600	38,357.47	16,541.24	14,701.29 78.9%
01030400	534402	PROGRAM SUPPLIES	5,000	0	5,000	1,583.80	19.98	3,396.22 32.1%
01030400	578801	MNTNCE/REPAIR SERV	1,377	0	1,377	.00	.00	1,377.00 .0%
01030400	581886	HAZARDOUS WASTE DA	15,000	0	15,000	5,911.50	9,173.50	-85.00 100.6%*
TOTAL RECYCLING CENTER			2,112,142	0	2,112,142	1,751,517.27	26,193.78	334,430.95 84.2%
01030500 TOWN ENGINEER								
01030500	501101	SALARIES-FT/PERMAN	518,220	0	518,220	457,325.51	.00	60,894.49 88.2%
01030500	501103	SALARIES-SEASONAL/	0	1,000	1,000	357.50	.00	642.50 35.8%
01030500	501105	SALARIES-OVERTIME	10,000	0	10,000	10,507.38	.00	-507.38 105.1%*
01030500	501106	SALARIES-LONGEVITY	850	0	850	850.00	.00	.00 100.0%
01030500	501888	UNIFORM ALLOWANCE	900	0	900	544.61	.00	355.39 60.5%
01030500	522202	SERVICES & FEES-PR	50,000	-1,000	49,000	34,305.49	6,734.51	7,960.00 83.8%
01030500	522203	SERVICES & FEES-AN	4,000	0	4,000	3,527.98	.00	472.02 88.2%
01030500	522204	SERVICES & FEES-CO	12,300	0	12,300	8,954.02	.00	3,345.98 72.8%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01030500	534401	MATERIALS & SUPPLI	2,800	0	2,800	1,975.42	484.01	340.57	87.8%
01030500	534402	PROGRAM SUPPLIES	2,500	0	2,500	1,694.68	168.08	637.24	74.5%
01030500	545501	COMMUNICATIONS-LEG	600	0	600	164.60	.00	435.40	27.4%
01030500	556601	PROFESSIONAL DEV-S	2,000	0	2,000	920.00	.00	1,080.00	46.0%
01030500	556602	PROFESSIONAL DEV-A	955	0	955	955.00	.00	.00	100.0%
01030500	578802	MNTNCE/REP-EQUIPME	1,800	0	1,800	210.19	.00	1,589.81	11.7%
TOTAL TOWN ENGINEER			606,925	0	606,925	522,292.38	7,386.60	77,246.02	87.3%

04 PUBLIC HEALTH

01040000 HEALTH DEPARTMENT

01040000	501101	SALARIES-FT/PERMAN	200,151	0	200,151	140,822.15	.00	59,328.85	70.4%
01040000	501102	SALARIES-PT/PERMAN	46,200	0	46,200	83,198.61	.00	-36,998.61	180.1%*
01040000	522201	SERVICES & FEES-CL	720	0	720	540.00	.00	180.00	75.0%
01040000	522205	PROGRAM EXPENSES	12,048	0	12,048	11,083.48	993.37	-28.85	100.2%*
01040000	534401	MATERIALS & SUPPLI	6,720	0	6,720	5,675.83	127.62	916.55	86.4%
01040000	534404	PUBLIC IMMUNIZATIO	16,874	0	16,874	15,884.06	381.40	608.54	96.4%
01040000	545504	COMMUNICATIONS-POS	1,038	0	1,038	50.16	.00	987.84	4.8%
01040000	556601	PROFESSIONAL DEV-S	3,250	0	3,250	1,057.71	.00	2,192.29	32.5%
01040000	567701	TRANSPORTATION-GAS	4,543	-1,500	3,043	.00	.00	3,043.00	.0%
01040000	567703	TRANSPORTATION-TRA	0	1,500	1,500	1,282.62	.00	217.38	85.5%
01040000	578802	MNTNCE/REP-EQUIPME	3,500	0	3,500	2,113.78	.00	1,386.22	60.4%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13									
ACCOUNTS FOR: 01	GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01040000	590012	UTILITES-ELECTRICI	3,500	0	3,500	3,033.85	.00	466.15	86.7%
01040000	590014	UTILITIES-TELEPHON	1,947	0	1,947	2,904.67	.00	-957.67	149.2%*
TOTAL HEALTH DEPARTMENT			300,491	0	300,491	267,646.92	1,502.39	31,341.69	89.6%
01040200 VITAL STATISTICS									
01040200	522205	PROGRAM EXPENSES	500	0	500	416.00	.00	84.00	83.2%
01040200	578803	MNTNCE/REP-PROGRAM	600	0	600	594.89	.00	5.11	99.1%
TOTAL VITAL STATISTICS			1,100	0	1,100	1,010.89	.00	89.11	91.9%
01040400 NURSING - SENIORS									
01040400	501102	SALARIES-PT/PERMAN	34,028	0	34,028	24,749.07	.00	9,278.93	72.7%
01040400	522205	PROGRAM EXPENSES	185	0	185	7.98	.00	177.02	4.3%
01040400	534402	PROGRAM SUPPLIES	300	0	300	124.85	.00	175.15	41.6%
01040400	556601	PROFESSIONAL DEV-S	100	0	100	47.00	.00	53.00	47.0%
01040400	556602	PROFESSIONAL DEV-A	25	0	25	.00	.00	25.00	.0%
01040400	567703	TRANSPORTATION-TRA	200	0	200	29.87	.00	170.13	14.9%
TOTAL NURSING - SENIORS			34,838	0	34,838	24,958.77	.00	9,879.23	71.6%
01060400 NON PUBLIC SCHOOL									
01060400	501101	SALARIES-FT/PERMAN	302,800	-11,003	291,797	262,584.82	.00	29,212.18	90.0%
01060400	501102	SALARIES-PT/PERMAN	22,097	11,003	33,100	38,165.20	.00	-5,065.20	115.3%*

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01060400 501104 SALARIES-VACATION,	3,750	0	3,750	.00	.00	3,750.00	.0%
01060400 501106 SALARIES-LONGEVITY	425	0	425	425.00	.00	.00	100.0%
01060400 534402 PROGRAM SUPPLIES	900	0	900	275.22	547.76	77.02	91.4%
01060400 556601 PROFESSIONAL DEV-S	1,690	0	1,690	846.00	.00	844.00	50.1%
01060400 567703 TRANSPORTATION-TRA	200	0	200	.00	.00	200.00	.0%
TOTAL NON PUBLIC SCHOOL	331,862	0	331,862	302,296.24	547.76	29,018.00	91.3%

05 SOCIAL SERVICES/HUMAN SERV

01050000 SOCIAL SERVICES

01050000 501101 SALARIES-FT/PERMAN	99,289	5,421	104,710	96,617.52	.00	8,092.48	92.3%
01050000 501102 SALARIES-PT/PERMAN	16,813	-2,456	14,357	15,112.63	.00	-755.63	105.3%*
01050000 501105 SALARIES-OVERTIME	500	0	500	.00	.00	500.00	.0%
01050000 501106 SALARIES-LONGEVITY	675	0	675	675.00	.00	.00	100.0%
01050000 522204 SERVICES & FEES-CO	800	0	800	.00	.00	800.00	.0%
01050000 534401 MATERIALS & SUPPLI	1,400	0	1,400	477.33	.00	922.67	34.1%
01050000 556601 PROFESSIONAL DEV-S	200	0	200	.00	.00	200.00	.0%
01050000 578801 MNTNCE/REPAIR SERV	800	0	800	.00	.00	800.00	.0%
01050000 581888 CAPITAL OUTLAY	1,645	0	1,645	.00	.00	1,645.00	.0%
01050000 589901 RENTALS-ANNUAL REN	500	0	500	.00	.00	500.00	.0%
01050000 590014 UTILITIES-TELEPHON	1,986	0	1,986	1,998.45	.00	-12.45	100.6%*
TOTAL SOCIAL SERVICES	124,608	2,965	127,573	114,880.93	.00	12,692.07	90.1%

01050200 MARY SHERLACH COUNSELING CTR

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01050200	501101	SALARIES-FT/PERMAN	218,886	0	218,886	199,406.49	.00	19,479.51	91.1%
01050200	501102	SALARIES-PT/PERMAN	33,442	-5,571	27,871	8,838.64	.00	19,032.36	31.7%
01050200	501105	SALARIES-OVERTIME	1,000	4,871	5,871	5,519.17	.00	351.83	94.0%
01050200	501106	SALARIES-LONGEVITY	850	0	850	850.00	.00	.00	100.0%
01050200	522202	SERVICES & FEES-PR	3,820	0	3,820	1,750.00	.00	2,070.00	45.8%
01050200	534401	MATERIALS & SUPPLI	1,500	0	1,500	817.61	40.92	641.47	57.2%
01050200	534402	PROGRAM SUPPLIES	750	0	750	209.86	.00	540.14	28.0%
01050200	545503	COMMUNICATIONS-PUB	500	0	500	.00	.00	500.00	.0%
01050200	556602	PROFESSIONAL DEV-A	1,021	0	1,021	1,006.00	.00	15.00	98.5%
01050200	567703	TRANSPORTATION-TRA	1,000	700	1,700	931.42	.00	768.58	54.8%
01050200	578801	MNTNCE/REPAIR SERV	2,413	0	2,413	1,388.35	.00	1,024.65	57.5%
01050200	590011	UTILITIES-HEAT	2,367	0	2,367	646.71	.00	1,720.29	27.3%
01050200	590012	UTILITES-ELECTRICI	2,477	0	2,477	2,434.27	.00	42.73	98.3%
01050200	590013	UTILITIES-WATER	219	0	219	136.95	.00	82.05	62.5%
01050200	590014	UTILITIES-TELEPHON	2,459	0	2,459	3,310.87	.00	-851.87	134.6%*
TOTAL MARY SHERLACH COUNSELING CTR			272,704	0	272,704	227,246.34	40.92	45,416.74	83.3%
01050600 SENIOR CITIZENS' SERVICES									
01050600	501101	SALARIES-FT/PERMAN	36,858	11,371	48,229	42,734.42	.00	5,494.58	88.6%
01050600	501102	SALARIES-PT/PERMAN	77,053	-8,199	68,854	57,135.99	.00	11,718.01	83.0%
01050600	501106	SALARIES-LONGEVITY	250	0	250	250.00	.00	.00	100.0%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS 01	FOR: GENERAL	FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01050600	522201	SERVICES & FEES-CL	600	0	600	540.00	.00	60.00	90.0%
01050600	522205	PROGRAM EXPENSES	47,350	0	47,350	33,929.46	79.98	13,340.56	71.8%
01050600	534401	MATERIALS & SUPPLI	3,343	0	3,343	1,106.57	32.78	2,203.65	34.1%
01050600	534403	MATERIALS & SUPPLI	3,440	0	3,440	.00	.00	3,440.00	.0%
01050600	545502	COMMUNICATIONS-PUB	400	0	400	547.28	.00	-147.28	136.8%*
01050600	545504	COMMUNICATIONS-POS	1,800	0	1,800	1,746.72	.00	53.28	97.0%
01050600	567703	TRANSPORTATION-TRA	300	0	300	50.06	.00	249.94	16.7%
01050600	578801	MNTNCE/REPAIR SERV	9,902	-1,000	8,902	4,394.98	260.81	4,246.21	52.3%
01050600	578802	MNTNCE/REP-EQUIPME	4,000	0	4,000	392.26	.00	3,607.74	9.8%
01050600	578804	MNTNCE/REP-REFUSE	1,383	0	1,383	1,399.26	127.72	-143.98	110.4%*
01050600	581888	CAPITAL OUTLAY	14,587	1,000	15,587	10,562.31	4,457.17	567.52	96.4%
01050600	590011	UTILITIES-HEAT	10,120	0	10,120	6,347.85	.00	3,772.15	62.7%
01050600	590012	UTILITIES-ELECTRIC	26,536	0	26,536	18,137.88	.00	8,398.12	68.4%
01050600	590013	UTILITIES-WATER	1,606	0	1,606	1,129.99	.00	476.01	70.4%
01050600	590014	UTILITIES-TELEPHON	3,483	0	3,483	3,017.86	.00	465.14	86.6%
TOTAL SENIOR CITIZENS' SERVICES			243,011	3,172	246,183	183,422.89	4,958.46	57,801.65	76.5%

06 EDUCATION

01060000 EDUCATION

01060000	511152	FRINGE BENEFITS-WO	0	0	0	87,960.18	.00	-87,960.18	100.0%*
01060000	522204	SERVICES & FEES-CO	185,000	0	185,000	89,643.32	.00	95,356.68	48.5%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
ACCOUNTS FOR:	GENERAL	FUND	APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED
01060000	522205	BOE - PROGRAM EXPE	97,216,380	0	97,216,380	81,256,131.27	.00	15,960,248.73	83.6%
01060000	567703	TRANSPORTATION-TRA	940,000	0	940,000	872,323.19	.00	67,676.81	92.8%
01060000	589901	RENTALS-ANNUAL REN	260,000	0	260,000	206,162.92	.00	53,837.08	79.3%
01060000	595888	INTEREST ON G/OBLI	1,999,626	0	1,999,626	2,023,835.80	.00	-24,209.80	101.2%*
01060000	597888	PRINCIPAL-G/OBLIG	5,485,500	0	5,485,500	4,806,500.00	.00	679,000.00	87.6%
TOTAL EDUCATION			106,086,506	0	106,086,506	89,342,556.68	.00	16,743,949.32	84.2%
01060200 SCHOOL NURSES									
01060200	501101	SALARIES-FT/PERMAN	770,291	-16,505	753,786	664,084.40	.00	89,701.60	88.1%
01060200	501102	SALARIES-PT/PERMAN	44,831	16,505	61,336	47,737.65	.00	13,598.35	77.8%
01060200	501104	SALARIES-VACATION,	11,000	0	11,000	13,607.80	.00	-2,607.80	123.7%*
01060200	501106	SALARIES-LONGEVITY	1,275	0	1,275	850.00	.00	425.00	66.7%
01060200	534401	MATERIALS & SUPPLI	750	0	750	260.71	.00	489.29	34.8%
01060200	534402	PROGRAM SUPPLIES	2,058	0	2,058	1,954.50	26.29	77.21	96.2%
01060200	545503	COMMUNICATIONS-PUB	100	0	100	29.14	.00	70.86	29.1%
01060200	545504	COMMUNICATIONS-POS	120	0	120	.00	.00	120.00	.0%
01060200	556601	PROFESSIONAL DEV-S	2,719	0	2,719	1,285.09	.00	1,433.91	47.3%
01060200	556602	PROFESSIONAL DEV-A	2,168	0	2,168	2,079.00	.00	89.00	95.9%
01060200	567703	TRANSPORTATION-TRA	1,530	0	1,530	326.14	.00	1,203.86	21.3%
01060200	578801	MNTNCE/REPAIR SERV	1,397	0	1,397	1,076.63	.00	320.37	77.1%
01060200	581888	CAPITAL OUTLAY	23,512	0	23,512	12,554.90	.00	10,957.10	53.4%
TOTAL SCHOOL NURSES			861,751	0	861,751	745,845.96	26.29	115,878.75	86.6%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01060600 TRUMBULL COMM TV / BUS ED INIT							
01060600 522202 SERVICES & FEES-PR	27,000	0	27,000	17,780.40	.00	9,219.60	65.9%
01060600 522204 SERVICES & FEES-CO	5,200	0	5,200	3,400.00	.00	1,800.00	65.4%
01060600 522205 PROGRAM EXPENSES	50,000	0	50,000	44,033.75	.00	5,966.25	88.1%
01060600 534401 MATERIALS & SUPPLI	600	0	600	85.40	.00	514.60	14.2%
01060600 534402 PROGRAM SUPPLIES	550	0	550	129.18	.00	420.82	23.5%
01060600 545502 COMMUNICATIONS-PUB	500	0	500	123.13	.00	376.87	24.6%
01060600 567703 TRANSPORTATION-TRA	2,600	0	2,600	696.18	.00	1,903.82	26.8%
01060600 590011 UTILITIES-HEAT	3,204	0	3,204	2,300.81	.00	903.19	71.8%
01060600 590012 UTILITIES-ELECTRIC	3,473	0	3,473	2,789.97	.00	683.03	80.3%
01060600 590014 UTILITIES-TELEPHON	331	0	331	333.06	.00	-2.06	100.6%*
TOTAL TRUMBULL COMM TV / BUS ED INIT	93,458	0	93,458	71,671.88	.00	21,786.12	76.7%
07 LIBRARIES							
01070000 LIBRARIES							
01070000 501101 SALARIES-FT/PERMAN	891,704	0	891,704	813,908.69	.00	77,795.31	91.3%
01070000 501102 SALARIES-PT/PERMAN	324,381	0	324,381	278,502.82	.00	45,878.18	85.9%
01070000 501105 SALARIES-OVERTIME	22,990	0	22,990	22,047.46	.00	942.54	95.9%
01070000 501106 SALARIES-LONGEVITY	1,675	0	1,675	1,675.00	.00	.00	100.0%
01070000 522201 SERVICES & FEES-CL	720	0	720	480.00	.00	240.00	66.7%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01070000 522205 PROGRAM EXPENSES	11,600	87	11,687	11,686.91	.00	.09	100.0%
01070000 534401 MATERIALS & SUPPLI	24,000	-3,267	20,733	16,440.08	2,034.04	2,258.88	89.1%
01070000 534402 PROGRAM SUPPLIES	174,400	0	174,400	171,483.21	2,906.27	10.52	100.0%
01070000 545504 COMMUNICATIONS-POS	250	0	250	162.17	.00	87.83	64.9%
01070000 578801 MNTNCE/REPAIR SERV	5,626	-2,100	3,526	2,872.00	466.70	187.30	94.7%
01070000 578802 MNTNCE/REP-EQUIPME	29,521	-11	29,510	27,651.37	669.90	1,188.73	96.0%
01070000 578803 MNTNCE/REP-PROGRAM	4,000	0	4,000	2,530.48	47.40	1,422.12	64.4%
01070000 578804 MNTNCE/REP-REFUSE	2,541	0	2,541	2,534.76	231.38	-225.14	108.9%*
01070000 581888 CAPITAL OUTLAY	22,835	0	22,835	15,856.60	.00	6,978.40	69.4%
01070000 589901 RENTALS-ANNUAL REN	29,688	5,291	34,979	32,434.90	2,543.70	.40	100.0%
01070000 590011 UTILITIES-HEAT	15,675	0	15,675	11,278.36	.00	4,396.64	72.0%
01070000 590012 UTILITIES-ELECTRIC	66,133	0	66,133	33,022.52	.00	33,110.48	49.9%
01070000 590013 UTILITIES-WATER	1,825	0	1,825	1,249.65	.00	575.35	68.5%
01070000 590014 UTILITIES-TELEPHON	7,934	0	7,934	7,993.27	.00	-59.27	100.7%*
TOTAL LIBRARIES	1,637,498	0	1,637,498	1,453,810.25	8,899.39	174,788.36	89.3%
08 RECREATION AND PARKS							
01080000 PUBLIC EVENTS							
01080000 522205 PROGRAM EXPENSES	20,000	0	20,000	16,695.32	187.00	3,117.68	84.4%
TOTAL PUBLIC EVENTS	20,000	0	20,000	16,695.32	187.00	3,117.68	84.4%
01080300 TRUMBULL FALL FESTIVAL							
01080300 522201 SERVICES & FEES-CL	360	0	360	.00	.00	360.00	.0%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13

ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01080300 522205 PROGRAM EXPENSES	7,000	15,000	22,000	22,000.00	.00	.00	100.0%
TOTAL TRUMBULL FALL FESTIVAL	7,360	15,000	22,360	22,000.00	.00	360.00	98.4%
01080400 RECREATION							
01080400 501101 SALARIES-FT/PERMAN	162,312	-18,085	144,227	127,032.72	.00	17,194.28	88.1%
01080400 501102 SALARIES-PT/PERMAN	0	18,085	18,085	22,280.35	.00	-4,195.35	123.2%*
01080400 501102 YOUTH SALARIES-PT/P	0	49,350	49,350	36,272.10	.00	13,077.90	73.5%
01080400 501105 SALARIES-OVERTIME	3,800	0	3,800	2,175.81	.00	1,624.19	57.3%
01080400 501106 SALARIES-LONGEVITY	925	0	925	925.00	.00	.00	100.0%
01080400 522204 SERVICES & FEES-CO	61,984	-58,250	3,734	.00	.00	3,734.00	.0%
01080400 522205 PROGRAM EXPENSES	277,500	0	277,500	384,419.50	.00	-106,919.50	138.5%*
01080400 522205 YOUTH PROGRAM EXPEN	0	8,900	8,900	8,900.00	.00	.00	100.0%
01080400 534402 PROGRAM SUPPLIES	11,200	0	11,200	11,068.31	130.61	1.08	100.0%
01080400 556601 PROFESSIONAL DEV-S	400	0	400	.00	.00	400.00	.0%
01080400 556602 PROFESSIONAL DEV-A	400	0	400	.00	.00	400.00	.0%
01080400 567703 TRANSPORTATION-TRA	2,300	0	2,300	1,733.05	.00	566.95	75.4%
01080400 578801 MNTNCE/REPAIR SERV	360	0	360	329.12	92.25	-61.37	117.0%*
01080400 578804 MNTNCE/REP-REFUSE	692	0	692	699.63	63.86	-71.49	110.3%*
01080400 589901 RENTALS-ANNUAL REN	2,820	0	2,820	2,612.50	207.50	.00	100.0%
TOTAL RECREATION	524,693	0	524,693	598,448.09	494.22	-74,249.31	114.2%
01080600 PARKS							
01080600 501101 SALARIES-FT/PERMAN	1,049,042	0	1,049,042	953,462.71	.00	95,579.29	90.9%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13			ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
ACCOUNTS	FOR:	FUND	APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED
01	GENERAL								
01080600	501103	SALARIES-SEASONAL/	112,830	0	112,830	76,860.70	.00	35,969.30	68.1%
01080600	501105	SALARIES-OVERTIME	55,000	0	55,000	50,041.93	.00	4,958.07	91.0%
01080600	501106	SALARIES-LONGEVITY	2,000	0	2,000	1,500.00	.00	500.00	75.0%
01080600	501120	AED ANNUAL STIPEND	1,200	0	1,200	800.00	.00	400.00	66.7%
01080600	501888	UNIFORM ALLOWANCE	12,250	0	12,250	4,016.08	955.20	7,278.72	40.6%
01080600	522201	SERVICES & FEES-CL	4,400	0	4,400	3,274.38	.00	1,125.62	74.4%
01080600	522203	SERVICES & FEES-AN	209,400	0	209,400	191,950.00	17,450.00	.00	100.0%
01080600	534401	MATERIALS & SUPPLI	750	0	750	494.28	.00	255.72	65.9%
01080600	534402	PROGRAM SUPPLIES	69,000	0	69,000	57,986.52	7,478.29	3,535.19	94.9%
01080600	534403	MATERIALS & SUPPLI	6,000	0	6,000	1,831.24	3,168.76	1,000.00	83.3%
01080600	545503	COMMUNICATIONS-PUB	5,500	0	5,500	1,450.00	3,550.00	500.00	90.9%
01080600	556601	PROFESSIONAL DEV-S	750	0	750	52.00	.00	698.00	6.9%
01080600	578801	MNTNCE/REPAIR SERV	18,000	0	18,000	9,247.27	4,016.98	4,735.75	73.7%
01080600	578802	MNTNCE/REP-EQUIPME	22,000	0	22,000	18,141.17	776.93	3,081.90	86.0%
01080600	578803	MNTNCE/REP-PROGRAM	51,300	0	51,300	30,751.62	3,559.37	16,989.01	66.9%
01080600	578804	MNTNCE/REP-REFUSE	439	0	439	435.75	39.79	-36.54	108.3%*
01080600	581888	CAPITAL OUTLAY	68,507	0	68,507	68,506.31	.00	.69	100.0%
01080600	589902	RENTALS-OCCASIONAL	7,000	0	7,000	4,296.17	.00	2,703.83	61.4%
01080600	590011	UTILITIES-HEAT	10,112	0	10,112	6,712.58	.00	3,399.42	66.4%
01080600	590012	UTILITIES-ELECTRIC	102,213	0	102,213	81,875.04	.00	20,337.96	80.1%
01080600	590013	UTILITIES-WATER	76,735	0	76,735	70,746.33	.00	5,988.67	92.2%
01080600	590014	UTILITIES-TELEPHON	16,052	0	16,052	14,271.53	.00	1,780.47	88.9%

TOWN OF TRUMBULL



YEAR-TO-DATE BUDGET REPORT

FOR 2016 13								
ACCOUNTS FOR: 01 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
TOTAL PARKS	1,900,480	0	1,900,480	1,648,703.61	40,995.32	210,781.07	88.9%	
01080800 TREE WARDEN								
01080800 501101 SALARIES-FT/PERMAN	22,693	0	22,693	20,772.64	.00	1,920.36	91.5%	
01080800 522205 PROGRAM EXPENSES	100,000	0	100,000	96,836.50	.00	3,163.50	96.8%	
01080800 578806 EMERGENCY SERVICES	24,150	0	24,150	15,732.00	.00	8,418.00	65.1%	
TOTAL TREE WARDEN	146,843	0	146,843	133,341.14	.00	13,501.86	90.8%	
09 DEBT SERVICE								
01090000 DEBT SERVICE								
01090000 595888 INTEREST ON G/OBLI	1,885,027	0	1,885,027	1,773,844.02	.00	111,182.98	94.1%	
01090000 596888 INTEREST ON SHORT	123,219	0	123,219	.00	.00	123,219.00	.0%	
01090000 597888 PRINCIPAL-G/OBLIG	3,650,568	0	3,650,568	3,522,067.50	.00	128,500.50	96.5%	
TOTAL DEBT SERVICE	5,658,814	0	5,658,814	5,295,911.52	.00	362,902.48	93.6%	
TOTAL GENERAL FUND	160,394,911	31,137	160,426,048	137,912,372.38	304,028.24	22,209,647.38	86.2%	
TOTAL EXPENSES	160,394,911	31,137	160,426,048	137,912,372.38	304,028.24	22,209,647.38		

TOWN OF TRUMBULL TRAVEL & EXPENSE REIMBURSEMENT POLICY

Purpose

The Town recognizes that personnel may be required to travel or incur other expenses from time to time in order to conduct Town business. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) expenses are reported and reimbursed in a uniform, consistent and timely manner. When incurring business expenses, the Town expects personnel to:

- exercise discretion and good business judgment with respect to those expenses.
- spend town money as carefully and judiciously as the individual would spend his or her own funds
- report expenses with required documentation in a timely manner

In determining the reasonableness and necessity of travel expenses, personnel and the person authorizing the travel shall consider the ways in which the Town will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to Trumbull outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Policy

Expenses shall be incurred individually and reimbursed upon the submission of a properly executed Expense Report. The Expense Report must be submitted within 30 days of the travel and must include:

- The individual's name, supervisor's signature and department to be charged
- An itemized list of all expenses including: amount, date, vendor and purpose of expense
- The name and affiliation of all people for whom expenses are claimed
- Reasonable expenses for business meals or business meetings requires all of the above detail
- Non-local or overnight travel requires approval by Department Head and Director of Finance prior to the trip and this signed form is to be submitted with the Expense Report

Receipts

It is the policy of the Town to reimburse personnel for reasonable and necessary expenses incurred while engaged in authorized business on behalf of the Town. Original receipts (not copies) are required for all expenditures. Appropriate expenses include the following:

- Enrollment fees for convention or seminar attendance, if approved by Manager
- Meals, snacks and beverages not to exceed \$50 per day, including tips not to exceed 15%
- Lodging
- Mileage reimbursement for privately owned vehicles, at current IRS rate, not to exceed alternative methods of travel available
- Expenses incurred for other forms of transportation, including rental cars, bus, taxi, coach airfare
- Parking and toll charges

The Town policy will not provide for reimbursement of certain expenses, including the following:

- Personal vehicle insurance
- Personal vehicle repairs
- Airline or other trip insurance
- Barber or beauty salons
- Donations or gifts
- Expenses for employee spouse or family
- Personal entertainment, including reading materials, movies
- Laundry or dry cleaning services
- Transportation to or from home to regular place of employment, unless with prior, written authorization
- Unauthorized attendance at meetings, conferences or seminars
- Unsubstantiated expenses

Personal and Family Travel Expenses

Individuals traveling on behalf of the Town may incorporate personal travel or business with their company-related trip; however, personnel shall not arrange company travel at a time that is less advantageous to the Town or that involves greater expense to the Town in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by Trumbull. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by Trumbull.

Approved by:

James Haselkamp, Director of Labor Relations

Date

Maria Pires, Director of Finance

Date

Elaine Hammers, Chairperson
Board of Finance

Date

**TOWN OF TRUMBULL
AUTHORIZATION OF NON-LOCAL TRAVEL**

Employee name: _____

Department: _____

Travel Destination: _____

Purpose of travel: _____

Dates of travel: _____

Estimated cost: _____

Include transportation, parking, tolls, meals, lodging, conference costs, other

Are funds available in Department's Travel and Meeting account? _____

Employee signature

Date

Supervisor's signature

Date of approval

Director of Finance signature

Date of approval

**This completed and approved form must accompany your
Travel Expense Reimbursement Request**

Town of Trumbull Town Credit Card Policy

Purpose:

Town Credit Card authorization is restricted to those individuals for whom the highest level of integrity and confidence is considered to exist. Charges to the Credit Cards are at holder's discretion; simply stated, these cards are "provided for expenses incurred in the course of Town duties". Cards are currently issued to the First Selectman, the Chief of Police, and the Superintendent of Schools.

The annual expense budget is authorized by the Trumbull Board of Finance and the Town Council via the budget confirmation process. Charges to these cards are not requests for reimbursement; these charges represent direct legal obligations of the Town of Trumbull.

As with the accounting policies and procedures related to the processing of any Town obligation, the purpose of this Policy is to ensure that Town Credit Card transactions are:

1. properly authorized and approved
2. timely and appropriately documented
3. recorded on the Town's general ledger in an accurate and timely manner

Policy:

Per the November 2011 Charter for the Town of Trumbull "The Director of Finance shall exercise general supervision over the Department of Finance including ... the control over purchases and expenditures". However, the Charter expressly states that "expense reimbursements and payments made on behalf of the First Selectman and the Superintendent shall be by the Treasurer". Therefore, credit card statements and supporting documentation for the First Selectman and the Superintendent must be sent to the Treasurer for approval prior to submission for payment.

Expense documentation:

Required documentation includes an original receipt (not copies) for each amount charged to the credit card. In conformity with Internal Revenue Service Publication 463, which is available for review via the following link: <https://www.irs.gov/pub/irs-pdf/p463.pdf>.

Supporting documentation must include:

- date
- amount
- vendor/location
- detail of purpose/business matter
- name and affiliation of anyone else for whom expenses are claimed

Approved by:

James Haselkamp, Director of Labor Relations

Date

Maria Pires, Director of Finance

Date

Elaine Hammers, Chairperson
Board of Finance

Date

**SUBJECT TO MODIFICATION AND APPROVAL
TOWN OF TRUMBULL
MINUTES
BOARD OF FINANCE
MAY 12, 2016**

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 7:00 pm in the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

PUBLIC COMMENT

No public comment

ATTENDANCE

Present

Elaine A. Hammers, Chairman
Roy Molgard
Thomas Kelly
Scott Zimov
Ted Chase, Alternate
Karen A. Egri, Alternate
Andrew Palo
William S. Haberlin

Absent

Vincent DeGennaro, Alternate

Also present:

Maria Pires, Finance Director; Anthony Musto, Treasurer; Therese Keegan, Internal Auditor; Rina Bakalar, Director of Economic and Community Development

By unanimous consent, the Board agreed to take the Tax Suspension Report and Transfers out of order.

TAX COLLECTOR SUSPENSION REPORT – Donna Pellitteri

Ms. Pellitteri presented the suspension report indicating that it was for Grand List Years 12 and 13. She noted that the accounts would now be turned over to a collection agency. We will get 100% collected and they will collect their fee. The Chair proceeded to sign the report that will be recorded.

FISCAL YEAR 2015-2016 TRANSFERS

5-16-01

Mr. Haberlin moved, seconded by Mr. Molgard to transfer \$9,225 from Salaries Full time Permanent # 01014200-501101 to Services and Fees #01014200-522202 \$7,525 for Attorney Fees for March blight and projected May and June blight, and to Professional Development # 01014200-556602 \$700 for Roberto Librandi – Planning Association Annual Fee, and to Professional Development Conf / Assoc. #01014200-556601 \$1,000 for Roberto Librandi – Expense reimbursement for APA trip 4/2 – 4/6/2016.

Ms. Bakalar indicated that she didn't know why the shortages occurred since she only recently started. She indicated that the legal fees totaling \$7525 would cover the outstanding amount due, as well as the projected May and June fees. She went on to add that the \$1,000 being transferred will cover the funds owed to Rob Librandi for the Planners Conference he recently attended. In addition, she went on to add that the \$700 shortage created due to the renewal of Rob Librandi's license was most likely related to the renewal of Jamie Bratt's license prior to her promotion to Director of Economic and Community Development.

Vote: 6-0-0 motion carries

5-16-02

Mr. Haberlin moved, seconded by Mr. Molgard to transfer \$7,474 from Building Maintenance and Equipment Repair #01030200-578802 to Building Maintenance-Uniform allowance # 01030200-501888 \$122 to cover cost of uniform for new electrician hired and to Building Maintenance-Services & Fees Ancillary #01030200-522203 \$7,352 to cover cost of custodial service at the Health Department.

Vote: 6-0-0 motion carries

Ms. Pires indicated that \$7,352 was not put in the budget to cover the cost of cleaning the Health Department and the \$122 is to purchase a uniform for the new electrician that was hired. She went on to add that we contract with the Kennedy Center for custodial services for the Health Department and the Senior Center and we have a separate company that covers the town hall and the library.

Vote: 6-0-0

TOWN TREASURER'S REPORT – Anthony Musto

Mr. Musto presented his report and made the following comments:

- He has not received a copy of the Expense Report reviewed by the Internal Auditor and the Finance department
- The April report has been presented to you for your review.

The Chair indicated that she had the Internal Auditor review his reports. The biggest concern was that by correcting March, February was no longer correct. He indicated that he had done 2 reports at the same time and then he went back fixed the March report; he didn't fix the February report, because that wasn't the report in question.

The Chair went on to add that the Internal Auditor fixed the incorrectly stated balance. Mr. Musto indicated that the April report is based on the March report and would be happy to address the April report. It appears that we will make our budgeted interest amount.

He went on to add that he still has concerns about the fees we are being charged on the Morgan Stanley Account and the TD account. We actually pay the fees for the Morgan Stanley Account and since the fees are not being deducted we are overstating our interest income. We are also losing 10% with TD since we only get 90% of the funds. According to the bank we are losing \$1,000 a month to keep funds in this account. On the last day of April, our deposit was so large from the tax collections that we received a call that the deposit was too large to accept.

Mr. Zimov asked that Mr. Musto provide him with the last 6 months of statements so he can see exactly what happened instead of dealing with hypothetical figures. Ms. Egri indicated that she wants the Board to receive a report each month, whether or not there is a meeting. In addition, she asked that he bring the appropriate backup for the current report to the meeting in order to better answer questions without having to research the item and respond to the board at a later point in time.

The Chair addressed employee expense accounts, as a follow up to last month's meeting, indicating that employee expenses occur for two reasons: when an individual takes a business trip typically to attend a seminar – and – town owned credit cards that are held by employees.

The processes involved in handling these expenses are totally different. Employees who go away submit itemized receipts for their transportation, hotels, meals and a conference fee, if applicable. These are submitted on a form being currently used and although there is no written policy, there is an understood procedure in place regarding the completion and submission of the form.

The Finance Director and the Internal Auditor have obtained information from surrounding towns and put together a Trumbull Travel and Expense Reimbursement Policy that details the procedure currently being used to submit an expense report. In addition, they have created a new form, which added two columns, one for "lodging" and one for "other", and changed the existing word mileage to travel expenses. They

have also created a preapproval form designed for out-of-town travel, where costs may be more substantial, that would be submitted with the expense report. Ms. Keegan indicated she would forward the Trumbull Travel and Expense Reimbursement Policy and prepare a policy related to the submission of credit card expenses.

INTERNAL AUDITORS REPORT – Therese Keegan

Ms. Keegan presented her report on the Transfer Station as follows:

Background Information:

- The Transfer Station is under the Public Works Department and is operated by Enviro Express with their employees for \$30,000 monthly and the town also provides one employee.
- Enviro hauls all trash and materials from the Transfer Station. Outgoing vehicles are weighed for billing purposes.
- The site accommodates the solid waste and recycling needs of Trumbull, Easton and Monroe. Easton and Monroe are charged a monthly fee based on actual use plus certain allocations. Allocations (Trumbull ~60%, Easton ~10%, Monroe 30%).
- Monroe and Easton sell tickets to their residents whereas Trumbull sells tickets to residents of all 3 towns. Tickets are then collected at the transfer station and sent to the Highway Department.
- The total annual cost to run the transfer station is 2.5million of which Trumbull pays 1.6 million.
- In FY 2015 the Town received income of \$97,000 from metals, \$98,000 from single stream recycling and \$9,000 from E-waste products.
- The Town receives \$500 per truck per hauler on an annual basis from all towns and a tipping fee from Monroe and Easton; Town of Trumbull haulers do not pay a tipping fee and if haulers from Monroe or Easton claim to be dumping Trumbull waste we wouldn't know the difference if they also haul for Trumbull. If we were to be comparable to Easton and Monroe and charged tipping fees the cost passed on our residents would result in their paying an additional \$10 per month.

Finding 1: Charge everyone a tipping fee, if Mr. Marsilio agrees.

Finding 2: We receive cash for tires but do not issue a receipt. No accounting documentation is sent and no one verifies that they received what they say is sent. Suggested receipts be given and that he send the funds over on a weekly basis. He should note what he sends and the highway should verify.

Finding 3: The Highway Department collects the cash and checks and makes a deposit when time permits sometimes only monthly, by which time there could be as much as \$35,000 in checks and \$2000 in cash not well secured. Deposits should be made weekly or when \$500 cash is reached, whichever comes first, but never longer than a week. Reconciling can be done on a monthly basis but not deposits.

Finding 4: The cost for hauling leaves is \$108K and the cost for brush and logs is \$143k, a total of \$251K. Other towns chip and give to residents. Mr. Marsilio is not in favor of having people in the yard, so they keep the chips and use what they need and haul the rest out. Previous attempts at composing were not cost effective. Fairfield contracts a company who chips and composts this waste for free and Shelton chips their waste and gives it away,

Finding 5: Other towns provide stickers for residents to display on their windshields; we check each driver's license, which is time consuming.

Finding 6: The bookkeeping process is manual and time consuming. The tickets and receipts are sent to the Highway department where they are sorted by town, etc., and the information is then put into an excel spreadsheet. When they receive the invoice from Wheelabrator they have to reconcile what went in to what came out and what town it was from. It is estimated that it costs \$38,000 a years in salary plus benefits to maintain this process. We charge Easton and Monroe for the station attendant and it is suggested that we also charge them for the bookkeeping. There is currently software available to read

the scale and to track the incoming and outgoing loads. The reconciliation would be done automatically and we could then separate it by town. The software is less than \$10,000 to have it set-up and then train personnel. The annual fee is \$895.

DISCUSSION ITEMS

Year to Date Budget to Actual Report – Expenditures FY 2016

Ms. Pires indicated that we are losing the pilot program at a cost of \$107,000 (for exempt property) and for 2017 we are netting 0; ECS is going up \$331,000 and Munis revenue share is reducing \$328,000.

APPROVAL OF MINUTES

Mr. Haberlin moved, seconded by Mr. Molgard to approve the April 14, 2016 minutes as presented.

Vote: 5-0-1 (abstained: Kelly)

ADJOURNMENT

By unanimous consent, the meeting adjourned at 10:00 p.m.

Respectfully submitted,



Phyllis C. Collier
Board of Finance Clerk

**SUBJECT TO MODIFICATION AND APPROVAL
TOWN OF TRUMBULL
BOARD OF FINANCE SPECIAL MEETING
MINUTES
SETTING MILL RATE
MAY 19 2016**

CALL TO ORDER

Chairman Hammers called the Board of Finance meeting to order at 6:40 pm in the Town Hall, Trumbull, Connecticut. All those present joined in the Pledge of Allegiance.

ATTENDANCE

Present

Elaine A. Hammers, Chairman
Roy Molgard
Scott Zimov
Ted Chase, Alternate
Karen A. Egri, Alternate
Andrew Palo
William S. Haberlin
Vincent DeGennaro, Alternate

Absent

Thomas Kelly

Also present:

Maria Pires, Finance Director

The Chair indicated that Mr. DeGennaro will be voting for Mr. Kelly this evening.

The Chair indicated that the first page contains a summary of all the revenue items. She noted that we had a total loss with the state budget of \$58,000 so we need to make adjustments. Some items increased whereas others decreased.

Since the funds do not go directly to the Board of Education , they go directly to the town, the Board of Education will not have to worry about the shortfall this year, which includes busing. We lost all funding for public school transportation for education. The Town has to make this up.

The following Revenue changes were made:

- No Motor Vehicle – adjustment (loss) don't qualify
- Transportation – \$54,000 busing for public schools (loss) and \$18,000 non-public schools (loss)
- ECS Grant – increased \$326,000
- Police Distribution – loss \$40,000
- Mashantucket Pequot – loss (\$3,000)
- Sales Tax– New revenue item reduced from \$1,072,000 to \$745,000
- Municipal Rev. Sharing – New revenue \$48,000 cancelled

Projected Town Revenue changes:

- Town Clerk Fees – reduced \$50,000
- Engineering Department – increased \$8,000
- Building Department – increased \$100,000
- Bond Refunding – increase \$400,000 (new line item)

Mr. Haberlin moved, seconded by Mr. Zimov, to increase Building revenue \$200,000 and to reduce Bond Funding \$200,000.

The Chair indicated that they were not comfortable with the \$400,000 Bond Refunding, since it may not materialize. She would rather understate than over state revenue. She went on to add that the Building Department will be seeing an increase in Revenue, Since there is a major renovation that will result in higher than indicated fees, but those fees will be staggered over a year or two.

Vote: 6-0-0

Mr. Haberlin moved, seconded by Mr. Molgard, to set the Mill Rate for fiscal year 16- 17 at 32.74 mills.

Vote: 6-0-0

ADJOURNMENT

By unanimous consent, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,



Phyllis C. Collier
Board of Finance Clerk

Town of Trumbull Treasurer's Report

Cash Balances and Investment Income

Current Fiscal Year July, 2015 to June, 2016

Bank / Brokerage		Month of May 2016			11 Months
		Cash Balance Amount at Mo. End	Interest Income	Average Rate / Yield	Year to Date Interest Income
INVESTMENTS					
Morgan Stanley	Cash	\$ 115,862	\$ -	0.02%	\$ -
	Investments	1,465,011	5,315	1.93%	73,313
Janney, Mont., Scott	Cash / Money Mkt	431	-	0.01%	-
	Investments	4,830,511	9,509	2.38%	117,177
	Total	<u>6,411,815</u>	<u>14,824</u>		<u>190,490</u>
MONEY FUNDS					
STIF	Money Fund	(2) 5,743,520	1,639	0.42%	15,169
TD Bank - Tax Rec'r	Money Fund	16,456,108	-	n/a	-
TD Bank - Investment	Money Fund	17,770,127	9,775	0.45%	110,354
	Average Balance	25,645,748			
Infinex (FF Cty Bank)	Money Market	3,063	-	0.01%	-
	CD's	(1) 1,400,905	-	0.62%	5,728
	FYE 2016 Accr. Int.	-			
Farmington Bank	Money Fund	5,014,518	1,972	0.45%	13,741
	Average Balance	5,012,546			
Totals		<u>\$ 52,800,056</u>	<u>\$ 28,210</u>		<u>\$ 335,482</u>
	Return on Investment (ROI) current fiscal year annual Budget >				<u>\$ 350,000</u>

Notes:

(1) Interest income actually recieved.

(2) Main STIF account is for segregating unused Bond proceeds as required under IRS arbitrage rules.

STIF now maintained by Bank of NY Mellon for the Connecticut State Treasurer.

Submitted to Board of Finance

Anthony J. Musto

Trumbull Town Treasurer

