



# Town of Fairhaven

Town Hall - 40 Centre Street - Fairhaven, MA 02719

RECEIVED  
TOWN CLERK

2022 APR 27 P 1:32

FAIRHAVEN,  
MASS.

## Finance Committee

**Minutes of the meeting for Thursday, February 24, 2022, held remote video conference by Zoom**

### Members in Attendance

Padraic Elliot- Chairman, Jessica Dwelly, Carolyn Roberts, Kathleen Carter, Jennifer Dupras, Robert Grindrod

### Town of Fairhaven

Wendy Graves – Collector/Treasurer/Finance Director

Dell Garcia – Principal Assessor

Anne Carreiro – Town Accountant

7:03 Meeting called to order by Chairman.

Motion made by Carolyn Roberts to nominate Jennifer Dupras as recording secretary for the one meeting, seconded by Kathleen Carter. Roll call Vote - Unanimous 5/0

Business to Cover will be Budget, HR & a first draft of the Articles for Town Meeting

Wendy - Full Budget is not complete, waiting on revenue numbers and larger expenditures  
Discussion by finance members concerning reviewing the budget vs recommendations

7:09 Del Garcia – Principal Assessor

Review Assessor's department budget – Contracted Services to be reduced by \$1,000, Pre-printed forms to be reduced by \$100

Discussion and questions if Map Revisions, mileage and in-person meetings/seminars

7:27 Robert Grindrod joined the meeting

7:32 Anne Carreiro – Town Accountant

Review of Town Accounting Budget – new line item for Stipend for CPA

7:42 Wendy Graves

Reviews Human Resources Budget – Position not yet filled. HR position had ½ year for new hire in Fiscal 2022 and funds go back into General Fund. Discussion regarding wellness program, contracted services, HR overview for employees only or board members as needed.

7:51 Wendy Graves

Review Treasurer's Budget

7:58 Review Draft of Articles – deadline is still open until 3/14/22

Carolyn Roberts asks about Federal Money – Covid and stimulus programs – is the town getting additional funds? Numerous grants and programs the town is looking into.

Pat Elliot asks when will General Fund operating budget be ready - submitting to Selectman on 3/14 and then finance committee members for review.

Pat Elliot review of upcoming meetings

8:14 Robert Grindrod motion to adjourn, seconded by Carolyn Roberts, roll call vote unanimous 6/0

Respectfully submitted

Jennifer Dupras  
Finance Committee

JEN

# Fairhaven Budget Worksheet - FY 2023

Account Number	Account Name	FY21 Exp.	FY22 Bud.	FY22 YTD Exp.	FY23 Requested	FY23 Recommend Admin	FY23 Recommend BOS
<b>0030</b>	<b>ASSESSORS</b>						
001-141-00-5111-00-0030	REGULAR PAY	184,495.99	188,248.00	89,301.01	204,232.00	204,232.00	0.00
	<b>SALARY &amp; WAGES</b>	<b>184,495.99</b>	<b>188,248.00</b>	<b>89,301.01</b>	<b>204,232.00</b>	<b>204,232.00</b>	<b>0.00</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>184,495.99</b>	<b>188,248.00</b>	<b>89,301.01</b>	<b>204,232.00</b>	<b>204,232.00</b>	<b>0.00</b>
001-141-00-5200-00-0030	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
001-141-00-5241-00-0030	REPAIR&MAINT-OFFICE EQUI	179.90	200.00	0.00	200.00	200.00	0.00
001-141-00-5342-00-0030	POSTAGE	1,299.24	968.00	806.06	1,200.00	1,200.00	0.00
001-141-00-5384-00-0030	DEEDSPROBATES&RECORDING	195.00	310.00	210.00	660.00	660.00	0.00
001-141-00-5390-00-0030	CONTRACTED SERVICES	48,348.00	83,575.00	33,087.00	33,348.00	33,348.00	0.00
	<b>PURCHASE OF SERVICES</b>	<b>50,022.14</b>	<b>85,053.00</b>	<b>34,103.06</b>	<b>35,408.00</b>	<b>35,408.00</b>	<b>0.00</b>
001-141-00-5400-00-0030	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
001-141-00-5420-00-0030	OFFICE SUPPLIES	670.50	500.00	116.53	1,000.00	1,000.00	0.00
001-141-00-5422-00-0030	PREPRINTED FORMS	320.00	337.00	191.00	500.00	500.00	0.00
001-141-00-5424-00-0030	MAP REVISIONS	1,800.00	1,846.00	0.00	5,850.00	5,850.00	0.00
	<b>SUPPLIES</b>	<b>2,790.50</b>	<b>2,683.00</b>	<b>307.53</b>	<b>7,350.00</b>	<b>7,350.00</b>	<b>0.00</b>
001-141-00-5700-00-0030	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
001-141-00-5712-00-0030	MILEAGE & CAR ALLOWANCE	20.06	532.00	15.34	1,689.00	1,689.00	0.00
001-141-00-5713-00-0030	SEMINARSPROF.GATHERINGS	60.00	0.00	0.00	2,671.00	2,671.00	0.00
001-141-00-5731-00-0030	DUES	350.00	400.00	250.00	506.00	506.00	0.00
	<b>OTHER CHARGES</b>	<b>430.06</b>	<b>932.00</b>	<b>265.34</b>	<b>4,866.00</b>	<b>4,866.00</b>	<b>0.00</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>53,242.70</b>	<b>88,668.00</b>	<b>34,675.93</b>	<b>47,624.00</b>	<b>47,624.00</b>	<b>0.00</b>
	<b>ASSESSORS</b>	<b>237,738.69</b>	<b>276,916.00</b>	<b>123,976.94</b>	<b>251,856.00</b>	<b>251,856.00</b>	<b>0.00</b>

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY23 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 141 ASSESSORS</b>					
<b>Account Number:</b>	001-141-00-5111-00-0030		2021	185,343.00	-184,495.99
<b>Name:</b>	REGULAR PAY		2022	188,248.00	-89,301.01
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	estimated annual step increases	07/01/2022		204,232.00	
		1 Amount(s):		204,232.00	
<hr/>					
<b>Account Number:</b>	001-141-00-5200-00-0030				
<b>Name:</b>	PURCHASE OF SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-141-00-5241-00-0030		2021	200.00	-179.90
<b>Name:</b>	REPAIR&MAINT-OFFICE EQUI		2022	200.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	We anticipate ongoing maintenance cleaning and repair in FY21 and in FY22. We recommend \$200	07/01/2022		200.00	
		1 Amount(s):		200.00	
<hr/>					
<b>Account Number:</b>	001-141-00-5342-00-0030		2021	1,200.00	-1,299.24
<b>Name:</b>	POSTAGE		2022	968.00	-806.06
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Bulk mailing of letters and forms continue on an annual basis such as: form of lists report income & expense reports (38D) every day correspondence sales questionnaires are sent to new property owners asking them for details about the sale and if any spec	07/01/2022		1,200.00	
		1 Amount(s):		1,200.00	
<hr/>					
<b>Account Number:</b>	001-141-00-5384-00-0030		2021	250.00	-195.00
<b>Name:</b>	DEEDSPROBATES&RECORDING		2022	310.00	-210.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	There are recordings of deeds pertaining to 41A Seniors Deferred Exemptions. We need to record the deferred exemption lien on the property prior to releasing any exemption. We recommend \$660.	07/01/2022		660.00	
		1 Amount(s):		660.00	
<hr/>					
<b>Account Number:</b>	001-141-00-5390-00-0030		2021	57,348.00	-48,348.00
<b>Name:</b>	CONTRACTED SERVICES		2022	83,575.00	-33,087.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Patriot Properties is obligated to assist the assessors to continue to assist us in the certification and interim year valuation adjustments as outlined in their proposal. In this line item the Principal Assessor is using the MLS PIN for real estate on ne	07/01/2022		33,348.00	
		1 Amount(s):		33,348.00	
<hr/>					
<b>Account Number:</b>	001-141-00-5400-00-0030				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-141-00-5420-00-0030		2021	400.00	-306.59
<b>Name:</b>	OFFICE SUPPLIES		2022	500.00	-116.53
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Day to day administrative duties relating to operation of the assessors office such as pens pencils writing pads folders and envelopes to conduct bulk mailing etc.	07/01/2022		1,000.00	
		1 Amount(s):		1,000.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY23 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 141 ASSESSORS</b>					
<b>Account Number:</b>	001-141-00-5422-00-0030		2021	375.00	-320.00
<b>Name:</b>	PREPRINTED FORMS		2022	337.00	-191.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Preprinted forms such as envelopes business cards printing a total of 850 application forms for business I&E 541 2nd homes personal property notices and including 652 questionnaires on new sales.	07/01/2022		500.00	
	1 Amount(s):			500.00	
<b>Account Number:</b>	001-141-00-5424-00-0030		2021	2,000.00	-1,800.00
<b>Name:</b>	MAP REVISIONS		2022	1,846.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	This covers the digitization of the maps in GIS to our town website for the public to view updated our three paper maps GIS Coordinates into our property record cards and also upgraded the Commonwealth GIS mapping with DOR Mass GIS Department in Boston	07/01/2022		5,850.00	
	1 Amount(s):			5,850.00	
<b>Account Number:</b>	001-141-00-5700-00-0030				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
	1 Amount(s):			0.00	
<b>Account Number:</b>	001-141-00-5712-00-0030		2021	461.00	-20.06
<b>Name:</b>	MILEAGE & CAR ALLOWANCE		2022	532.00	-15.34
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	to conduct field inspections assess property values Inspect building construction by receiving building permits from the building department to assess value for new growth verifying all valid sales review all abatement applications and inspect property fo	07/01/2022		1,689.00	
	1 Amount(s):			1,689.00	
<b>Account Number:</b>	001-141-00-5713-00-0030		2021	0.00	-60.00
<b>Name:</b>	SEMINARSPROF.GATHERINGS				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	We have continuing education seminars and courses for the Assessors and Principal Clerks with Municipal Law and Assessment Procedures. Cost to ZOOM attendance was not done due to cost cut.	07/01/2022		2,671.00	
	1 Amount(s):			2,671.00	
<b>Account Number:</b>	001-141-00-5731-00-0030		2021	350.00	-350.00
<b>Name:</b>	DUES		2022	400.00	-250.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Association dues for Bristol County Assessors Assn. are at \$25.00 per member of \$256.00 as well as the MAA membership of \$250.00.	07/01/2022		506.00	
	1 Amount(s):			506.00	
<b>14 Account(s) for Department 141:</b>			2021	247,927.00	-237,374.78
			2022	276,916.00	-123,976.94
			Level 2	251,856.00	



Account Number	Account Name	FY21 Exp.	FY22 Bud.	FY22 YTD Exp.	FY23 Requested	FY23 Recommend Admin	FY23 Recommend BOS
0528	TOWN AUDIT						
001-135-02-5301-00-0528	TOWN AUDIT	42,500.00	47,000.00	12,500.00	48,500.00	48,500.00	0.00
	PURCHASE OF SERVICES	42,500.00	47,000.00	12,500.00	48,500.00	48,500.00	0.00
	TOTAL - OPERATING EXPENSES	42,500.00	47,000.00	12,500.00	48,500.00	48,500.00	0.00
	TOWN AUDIT	42,500.00	47,000.00	12,500.00	48,500.00	48,500.00	0.00

# Fairhaven Budget Worksheet - FY 2023

Account Number	Account Name	FY21 Exp.	FY22 Bud.	FY22 YTD Exp.	FY23 Requested	FY23 Recommend Admin	FY23 Recommend BOS
<b>0526</b>	<b>TOWN ACCOUNTANT</b>						
001-135-00-5111-00-0526	REGULAR PAY	140,419.82	144,656.00	67,311.71	148,354.00	148,354.00	0.00
	<b>SALARY &amp; WAGES</b>	<b>140,419.82</b>	<b>144,656.00</b>	<b>67,311.71</b>	<b>148,354.00</b>	<b>148,354.00</b>	<b>0.00</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>140,419.82</b>	<b>144,656.00</b>	<b>67,311.71</b>	<b>148,354.00</b>	<b>148,354.00</b>	<b>0.00</b>
001-135-00-5200-00-0526	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
001-135-00-5342-00-0526	POSTAGE	71.52	105.00	0.53	105.00	105.00	0.00
	<b>PURCHASE OF SERVICES</b>	<b>71.52</b>	<b>105.00</b>	<b>0.53</b>	<b>105.00</b>	<b>105.00</b>	<b>0.00</b>
001-135-00-5400-00-0526	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
001-135-00-5420-00-0526	OFFICE SUPPLIES	822.63	200.00	0.00	200.00	200.00	0.00
001-135-00-5422-00-0526	PREPRINTED FORMS	160.40	225.00	0.00	225.00	225.00	0.00
	<b>SUPPLIES</b>	<b>983.03</b>	<b>425.00</b>	<b>0.00</b>	<b>425.00</b>	<b>425.00</b>	<b>0.00</b>
001-135-00-5700-00-0526	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
001-135-00-5712-00-0526	MILEAGE	0.00	558.00	54.64	500.00	500.00	0.00
001-135-00-5713-00-0526	SEMINARSPROF.GATHERINGS	130.00	2,000.00	722.24	2,318.00	2,318.00	0.00
001-135-00-5731-00-0526	DUES	269.78	125.00	115.00	305.00	305.00	0.00
	<b>OTHER CHARGES</b>	<b>399.78</b>	<b>2,683.00</b>	<b>891.88</b>	<b>3,123.00</b>	<b>3,123.00</b>	<b>0.00</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>1,454.33</b>	<b>3,213.00</b>	<b>892.41</b>	<b>3,653.00</b>	<b>3,653.00</b>	<b>0.00</b>
	<b>TOWN ACCOUNTANT</b>	<b>141,874.15</b>	<b>147,869.00</b>	<b>68,204.12</b>	<b>152,007.00</b>	<b>152,007.00</b>	<b>0.00</b>



# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	1	FY23 Request	Fiscal Year	Allocated	Expended
<b>Department: 135 TOWN ACCOUNTANT</b>					
<b>Account Number:</b>	001-135-00-5111-00-0526		2021	140,880.00	-140,419.82
<b>Name:</b>	REGULAR PAY		2022	144,656.00	-67,311.71
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2022	148,354.00	
		1 Amount(s):		148,354.00	
<hr/>					
<b>Account Number:</b>	001-135-00-5200-00-0526				
<b>Name:</b>	PURCHASE OF SERVICES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2022	0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-135-00-5342-00-0526		2021	100.00	-71.52
<b>Name:</b>	POSTAGE		2022	105.00	-0.53
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Postage			07/01/2022	105.00	
		1 Amount(s):		105.00	
<hr/>					
<b>Account Number:</b>	001-135-00-5400-00-0526				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2022	0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-135-00-5420-00-0526		2021	1,150.00	-822.63
<b>Name:</b>	OFFICE SUPPLIES		2022	200.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Binders misc supplies			07/01/2022	200.00	
		1 Amount(s):		200.00	
<hr/>					
<b>Account Number:</b>	001-135-00-5422-00-0526		2021	225.00	-160.40
<b>Name:</b>	PREPRINTED FORMS		2022	225.00	0.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
1099 NEC Forms			07/01/2022	225.00	
		1 Amount(s):		225.00	
<hr/>					
<b>Account Number:</b>	001-135-00-5700-00-0526				
<b>Name:</b>	OTHER CHARGES & EXPENSES				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
			07/01/2022	0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-135-00-5712-00-0526		2021	500.00	0.00
<b>Name:</b>	MILEAGE		2022	558.00	-54.64
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
Vadar Accounting User Software Free Seminar Boylston MA			07/01/2022	103.00	
MMAAA Fall Conference Devons MA			07/01/2022	113.00	
MMAAA Annual Accounting School-UMASS Amherst MA			07/01/2022	171.00	
MMAAA Annual Meeting Yarmouth MA			07/01/2022	55.00	
DOR Seminar-Whats New in Municipal Law Randolph MA			07/01/2022	58.00	
		5 Amount(s):		500.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	1	FY23 Request	Fiscal Year	Allocated	Expended
<b>Department: 135 TOWN ACCOUNTANT</b>					
<b>Account Number:</b>	001-135-00-5713-00-0526		2021	1,658.00	-130.00
<b>Name:</b>	SEMINARSPROF.GATHERINGS		2022	2,000.00	-722.24
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	MMAAA Fall Accounting Conference/1 night Hotel/1 night Dinner in Devons MA	07/01/2022		223.00	
	MMAAA Annual Meeting (conference/hotel/food)	07/01/2022		446.00	
	Division of Local Services Seminar-Whats New in Municipal Law	07/01/2022		60.00	
	MMAAA-UMASS Amherst Annual Accounting School (registration hotel & food)	07/01/2022		764.00	
	Suffolk MMA Municipal Finance Mgt Seminar-Fall 2022 (Virtual)	07/01/2022		825.00	
	5 Amount(s):			2,318.00	
<b>Account Number:</b>	001-135-00-5731-00-0526		2021	305.00	-269.78
<b>Name:</b>	DUES		2022	125.00	-115.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
	Commonwealth of MA - CPA license renewal 6-30-23	07/01/2022		180.00	
	Plymouth/ Bristol Accountants Association	07/01/2022		35.00	
	MA Municipal Accountants Auditors Association	07/01/2022		90.00	
	3 Amount(s):			305.00	
<b>Account Number:</b>	001-135-02-5301-00-0528		2021	46,000.00	-42,500.00
<b>Name:</b>	TOWN AUDIT		2022	47,000.00	-12,500.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		48,500.00	
	1 Amount(s):			48,500.00	
<b>11 Account(s) for Department 135:</b>			2021	190,818.00	-184,374.15
			2022	194,869.00	-80,704.12
			Level 1	200,507.00	

Accounting	Job Title	Date of Hire	Years of Service (2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (13)	Total Compensation
	Town Accountant	4/10/95	27	NU	19	9			0.00	103,336.16			1,350.00	400.00	2,969.40	4,000.00	112,055.56
	A/P Clerk II - part time	7/1/2008	14	NU	9	8	24.33	18.0	22,860.47				378.00	400.00			23,638.47
	A/P Clerk I - part time	11/20/2017	4	NU	7	6	20.21	12.0	12,659.54								12,659.54
									0.00								0.00
									0.00								0.00
	<b>Totals</b>								<b>35,520.01</b>	<b>103,336.16</b>		<b>0.00</b>	<b>1,728.00</b>	<b>800.00</b>	<b>2,969.40</b>	<b>4,000.00</b>	<b>148,353.57</b>

**Stipends:**

Anne Carreiro:  
Certified Public Accountant-licensed in 1991 (1st time request) \$3,000.00  
Certified Government Accountant \$1,000.00

**Notes: if a column does not apply to the employee leave blank**

- (1) If the position is currently vacant, type "vacant" in this column
- (2) Years of Service as of July 1, 2022
- (3) Enter: NU for non-union, C for clerical, H for highway, S for Sewer, W for Water, P for Police, F for Fire or D for dispatcher.
- (4) Step as of July 1, 2022
- (5) For employees who are paid by the hour (not salary)
- (6) Hourly wages X Hours worked per week X 52.2 weeks (spreadsheet has this formula embedded)
- (7) Annual Salary for employees who are paid salary (not by the hour)
- (8) If employee is eligible for a step increase during FY22-23 put the date of eligibility in this column
- (9) Calculate the expense of step increase, prorate it for the period of the fiscal year it will be paid and put the lump dollar amount in this column.
- (10) As provided for in the Personnel By-law or applicable union contracts. Put the annual cost as a lump sum amount in this column prorated if necessary.
- (11) As provided for in the Personnel By-law or applicable union contracts. Assume the maximum Sick Leave Bonus allowed.
- (12) As provided for in the Personnel By-law or applicable union contracts. Assume the maximum Sick Leave Buy Back (Credit) allowed.

# Fairhaven Budget Worksheet - FY 2023

Account Number	Account Name	FY21 Exp.	FY22 Bud.	FY22 YTD Exp.	FY23 Requested	FY23 Recommend Admin	FY23 Recommend BOS
<b>1345</b>	<b>HUMAN RESOURCES</b>						
001-153-00-5111-00-1345	REGULAR PAY	94,406.15	91,535.00	21,383.88	127,836.00	127,836.00	0.00
	<b>SALARY &amp; WAGES</b>	<b>94,406.15</b>	<b>91,535.00</b>	<b>21,383.88</b>	<b>127,836.00</b>	<b>127,836.00</b>	<b>0.00</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>94,406.15</b>	<b>91,535.00</b>	<b>21,383.88</b>	<b>127,836.00</b>	<b>127,836.00</b>	<b>0.00</b>
001-153-00-5200-00-1345	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
001-153-00-5303-00-1345	ADVERTISING	1,125.00	2,000.00	40.00	1,000.00	1,000.00	0.00
001-153-00-5342-00-1345	POSTAGE	320.26	800.00	184.81	700.00	700.00	0.00
001-153-00-5390-00-1345	CONTRACTED SERVICES	9,484.00	18,000.00	985.25	8,000.00	8,000.00	0.00
	<b>PURCHASE OF SERVICES</b>	<b>10,929.26</b>	<b>20,800.00</b>	<b>1,210.06</b>	<b>9,700.00</b>	<b>9,700.00</b>	<b>0.00</b>
001-153-00-5400-00-1345	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
001-153-00-5420-00-1345	OFFICE SUPPLIES	1,530.62	500.00	125.74	500.00	500.00	0.00
	<b>SUPPLIES</b>	<b>1,530.62</b>	<b>500.00</b>	<b>125.74</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>
001-153-00-5700-00-1345	OTHER CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
001-153-00-5712-00-1345	MILEAGE	0.00	0.00	83.44	200.00	200.00	0.00
001-153-00-5713-00-1345	SEMINARS/PROF GATHERING	50.00	0.00	104.00	200.00	200.00	0.00
001-153-00-5731-00-1345	DUES	913.00	0.00	219.00	470.00	470.00	0.00
	<b>OTHER CHARGES</b>	<b>963.00</b>	<b>0.00</b>	<b>406.44</b>	<b>870.00</b>	<b>870.00</b>	<b>0.00</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>13,422.88</b>	<b>21,300.00</b>	<b>1,742.24</b>	<b>11,070.00</b>	<b>11,070.00</b>	<b>0.00</b>
	<b>HUMAN RESOURCES</b>	<b>107,829.03</b>	<b>112,835.00</b>	<b>23,126.12</b>	<b>138,906.00</b>	<b>138,906.00</b>	<b>0.00</b>

Account Number	Account Name	FY21 Exp.	FY22 Bud.	FY22 YTD Exp.	FY23 Requested	FY23 Recommend Admin	FY23 Recommend BOS
1345	HUMAN RESOURCES						
001-153-10-5201-00-1345	WELLNESS PROGRAM	0.00	0.00	0.00	7,500.00	7,500.00	0.00
	PURCHASE OF SERVICES	0.00	0.00	0.00	7,500.00	7,500.00	0.00
	TOTAL - OPERATING EXPENSES	0.00	0.00	0.00	7,500.00	7,500.00	0.00
	HUMAN RESOURCES	0.00	0.00	0.00	7,500.00	7,500.00	0.00

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	1	FY23 Request	Fiscal Year	Allocated	Expended
<b>Department: 153 HUMAN RESOURCES</b>					
<b>Account Number:</b>	001-153-00-5111-00-1345		2021	122,829.00	-94,406.15
<b>Name:</b>	REGULAR PAY		2022	91,535.00	-21,383.88
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		127,836.00	
		1 Amount(s):		127,836.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5200-00-1345				
<b>Name:</b>	PURCHASE OF SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5303-00-1345		2021	2,000.00	-1,125.00
<b>Name:</b>	ADVERTISING		2022	2,000.00	-40.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
job postings		07/01/2022		1,000.00	
		1 Amount(s):		1,000.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5342-00-1345		2021	800.00	-320.26
<b>Name:</b>	POSTAGE		2022	800.00	-184.81
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		700.00	
		1 Amount(s):		700.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5390-00-1345		2021	8,900.00	-9,484.00
<b>Name:</b>	CONTRACTED SERVICES		2022	18,000.00	-985.25
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
FSA Administration		07/01/2022		3,000.00	
Training		07/01/2022		5,000.00	
		2 Amount(s):		8,000.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5400-00-1345				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5420-00-1345		2021	2,500.00	-1,530.62
<b>Name:</b>	OFFICE SUPPLIES		2022	500.00	-125.74
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
supplies for employee folders		07/01/2022		500.00	
		1 Amount(s):		500.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5700-00-1345				
<b>Name:</b>	OTHER CHARGES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5712-00-1345		2021	500.00	0.00
<b>Name:</b>	MILEAGE		2022	0.00	-83.44
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
mileage for seminars		07/01/2022		200.00	
		1 Amount(s):		200.00	
<hr/>					
<b>Account Number:</b>	001-153-00-5713-00-1345		2021	320.00	-50.00
<b>Name:</b>	SEMINARS/PROF GATHERING		2022	0.00	-104.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
fees for seminars		07/01/2022		200.00	
		1 Amount(s):		200.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	1	FY23 Request	Fiscal Year	Allocated	Expended
<b>Department: 153 HUMAN RESOURCES</b>					
Account Number:	001-153-00-5731-00-1345		2021	1,025.00	-913.00
Name:	DUES		2022	0.00	-219.00
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
MMHR			07/01/2022	100.00	_____
ICMA			07/01/2022	150.00	_____
SHRM			07/01/2022	220.00	_____
		3 Amount(s):		470.00	
Account Number:	001-153-10-5201-00-1345		2021	7,500.00	0.00
Name:	WELLNESS PROGRAM				
<u>Comment</u>			<u>Post Date</u>	<u>Budgeted</u>	
reinstate wellness program			07/01/2022	7,500.00	_____
		1 Amount(s):		7,500.00	
<b>12 Account(s) for Department 153:</b>			2021	146,374.00	-107,829.03
			2022	112,835.00	-23,126.12
			Level 1	146,406.00	_____

Human Resources	Job Title	Date of Hire	Years of Service (2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./ week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity(10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/ Other (13)	Total Compensation
	Human Resources Director				18	1	37.96	40.0	79,260.48	79,260.48				400.00			79,660.48
	Benefits Coordinator	7/1/2007	14	C	C	6	25.02	35.0	45,711.54				750.00	400.00	1,313.55		48,175.09
									0.00								0.00
									0.00								0.00
									0.00								0.00
									45,711.54	79,260.48		0.00	750.00	800.00	1,313.55	0.00	127,835.57

**Stipends:**

**Notes: If a column does not apply to the employee leave blank**  
 (1) If the position is currently vacant, type "vacant" in this column  
 (2) Years of Service as of July 1, 2022  
 (3) Enter: NU for non-union, C for clerical, H for highway, S for Sewer, W for Water, P for Police, F for Fire or D for dispatcher.  
 (4) Step as of July 1, 2022  
 (5) For employees who are paid by the hour (not salary)  
 (6) Hourly wages X Hours worked per week X 52.2 weeks (spreadsheet has this formula embedded)  
 (7) Annual Salary for employees who are paid salary (not by the hour)  
 (8) If employee is eligible for a step increase during FY22-23 put the date of eligibility in this column  
 (9) Calculate the expense of step increase, prorate it for the period of the fiscal year it will be paid and put the lump dollar amount in this column.  
 (10) As provided for in the Personnel By-law or applicable union contracts. Put the annual cost as a lump sum amount in this column prorated if necessary.  
 (11) As provided for in the Personnel By-law or applicable union contracts. Assume the maximum Sick Leave Bonus allowed.  
 (12) As provided for in the Personnel By-law or applicable union contracts. Assume the maximum Sick Leave Buy Back (Credit) allowed.

Totals



# Fairhaven Budget Worksheet - FY 2023

Account Number	Account Name	FY21 Exp.	FY22 Bud.	FY22 YTD Exp.	FY23 Requested	FY23 Recommend Admin	FY23 Recommend BOS
<b>0548</b>	<b>TREASURER</b>						
001-145-00-5111-00-0548	REGULAR PAY	373,259.91	375,842.00	176,620.11	385,514.00	385,514.00	0.00
	<b>SALARY &amp; WAGES</b>	<b>373,259.91</b>	<b>375,842.00</b>	<b>176,620.11</b>	<b>385,514.00</b>	<b>385,514.00</b>	<b>0.00</b>
	<b>TOTAL - SALARY &amp; WAGES</b>	<b>373,259.91</b>	<b>375,842.00</b>	<b>176,620.11</b>	<b>385,514.00</b>	<b>385,514.00</b>	<b>0.00</b>
001-145-00-5200-00-0548	PURCHASE OF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
001-145-00-5315-00-0548	ADMINISTRATIVE EXPENSE	5,030.00	6,800.00	3,662.92	6,800.00	6,800.00	0.00
001-145-00-5341-00-0548	TELEPHONE	300.00	300.00	150.00	900.00	900.00	0.00
001-145-00-5342-00-0548	POSTAGE	16,375.66	24,500.00	3,415.23	24,500.00	24,500.00	0.00
001-145-00-5390-00-0548	CONTRACTED SERVICES	36,702.25	38,860.00	16,243.46	38,860.00	38,860.00	0.00
	<b>PURCHASE OF SERVICES</b>	<b>58,407.91</b>	<b>70,460.00</b>	<b>23,471.61</b>	<b>71,060.00</b>	<b>71,060.00</b>	<b>0.00</b>
001-145-00-5400-00-0548	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
001-145-00-5420-00-0548	OFFICE SUPPLIES	5,548.35	7,000.00	1,455.51	8,000.00	8,000.00	0.00
001-145-00-5422-00-0548	PREPRINTED FORMS	629.00	4,601.00	171.00	4,700.00	4,700.00	0.00
001-145-00-5429-00-0548	CERTIFICATION OF NOTES	550.00	600.00	0.00	600.00	600.00	0.00
	<b>SUPPLIES</b>	<b>6,727.35</b>	<b>12,201.00</b>	<b>1,626.51</b>	<b>13,300.00</b>	<b>13,300.00</b>	<b>0.00</b>
001-145-00-5700-00-0548	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
001-145-00-5712-00-0548	MILEAGE	152.78	700.00	242.03	700.00	700.00	0.00
001-145-00-5713-00-0548	SEMINARS PROF.GATHERINGS	80.00	500.00	425.00	1,000.00	1,000.00	0.00
001-145-00-5731-00-0548	DUES	160.00	380.00	160.00	400.00	400.00	0.00
001-145-00-5746-00-0548	EMPLOYEE BOND	979.00	1,900.00	1,042.00	1,900.00	1,900.00	0.00
	<b>OTHER CHARGES</b>	<b>1,371.78</b>	<b>3,480.00</b>	<b>1,869.03</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>
	<b>TOTAL - OPERATING EXPENSES</b>	<b>66,507.04</b>	<b>86,141.00</b>	<b>26,967.15</b>	<b>88,360.00</b>	<b>88,360.00</b>	<b>0.00</b>
	<b>TREASURER</b>	<b>439,766.95</b>	<b>461,983.00</b>	<b>203,587.26</b>	<b>473,874.00</b>	<b>473,874.00</b>	<b>0.00</b>

Account Number	Account Name	FY21 Exp.	FY22 Bud.	FY22 YTD Exp.	FY23 Requested	FY23 Recommend Admin	FY23 Recommend BOS
0549	TREASURER/OTHER						
001-145-01-5309-00-0549	TAX TITLES	15,070.82	40,000.00	8,814.82	47,000.00	47,000.00	0.00
	PURCHASE OF SERVICES	15,070.82	40,000.00	8,814.82	47,000.00	47,000.00	0.00
	TOTAL - OPERATING EXPENSES	15,070.82	40,000.00	8,814.82	47,000.00	47,000.00	0.00
	TREASURER/OTHER	15,070.82	40,000.00	8,814.82	47,000.00	47,000.00	0.00

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY23 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 145      TREASURER/COLLECTOR</b>					
<b>Account Number:</b>	001-145-00-5111-00-0548		2021	385,925.00	-373,259.91
<b>Name:</b>	REGULAR PAY		2022	375,842.00	-176,620.11
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		385,514.00	
		1 Amount(s):		385,514.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5200-00-0548				
<b>Name:</b>	PURCHASE OF SERVICES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5315-00-0548		2021	6,800.00	-5,030.00
<b>Name:</b>	ADMINISTRATIVE EXPENSE		2022	6,800.00	-3,662.92
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
bank fees / postmaster permit / loan fee / FA fees		07/01/2022		6,800.00	
		1 Amount(s):		6,800.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5341-00-0548		2021	300.00	-300.00
<b>Name:</b>	TELEPHONE		2022	300.00	-150.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
reimburse telephone / hot spot		07/01/2022		900.00	
		1 Amount(s):		900.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5342-00-0548		2021	24,500.00	-16,375.66
<b>Name:</b>	POSTAGE		2022	24,500.00	-3,415.23
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
RE / PP / MV / Boat Bills / W-2s / vendor cks / payroll cks		07/01/2022		24,500.00	
		1 Amount(s):		24,500.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5390-00-0548		2021	38,860.00	-36,702.25
<b>Name:</b>	CONTRACTED SERVICES		2022	38,860.00	-16,243.46
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
Harpers payroll / Pitney Bowes		07/01/2022		38,860.00	
		1 Amount(s):		38,860.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5400-00-0548				
<b>Name:</b>	SUPPLIES				
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
		1 Amount(s):		0.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5420-00-0548		2021	8,000.00	-5,413.36
<b>Name:</b>	OFFICE SUPPLIES		2022	7,000.00	-1,455.51
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
includes paper & toner for all depts under finance		07/01/2022		8,000.00	
		1 Amount(s):		8,000.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5422-00-0548		2021	4,700.00	-629.00
<b>Name:</b>	PREPRINTED FORMS		2022	4,601.00	-171.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
letterhead / business cards / envelopes / bills		07/01/2022		4,700.00	
		1 Amount(s):		4,700.00	
<hr/>					
<b>Account Number:</b>	001-145-00-5429-00-0548		2021	600.00	-550.00
<b>Name:</b>	CERTIFICATION OF NOTES		2022	600.00	0.00
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
certification of notes on BANS		07/01/2022		600.00	
		1 Amount(s):		600.00	

# Budget Worksheet - Budgeted Accounts - Expenditure

Highest Budgeted Level:	2	FY23 Recommended Admin	Fiscal Year	Allocated	Expended
<b>Department: 145      TREASURER/COLLECTOR</b>					
<b>Account Number: 001-145-00-5700-00-0548</b>					
<b>Name: OTHER CHARGES &amp; EXPENSES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		07/01/2022		0.00	
	1 Amount(s):			0.00	
<b>Account Number: 001-145-00-5712-00-0548</b>					
<b>Name: MILEAGE</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
mileage for meeting & seminars / making deposits / redeeming tax title		2021		700.00	-152.78
		2022		700.00	-242.03
	1 Amount(s):			700.00	
<b>Account Number: 001-145-00-5713-00-0548</b>					
<b>Name: SEMINARS PROF.GATHERINGS</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
annual school conference and MCTA & BCCTA		2021		500.00	-80.00
		2022		500.00	-425.00
	1 Amount(s):			1,000.00	
<b>Account Number: 001-145-00-5731-00-0548</b>					
<b>Name: DUES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
MCTA / BCCTA and MGFOA		2021		378.00	-160.00
		2022		380.00	-160.00
	1 Amount(s):			400.00	
<b>Account Number: 001-145-00-5746-00-0548</b>					
<b>Name: EMPLOYEE BOND</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
T/C / Asst T/C / Financial Asst		2021		1,900.00	-979.00
		2022		1,900.00	-1,042.00
	1 Amount(s):			1,900.00	
<b>Account Number: 001-145-01-5309-00-0549</b>					
<b>Name: TAX TITLES</b>					
<u>Comment</u>		<u>Post Date</u>		<u>Budgeted</u>	
		2021		47,000.00	-15,070.82
		2022		40,000.00	-8,814.82
	1 Amount(s):			47,000.00	
<b>16 Account(s) for Department 145:</b>					
		2021		520,163.00	-454,702.78
		2022		501,983.00	-212,402.08
		Level 2		520,874.00	

Treasurer/Collector	Job Title	Date of Hire	Years of Service (2)	Union (3)	Grade	Step (4)	Hourly Wage (5)	Hrs./week	Annual Wages(6)	Annual Salary (7)	Date of Step (8)	Cost of Step Inc. (9)	Longevity (10)	Sick Leave Bonus (11)	Sick Leave Buy-Back (12)	Stipend/Other (18)	Total Compensation
	Finance Director	4/8/2013	9	NU					\$118,306	\$118,306			\$450	\$400	\$3,400	\$4,000	\$126,556
	Asst Treasurer/Collector	2/14/1994	28	C	E	8	\$30.45	40.0	\$63,580		7/1/2022	\$0	\$1,400	\$400	\$1,827		\$67,207
	Financial Assistant	4/26/1988	34	C	D	8	\$27.85	40.0	\$58,151		7/1/2022	\$0	\$1,700	\$400	\$0		\$60,251
	Payroll Administrator	3/8/2021	1	C	D	2	\$22.70	40.0	\$47,398		3/8/2022	\$486	\$0	\$400	\$0		\$48,284
	Senior Office Assistant	10/19/2020	2	C	C	2	\$21.28	40.0	\$44,433		5/1/2022	\$236	\$0	\$400	\$0		\$45,069
	Senior Office Assistant	12/7/2020	2	C	B	2	\$20.27	35.0	\$37,033		12/7/2022	\$714	\$0	\$400	\$0		\$38,147
									\$250,594	\$118,306		\$1,437	\$3,550	\$2,400	\$5,227	\$4,000	\$385,514

**Stipends**

Certification Treasurer \$1,000  
Certification Collector \$1,000  
Tax Title Custodian \$2,000

**Notes: If a column does not apply to the employee leave blank**

- (1) If the position is currently vacant, type "vacant" in this column
- (2) Years of Service as of July 1, 2022
- (3) Enter: NU for non-union, C for clerical, H for highway, S for Sewer, W for Water, P for Police, F for Fire or D for dispatcher.
- (4) As of July 1, 2022
- (5) For employees who are paid by the hour (not salary)
- (6) Hourly wages X Hours worked per week X 52.2 weeks (spreadsheet has this formula embedded)
- (7) Annual Salary for employees who are paid salary (not by the hour)
- (8) If employee is eligible for a step increase during FY22-23 put the date of eligibility in this column
- (9) Calculate the expense of step increase, prorate it for the period of the fiscal year it will be paid and put the lump dollar amount in this column.
- (10) As provided for in the Personnel By-law or applicable union contracts. Put the annual cost as a lump sum amount in this column prorated if necessary.
- (11) As provided for in the Personnel By-law or applicable union contracts. Assume the maximum Sick Leave Bonus allowed.
- (12) As provided for in the Personnel By-law or applicable union contracts. Assume the maximum Sick Leave Buy Back (Credit) allowed.
- (13) As provided for in Police and Fire Contracts
- (14) As provided for in Police, Dispatchers and Fire Contracts
- (15) As provided for in the Police and Dispatchers Contracts
- (16) As provided for in the Police and Fire Contracts
- (17) As provided for in the Fire, Dispatchers and Police Contracts

TREASURER/COLLECTOR'S DEPARTMENT				
FISCAL YEAR 2023				
	FY20	FY21	FY22	FY23
<b>PURCHASE OF SERVICES:</b>				
<b>ADMINISTRATION EXPENSE</b>				
Rockland Trust Safe Deposit Box	100.00	100.00	100.00	100.00
State Steet Bank and Trust-Fees	1,200.00	1,200.00	1,200.00	1,200.00
Postmaster Fairhaven-Permit	400.00	400.00	400.00	400.00
MWPAT-Loan Origination Fees	1,100.00	1,100.00	1,100.00	1,100.00
Unibank-FA Fees	4,000.00	4,000.00	4,000.00	4,000.00
<b>SUB TOTAL</b>	<b>6,800.00</b>	<b>6,800.00</b>	<b>6,800.00</b>	<b>6,800.00</b>
<b>TELEPHONE</b>				
\$25 month X 12 months	300.00	300.00	300.00	300.00
<b>SUB TOTAL</b>	<b>300.00</b>	<b>300.00</b>	<b>300.00</b>	<b>300.00</b>
<b>CONTRACTED SERVICES</b>				
Harpers Payroll (moved from IT Dept)	36,000.00	36,000.00	36,000.00	36,000.00
Pitney Bowes (moved from IT Dept)	2,860.00	2,860.00	2,860.00	2,860.00
<b>SUB TOTAL</b>	<b>38,860.00</b>	<b>38,860.00</b>	<b>38,860.00</b>	<b>38,860.00</b>
<b>TAX TITLE EXPENSE</b>				
Liens, Redemption Certificates, TT Attorney	51,000.00	47,000.00	40,000.00	47,000.00
<b>SUB TOTAL</b>	<b>51,000.00</b>	<b>47,000.00</b>	<b>40,000.00</b>	<b>47,000.00</b>
<b>POSTAGE</b>				
RE, PP, MV, Boat Bills	24,500.00	24,500.00	24,500.00	24,500.00
W-2's, Vendor Checks, Payroll Checks				
<b>SUB TOTAL</b>	<b>24,500.00</b>	<b>24,500.00</b>	<b>24,500.00</b>	<b>24,500.00</b>
<b>TOTAL OF PURCHASE OF SERVICES:</b>	<b>121,460.00</b>	<b>117,460.00</b>	<b>110,460.00</b>	<b>117,460.00</b>
<b>SUPPLIES:</b>				
<b>OFFICE SUPPLIES</b>				
moved paper and toner from IT Budget	7,000.00	7,000.00	7,000.00	7,000.00
<b>SUB-TOTAL</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>7,000.00</b>	<b>8,000.00</b>
<b>PREPRINTED FORMS</b>				
Letterhead, Business Cards, envelopes, Bills	4,700.00	4,700.00	4,601.00	4,700.00
<b>SUB-TOTAL</b>	<b>4,700.00</b>	<b>4,700.00</b>	<b>4,601.00</b>	<b>4,700.00</b>
<b>CERTIFICATION OF NOTES</b>				
U.S. Bank	600.00	600.00	600.00	600.00
<b>SUB-TOTAL</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>
<b>TOTAL OF SUPPLIES:</b>	<b>13,300.00</b>	<b>13,300.00</b>	<b>12,201.00</b>	<b>13,300.00</b>
<b>OTHER CHARGES &amp; EXPENSES:</b>				
<b>MILEAGE</b>				
Making deposits, Redeeming Tax-Title, Meetings, and Seminars	1,700.00	700.00	700.00	700.00
<b>SUB-TOTAL</b>	<b>1,700.00</b>	<b>700.00</b>	<b>700.00</b>	<b>700.00</b>
<b>SEMINARS</b>				
4 BCCTA @\$30	120.00	120.00	120.00	120.00
4 MCTA @\$50	200.00	200.00	200.00	200.00
Annual School at UMASS Amherest Including Meals and Parking	1,400.00	180.00	180.00	180.00
Cape Annual Meeting including meals	850.00	0.00	0.00	500.00
<b>SUB-TOTAL</b>	<b>2,570.00</b>	<b>500.00</b>	<b>500.00</b>	<b>1,000.00</b>
<b>DUES</b>				
MA Collector & Treasurer Association	180.00	178.00	180.00	200.00
Bristol County Treasurer & Collect. Assoc.	100.00	100.00	100.00	100.00
MGFOA	100.00	100.00	100.00	100.00
<b>SUB-TOTAL</b>	<b>380.00</b>	<b>378.00</b>	<b>380.00</b>	<b>400.00</b>
<b>EMPLOYEE BONDS</b>				
Treasurer/Collector	1,200.00	1,200.00	1,200.00	1,200.00
Assistant Treasurer/Collector	500.00	500.00	500.00	500.00
Financial Assistant	200.00	200.00	200.00	200.00
<b>SUB-TOTAL</b>	<b>1,900.00</b>	<b>1,900.00</b>	<b>1,900.00</b>	<b>1,900.00</b>
<b>TOTAL OF OTHER CHARGES &amp; EXPENSES:</b>	<b>6,550.00</b>	<b>3,478.00</b>	<b>3,480.00</b>	<b>4,000.00</b>

+600 Hot Spot