

FINANCE & RECORDS

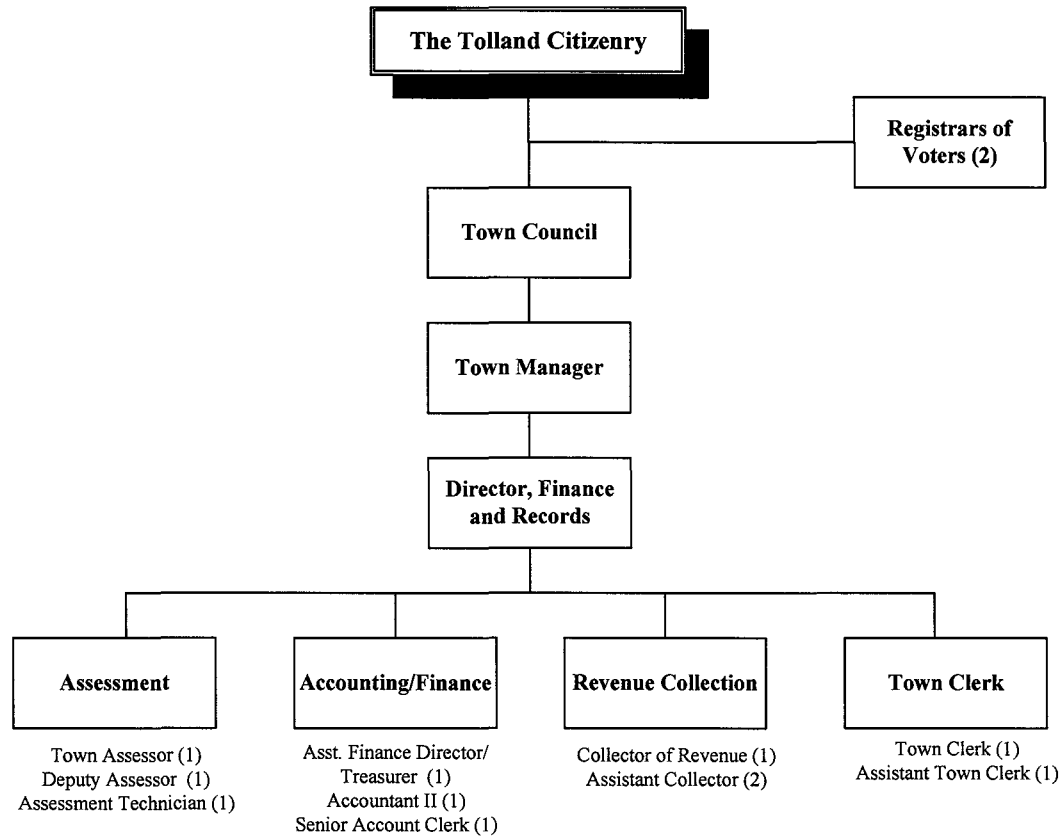
FINANCE AND RECORDS

The Town's financial operations, which include Accounting Services, Assessment Services, Revenue Collection and Town Clerk, operate from several independent offices, all under the supervision of the Director of Finance and Records. The Accounting Office handles all financial transactions and administers financial control by balancing appropriations and expenditures with revenues. The Office of the Assessor compiles and updates valuation of all property within Tolland's borders. It is also responsible for preparing a yearly Grand List that identifies all taxable Real and Personal Property located in Tolland. The Collector of Revenue is responsible for the billing and the prompt collection of all levied taxes. This department is also responsible for the billing of miscellaneous accounts. The Town Clerk's Office renders professional, timely and courteous service to all residents and the general public with an emphasis on providing accurate information pursuant to state and local laws.

Account Code	Descriptions	2014-2015 Department Request	2014-2015 Manager Proposed	2014-2015 Adopted Budget
810-00	Accounting Services	308,150	308,150	308,150
820-00	Assessment Services	223,983	223,983	223,983
830-00	Board of Assessment Appeals	750	750	750
850-00	Independent Audit	23,500	23,500	23,500
860-00	Registrar of Voters	47,378	47,378	47,378
870-00	Revenue Services	160,957	160,957	160,957
880-00	Town Clerk	144,084	145,084	145,084
890-00	Contingency	275,376	191,890	191,890
	Subtotal -- Finance and Records	1,184,178	1,101,692	1,101,692

Division of Finance and Records

Organization Chart



PROGRAM	ACCOUNTING SERVICES	810-00
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Program Explanation:

The primary responsibility of the Accounting Department is to maintain accurate records of all receipts and disbursements of the Town of Tolland. It administers financial control by certifying the availability of funds for proposed expenditures and manages funds to provide for an adequate cash flow while attaining the greatest investment return possible. It is responsible for preparing payroll and paying bills in a timely manner. This department also assists the Town Manager in preparing the annual budget, prepares quarterly and annual financial reports, maintains the inventory of Town property and reconciles bank statements.

Budget Change Commentary:

The program budget increased overall by \$1,974. The increase was due to an increase in contractual support/maintenance fees for the financial system software.

Program Objectives and Goals FY 2015:

- Assist staff to draft a plan that the Town Council and Board of Education can support to uncover and implement the consolidation of Town and BOE functions and services (i.e. accounting software, IT services, building operations and systems monitoring, maintenance and operations etc.) **(Council Goal: Draft a plan that the Town Council and the Board of Education can support to uncover and implement the consolidation of Town and BOE functions and services (i.e. accounting software, IT services, building operations and systems monitoring, maintenance and operations, etc.)**
- Assist staff to expand the review of operational policies for increased revenue potentials and/operational cost savings (i.e. the renting of Town facilities, schools, ball fields, parks to private groups, etc.). **(Council Goal: Expand and review of operational policies for increased revenue potentials and and operational cost savings (i.e. the renting of Town facilities, schools, ball fields and parks to private groups, etc.)**
- Continue to review as many existing contracts as possible and rebid where feasible in order to achieve savings
- Continue to identify areas where technology use can create efficiencies – Town Wide Fiber Optic Project, MUNIS system
- Continue to cross train staff to assist with other divisions of the Finance Department during busy seasons where extra assistance is necessary

Program Accomplishments FY 2014:

- Received the award for excellence in financial reporting in July for the FY 2012 CAFR
- Received the GFOA Distinguished Budget Award for FY 2014 budget document
- Revised the Town’s purchasing policy in order to streamline the purchasing process and create efficiencies in staff efforts **(Council Goal: Expand the review of operational policies for increased revenue potentials and operational cost savings (i.e. the renting of Town facilities, schools, ball fields, parks to private groups, etc.)**
- Reviewed as many existing contracts as possible and rebid where feasible in order to achieve savings **(Council Goal: Review contracts with vendors for possible cost savings including possible rebids)**
- Identify areas where technology use can create efficiencies **(Council Goal: Identify ways for efficiency improvements excluding eliminating staffing.)**
- Cross train staff to assist with other divisions of the Finance Department during busy seasons where extra assistance is necessary **(Council Goals: Budget Goal – Examine cost benefit of alternative ways of delivering services; Identify ways for efficiency improvements excluding eliminating staffing.) Draft a plan that the Town Council and Board of Education can support to uncover and implement the consolidation of Town and BOE functions and services**

Assigned Positions:

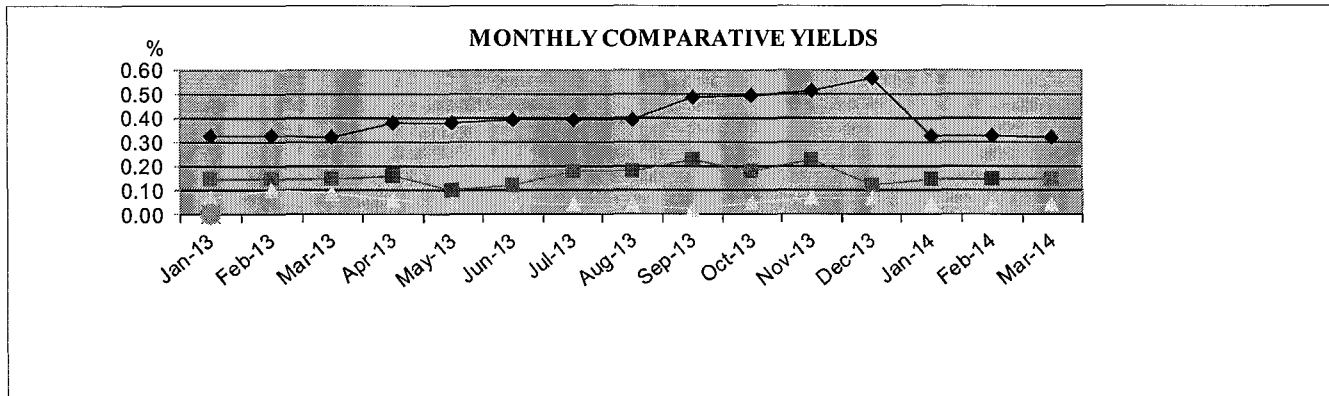
2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Director of Finance and Records	1.0	1.0
1	1.0	1	1.0	Assistant Finance Director/Treasurer	1.0	1.0
1	1.0	1	1.0	Accountant II	1.0	1.0
1	1.0	1	1.0	Senior Account Clerk/IT Technician	1.0	1.0

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Accounts payable checks issued	4,223	4,250	3,955	4,500	4,800
Purchase orders issued	485	460	389	400	410
Dollar cost per AP transaction	3.69	3.75	3.29	3.30	3.30
Invoices processed	7,725	7,750	7,776	8,500	8,600
Percentage of vendor invoices paid within 7 days	63%	65%	69%	70%	70%
Percentage of vendor invoices paid within 30 days	94%	95%	96%	96%	96%
Total number of payroll checks and direct deposits	3,504	3,765	3,484	3,500	3,500
% of payroll that is direct deposit	62%	67%	85%	85%	85%
Percentage of bank deposits made within 24 hours *	99%	99%	99%	99%	99%
Reconcile bank statements within 1 week after month end	100%	100%	100%	100%	100%
Issue CAFR within 6 months following the end of the fiscal year	Nov.	Dec.	Nov.	Nov.	Nov.
G.O. bond rating (Standard and Poors / Fitch)	AA/AA+	AA/AA+	AA/AA+	AA/AAA	AA/AAA
Long Term Bonded Debt per capita**	2,355	2,602	2,396	2,493	2,742
Unreserved Fund Balance as % of expenditures	11.6	12	11.8	11.4	11.5

* Town follows the Revenue policy approved by the Director of Finance and Records. Deposits which are not placed in the bank within 24 hours consists of library or recreation miscellaneous deposits.

**Based on Ratio of Bonded Debt to Grand List and Bonded Debt Per Capita

Investment Performance: the Town invests its available pooled cash on a daily basis in the State Treasurer's Short-term Investment Fund, MBIA Class Plus Investment, certificates of deposit, savings, checking and money market accounts in qualified institutions in accordance with the Town's Investment policy and CT General Statutes 3-27c 3-27e.



FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Accounting Services			Accounting Services			810-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
REGULAR PAYROLL	244,452	252,531	263,026	263,187	266,269	268,241	268,241
Director of Finance and Records							
Assistant Finance Director / Treasurer							
Accountant II							
Senior Account Clerk / IT Administrator							
PROFESSIONAL SERVICES	25,605	26,904	25,922	29,900	29,350	30,979	30,979
COMMUNICATIONS	185	34	100	175	725	775	775
DUES AND MEMBERSHIPS	760	255	255	815	815	400	400
OTHER SERVICES AND FEES	425	425	0	520	520	1,065	1,065
TRAINING AND DEVELOPMENT	2,160	3,920	4,935	3,875	3,875	3,875	3,875
TRAVEL REIMBURSEMENT	240	44	265	300	300	300	300
OFFICE SUPPLIES	2,144	2,164	1,713	1,435	1,435	1,600	1,600
BOOKS AND SUBSCRIPTIONS	716	776	425	915	915	915	915
OFFICE MACHINES	0	5,000	0	0	0	0	0
PAYROLL EXPENDITURES	244,452	252,531	263,026	263,187	266,269	268,241	268,241
OPERATING EXPENDITURES	32,235	39,522	33,615	37,935	37,935	39,909	39,909
TOTAL ACCOUNTING SERVICES	276,687	292,053	296,641	301,122	304,204	308,150	308,150

PROGRAM	ASSESSMENT SERVICES	820-00
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Program Explanation:

The Office of the Assessor is a department within the Division of Finance and Records. The Assessor’s primary duty is to determine the market value of all taxable and tax exempt Real and Personal Property for the purpose of equitable tax distribution throughout the Town of Tolland. Real Property is assessed at 70% of value as established by the last completed revaluation in 2009. Taxable Personal Property and Motor Vehicles are assessed at 70% of the annual market value. All exemptions are reviewed annually. A Grand List of all taxable and exempt property is printed annually. All record cards are updated annually to reflect any change in ownership or mailing addresses. Tax maps are updated to reflect property boundary line changes or subdivisions.

Budget Change Commentary:

The program budget increased \$26,883 from the prior year. \$38,400 in revaluation funds were removed from last year’s budget due to decreased costs and have been added back in to the 2014-2015 budget to start saving for the 2019 revaluation. The amount required has been lessened by using a portion each of the next five years of the amount served by doing current revaluation in-house. We’ve estimated that the 2019 full revaluation will cost \$30 per parcel. Increases in cost manuals and legal notices are also part of the increase.

Program Objectives and Goals FY 2015:

- Finalize Contract for in-house revaluation project **(Council Goal: Expand the review of operational policies for increased revenue potentials and operational cost savings)**
- Run in-house Revaluation **(Council Goal: Expand the review of operational policies for increased revenue potentials and operational cost savings)**
- Purchase tablet for field inspections to be completed in the field **(Council Goal: Expand the review of operational policies for increased revenue potentials and operational cost savings)**
- Refresh training of staff on Administrative software
- Explore new updates to website for increased taxpayer awareness/convenience **(Council Goal: Expand the review of operational policies for increased revenue potentials and operational cost savings)**

Program Accomplishments FY 2014:

- Construct, publicize and send out RFP’s for 2014 Revaluation
- Coordinated C.O. inspections with building inspector to increase interior inspection rate and to minimize duplicate inspections
- Staff members attended training seminars for various assessment programs

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Assessor	1	1.0
1	1.0	1	1.0	Deputy Assessor	1	1.0
1	1.0	1	1.0	Assessment Technician	1	1.0

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Anticipated 2014-2015
Building Permits Reviewed	1470	1,840	1,920	1091	1400
Field Inspections	763	1,060	1,100	800	1100
Elderly Circuit Breaker/Disabled Program Participants	187	210	220	195	200
Personal Property	818	780	831	809	825
Motor Vehicles	15930	15,735	15,690	15,659	15,750
Property Transfers	280	310	325	332	350
Property Splits	5	14	15	15	15
Decreases(Real Estate Only)	95	46	40	36	40
Meetings Attended	60	76	85	68	75
Elderly (Freeze/Reapplications)	220	214	220	201	210
Supplemental Motor Vehicle List	3500	2,304	2,312	2,315	2,300
Sales Ratio Analysis Completed	275	268	300	321	350
Map Revisions	25	34	35	27	35

FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Assessment Services			Assessment Services			820-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
REGULAR PAYROLL Assessor Deputy Assessor Assessment Technician	169,508	170,667	166,579	166,580	169,780	169,780	169,780
PROFESSIONAL SERVICES	60,208	60,462	54,865	19,250	19,250	46,218	46,218
SERVICE CONTRACTS	94	84	84	95	95	95	95
PRINTING	261	248	249	280	280	280	280
ADVERTISING	173	252	181	250	250	260	260
DUES AND MEMBERSHIPS	780	835	475	870	870	505	505
TRAINING AND DEVELOPMENT	2,578	2,496	4,550	2,855	2,855	2,945	2,945
OFFICE SUPPLIES	643	818	4,981	250	250	250	250
MINOR TOOLS	0	0	0	70	70	70	70
BOOKS AND SUBSCRIPTIONS	3,210	3,108	2,797	3,400	3,400	3,580	3,580
PAYROLL EXPENDITURES	169,508	170,667	166,579	166,580	169,780	169,780	169,780
OPERATING EXPENDITURES	67,948	68,303	68,182	27,320	27,320	54,203	54,203
TOTAL ASSESSMENT SERVICES	237,456	238,970	234,761	193,900	197,100	223,983	223,983

PROGRAM	BOARD OF ASSESSMENT APPEALS	830-00
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Program Explanation:

The Board of Assessment Appeals consists of three appointed members plus two alternates. The responsibility of this Board is to make decisions concerning taxpayer appeals of assessments.

Budget Change Commentary:

The program budget is flat compared to the prior year.

Program Objectives and Goals FY 2015:

- 125 appeals are expected to be filed with the board requesting a review/reduction on Real Estate, Motor Vehicle and Personal Property, mostly due to the 2014 revaluation project.
- Fill vacancies on board with new members and have them attend training classes.

Program Accomplishments FY 2014:

- Scheduled 3 hearing dates in March and 1 in September. Assessor's Office reserved space for meetings and provided all necessary documents.
- 22 appeals for assessment received for Real Estate, Motor Vehicles and Personal Property.
- Reductions granted for 7 accounts
- \$58,030 reduction in assessment granted

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Anticipated 2014-2015
Assessor's Valuation *prior to BAA	1,268,414,724	1,282,095,781	1,293,240,010	1,295,797,756	1,300,921,026*
Sessions Conducted	8	4	4	4	8
Appeals Heard	147	16	22	22	125
Increases	109	0	0	0	0
Reductions	29	8	5	7	33
Additions in \$ (assessments)	0	0	0	0	0
Reductions in \$ (assessments)	259,095	134,600	61,893	58,030	300,000
Supplemental Motor Vehicle List	12,012,329	12,088,795	13,078,339	13,580,663	13,346,489
Final Net Grand List	1,280,167,958	1,294,195,781	1,306,318,349	1,309,378,419	1,314,267,515

FUNCTION	ACTIVITY			PROGRAM			CODE
	Board of Assessment Appeals			Board of Assessment Appeals			830-00
Finance and Records	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
Line Item Description							
ADVERTISING	220	228	228	250	250	300	300
TRAINING AND DEVELOPMENT	400	500	0	500	500	400	400
OFFICE SUPPLIES	0	0	621	100	100	50	50
OPERATING EXPENDITURES	620	728	849	850	850	750	750
TOTAL BOARD OF ASSESSMENT APPEALS	620	728	849	850	850	750	750

PROGRAM	INDEPENDENT AUDIT	850-00
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Program Explanation:

Annually, the Town Council designates a Certified Public Accountant or firm of Independent Public Accountants to audit the books and accounts of the Town of Tolland. This audit is performed in accordance with generally accepted accounting standards and the standards applicable to financial audits contained in the Government Auditing Standard – a publication issued by the Comptroller General of the United States.

Budget Change Commentary:

The budget is flat compared to the prior year.

Program Objectives and Goals FY 2015:

- To complete the FY2014 audit review in a timely manner with a clean opinion

Program Accomplishments FY 2014:

- The audit was completed in November and the CAFR issued in the beginning of December. There were no findings of material weaknesses and a clean opinion was issued

FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Independent Audit			Independent Audit			850-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
PROFESSIONAL SERVICES	27,500	27,500	23,500	23,500	23,500	23,500	23,500
OPERATING EXPENDITURES	27,500	27,500	23,500	23,500	23,500	23,500	23,500
TOTAL INDEPENDENT AUDIT	27,500	27,500	23,500	23,500	23,500	23,500	23,500

PROGRAM	REGISTRARS OF VOTERS	860-00
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Program Explanation:

The Registrars of Voters are elected officials authorized by the Connecticut General Statutes to conduct elections, maintain the records of all registered voters and to hold special registration sessions for new voters. Voter information is maintained by the Registrars on a statewide database. The Registrars supervise and run all elections, primaries and special referendums for the Town of Tolland in accordance with State Statutes and maintains voting machine use in these elections.

Budget Change Commentary:

The budget increased \$7,303. This includes a one-time charge of \$2,150 for relocation of Hicks polling place. Other increases are because we are Budgeting for a Primary and a State Election and two Budget Referendums. Election Day Registration (EDR) is also in effect and requires additional staffing.

Program Objectives and Goals FY 2015:

- Relocate Hicks polling place
- Continue implementation of Election Day Registration legislation
- Refine Electronic poll book process to allow access by interest groups on Election Day

Program Accomplishments FY 2014:

- Implemented Electronic Poll Books for efficiency in voter check in during elections and data entry into State Voter Registration System
- Implemented EDR for Municipal election and developed a plan for future elections
- Implemented new on-line Voter Registration System from Secretary of the States office that improves voter registration using web based system

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
2	.71	2	.71	Registrars of Voters	2	.71

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Registered Voters (active)	9,300	9,350	9,415	9,450	9,500
New Voter Registrations	289	400	N/A	N/A	N/A
Voters Removed from Active Status	487	500	N/A	N/A	N/A
Changes – All types of changes processed (address, name, party affiliation, corrections, status)	826	800	N/A	N/A	N/A

FUNCTION	ACTIVITY			PROGRAM			CODE
	Registrar of Voters			Registrar of Voters			860-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
REGULAR PAYROLL Registrar of Voter (2)	23,461	21,005	22,873	23,430	23,730	23,128	23,128
TEMPORARY HELP	13,700	6,550	11,290	7,250	7,250	9,800	9,800
PROFESSIONAL SERVICES	753	508	250	3,550	3,550	3,060	3,060
COMMUNICATIONS	0	0	1,853	1,450	1,450	2,450	2,450
PRINTING	3,921	3,000	5,577	1,900	1,900	4,200	4,200
DUES AND MEMBERSHIPS	100	110	110	150	150	160	160
OTHER SERVICES AND FEES	460	718	65	125	125	100	100
TRAINING AND DEVELOPMENT	1,170	1,058	1,217	1,270	1,270	1,330	1,330
OFFICE SUPPLIES	201	170	518	500	500	500	500
FOOD AND CLOTHING	1,038	682	887	450	450	500	500
RELOCATING POLLING PLACE	0	0	0	0	0	2,150	2,150
PAYROLL EXPENDITURES	37,161	27,555	34,163	30,680	30,980	32,928	32,928
OPERATING EXPENDITURES	7,643	6,245	10,477	9,395	9,395	14,450	14,450
TOTAL REGISTRAR OF VOTERS	44,804	33,800	44,640	40,075	40,375	47,378	47,378

PROGRAM	REVENUE SERVICES	870-00
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Program Explanation:

The Office of the Collector of Revenue is a part of the Division of Finance and Records. The Collector operates in accordance with the General Statutes of Connecticut (Sec. 12-130 et seq.) to bill, collect, process, deposit and account for property taxes. This office is the central depository of revenue for all Town departments and is also responsible for the collection of special assessments for sewers and potentially other types of projects. The Collector must enforce payment of delinquent taxes as required by State Statute. The office must maintain accurate collection records and controls. The office also secures the maximum collection of revenue due to the Town of Tolland. The Office collects certain sewer assessments and water assessments.

Budget Change Commentary:

The overall budget showed a decrease of \$5,269 due to the recent personnel changes which created a savings in the payroll account. There was also an addition for the software fee for the online tax information access and an increase in vendor services fees.

Program Objectives and Goals FY 2015:

- Continue to improve cash flow and efficiency
- Continue to improve visibility and security
- Enforce delinquent collections with the tools approved by the Town Council, including Tax Sales (**Council Goal: Expand the review of operational policies for increased revenue potentials**)
- Continue to promote on-line payments and/or ACH payments for efficiency and enhanced customer service (**Council Goal: Expand the review of operational policies for increased revenue potentials**)
- Convert more banks and leasing companies to wired deposits of escrowed funds and e-mailed payment files
- Continue to fine-tune utility accounts listing, work with other agencies to clarify issues and needs

Program Accomplishments FY 2014:

- Online access and online payment of taxes has been implemented
- Collection rates were retained and/or surpassed during a fourth difficult year of widespread fiscal downturn
- Comprehensive list of water and sewer accounts has been made to help staff to assist searchers and homeowners
- Continuation of the \$5 reporting fee for unpaid motor vehicle accounts reported to DMV for enforcement
- A Tax Sale is underway to enforce collection of delinquent real estate taxes
- Continued monthly reconciliation of accounts between Tax and Finance to improve efficiency

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Collector of Revenue	1	1.0
2	2.0	2	2.0	Assistant Collector of Revenue	2	2.0

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Tax Bills Sent	24,150	25,040	24,639	24,676	24,600
Current Taxes Collectible per Budget	36,412,908	37,641,605	38,417,281	38,768,306	40,039,972
Current Taxes Collected	36,706,615	37,743,231	38,505,983	38,801,597	40,039,972
Percent Collected of Current Tax Budget	100.80	100.27	100.23	100.09	100.0
Prior Year Taxes Collectible per Budget	150,000	200,000	250,000	285,000	300,000
Prior Year Taxes Collected	294,918	347,342	356,041	313,500	300,000
Interest and Fees Collectible per Budget	107,648	141,507	122,678	196,710	213,414
Interest and Fees Collected	197,477	199,545	209,320	200,000	213,414
Taxes Suspended	4,000	12,421	26,732	10,000	10,000
Motor Vehicle Reporting Fee			15,000	10,000	8,500
Motor Vehicle Reporting Fees Collected			13,539	8,000	8,500

FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Revenue Services			Revenue Services			870-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
REGULAR PAYROLL	137,165	131,695	141,300	141,117	133,054	133,054	133,054
Collector of Revenue							
Assistant Collector of Revenue (2)							
PROFESSIONAL SERVICES	8,069	7,793	8,864	9,075	9,075	12,279	12,279
COMMUNICATIONS	7,220	7,329	7,185	7,305	7,305	6,750	6,750
SERVICE CONTRACTS	225	225	225	225	225	225	225
PRINTING	4,120	5,770	5,778	5,875	5,875	5,875	5,875
ADVERTISING	1,062	1,086	1,139	1,085	1,085	1,180	1,180
DUES AND MEMBERSHIPS	175	190	240	205	205	205	205
TRAINING AND DEVELOPMENT	887	840	1,352	914	914	914	914
TRAVEL REIMBURSEMENT	0	62	54	75	75	75	75
OFFICE SUPPLIES	1,633	1,762	556	350	350	400	400
PAYROLL EXPENDITURES	137,165	131,695	141,300	141,117	133,054	133,054	133,054
OPERATING EXPENDITURES	23,391	25,057	25,394	25,109	25,109	27,903	27,903
TOTAL REVENUE SERVICES	160,556	156,751	166,694	166,226	158,163	160,957	160,957

PROGRAM	TOWN CLERK	880-00
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Program Explanation:

The Town Clerk’s Office is responsible for the maintenance of Town records: Town Code Book (charter, ordinances and policies), recording, scanning and microfilming of all land records, maps, minutes and servicemen’s discharges, trade name certificates, peddler’s licenses, liquor licenses, sexton reports, minutes of official meetings, notaries; issues dog and sport licenses, assist in the registration of new electors, swear in elected officials and appointed Board and Commission members and newly appointed Justices of the Peace, is responsible in the assistance of preparations for all elections, primaries, and referendums, prepares legal notices for such and is responsible for issuing absentee ballots. As Registrar of Vital Statistics issues birth certificates for home births, marriage licenses and burial permits, certified copies of birth, marriage and death certificates, and issues all certified copies of vitals to the State of Connecticut and to other towns that have occurred in the Town of Tolland.

Budget Change Commentary:

Professional Services has increased by \$1,000 due to increase in Grant. Printing has increased by \$2,000 because of anticipated increase of land record recordings. Code Updates has increased by \$350 due to Council’s additions/updates to Code Book. Office Supplies has increased by \$250 due to increase in toner purchases. Program Materials has increased by \$40 due to cost of paper & binders.

Program Objectives and Goals FY 2015:

- Will apply for the State Preservation Grant for FY2015 which will be for \$5,000. This project entails documents being scanned from microfilm and images of all related documents are then downloaded onto a computer for the public to search and copy from. The goal for this on-going project will eventually take the computer based search capability back to Volume 158 - July 1977
- We are continuing to work with Adkins to have mylar maps scanned and downloaded onto a computer for the public to view and to print copies on 11 X 17 paper

Program Accomplishments FY 2014:

- In the process of completing the13/14 Historic Preservation Grant for \$4,000 that was received July 2013. This Grant covers land records from Volume 502 back to Volume 375. Microfilm is being scanned and images of the documents downloaded onto computers for the public and employees to access property information and have the ability to make copies which saves wear and tear on the book
- As of 2013 Title Searchers, Lawyers, ext., can now search Tolland land records online by going to www.uslandrecords.com search in index or to make copies @ \$2 a page. The two dollars per page is split between the Town and ACS (**Council Goal: Expand the review of operational policies for increased revenue potentials and/operational cost savings (i.e. the renting of Town facilities, schools, ball fields, parks to private groups, etc.)**)
- Utilized preservation monies to have marriage license records from 2008-2012 scanned and added to indexviewer which allows the Town Clerk and Assistant Town Clerk to print certified copies for the public. Also had Volume 9 of DD214’s, Servicemen’s Discharge papers, scanned and downloaded to obtain copies from. (**Council Goal: Examine cost of benefit of alternative ways of delivering services**)

Assigned Positions:

2012-2013		2013-2014		Position Title	2014-2015	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Town Clerk/Registrar of Vital Statistics	1	1.0
1	1.0	1	1.0	Assistant Town Clerk/Assistant Registrar of Vital Statistics	1	1.0

Performance Measurements	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Estimated 2013-2014	Anticipated 2014-2015
Land instruments recorded	3,493	3,338	3,628	3,250	3,350
Births recorded	108	88	117	105	112
Marriages recorded	83	76	69	75	73
Deaths recorded	115	103	139	120	122
Servicemen's discharge papers (DD 214's)	31	17	20	18	20
Dog and kennel licenses (also includes replacement tags & transfers from other towns)	2,433	2,158	2,158	2,175	2,185
Sport licenses issued	478	475	365	350	350
Trade name certificates	47	39	43	42	40
Liquor licenses recorded	15	15	12	13	13
Marriage licenses issued	41	42	47	50	47
Maps recorded	41	24	21	25	22
Peddler's licenses issued	2	1	1	1	1
Elections, referendums & primaries	6	5	3	3	4
Notaries recorded	42	46	46	45	44

FUNCTION Finance and Records	ACTIVITY			PROGRAM			CODE
	Town Clerk			Town Clerk			880-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Budget	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
REGULAR PAYROLL Town Clerk Assistant Town Clerk	101,096	102,323	104,613	104,371	105,379	105,379	105,379
PROFESSIONAL SERVICES	3,021	3,500	4,000	4,000	4,000	5,000	5,000
SERVICE CONTRACTS	94	84	84	95	95	95	95
PRINTING	22,543	21,592	19,810	22,000	22,000	24,000	24,000
ADVERTISING	1,314	0	0	0	0	0	0
CODE UPDATES	5,977	8,081	5,180	7,000	7,000	7,350	7,350
DUES AND MEMBERSHIPS	420	450	150	210	210	210	210
OTHER SERVICES AND FEES	230	228	280	400	400	400	400
TRAINING AND DEVELOPMENT	30	421	621	750	750	750	750
OFFICE SUPPLIES	999	643	928	750	750	1,000	1,000
PROGRAM MATERIALS	0	0	1,149	860	860	900	900
PAYROLL EXPENDITURES	101,096	102,323	104,613	104,371	105,379	105,379	105,379
OPERATING EXPENDITURES	34,629	34,999	32,201	36,065	36,065	39,705	39,705
TOTAL TOWN CLERK	135,725	137,322	136,814	140,436	141,444	145,084	145,084

PROGRAM	CONTINGENCY	890-00
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Program Explanation:

The program budget increased \$18,732. Union contracts have not been settled and estimated raises are put in this account rather than the individual budgets. Any funding needs for the contract settlement for the FY 13-14 year will be requested as a supplemental appropriation from Town Council from funds that will be turned back at the end of FY 13-14 if the contract is not settled. Funding for emergencies were increased by \$15,000 and \$16,000 was budgeted for Prior Year Tax Refunds. These increases were offset by the reductions in the Personnel Adjustment account.

FUNCTION	ACTIVITY			PROGRAM			CODE
Finance and Records	Contingency			Contingency			890-00
Line Item Description	2010-2011 Actual	2011-2012 Actual	2012-2013 Actual	2013-2014 Adopted	2013-2014 Amended	2014-2015 Manager Proposed	2014-2015 Adopted Budget
CONTINGENCY	33,095	3,697	43,610	15,000	15,000	30,000	30,000
PERSONNEL ADJUSTMENT	26,275	39,658	11,912	143,858	132,019	130,840	130,840
TOWN HISTORIAN	0	200	340	200	200	200	200
PERMANENT CELEBRATION COMMITTEE	10,098	5,119	5,093	5,100	5,100	5,500	5,500
HISTORIC DISTRICT COMMISSION	70	350	0	0	0	350	350
PRIOR YEAR TAX REFUNDS	12,820	35,827	6,563	9,000	9,000	25,000	25,000
FEMA I - AUGUST	0	72,445	0	0	0	0	0
FEMA II - OCTOBER	0	486,034	0	0	0	0	0
STORM - JUNE 22, 2012	0	32,544	0	0	0	0	0
OPERATING EXPENDITURES	82,358	675,874	67,518	173,158	161,319	191,890	191,890
TOTAL CONTINGENCY	82,358	675,874	67,518	173,158	161,319	191,890	191,890