



# ***ANNUAL BUDGET***

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## ***Budgetary Charts***

***FISCAL YEAR***

***July 1, 2011- June 30, 2012***

# FUND INDEX

<b>0100</b>	<b>General Fund</b>
<b>1100</b>	<b>Town Capital Fund</b>
<b>1200</b>	<b>BOE Capital Fund</b>
<b>1600</b>	<b>Recreation Fund</b>
<b>3300</b>	<b>Berner Pool Fund</b>
<b>6200</b>	<b>Robertson Airport Fund</b>
<b>7100</b>	<b>Water Pollution Control Fund</b>
<b>8100</b>	<b>Library Fund</b>
<b>8300</b>	<b>Senior Citizen Transportation Fund</b>

# DEPARTMENT INDEX

<b>101</b>	Town Council	<b>301</b>	Physical Services Administration
<b>111</b>	Planning and Zoning Comm.	<b>305</b>	Roadways
<b>112</b>	Zoning Board of Appeals	<b>310</b>	Buildings and Grounds
<b>113</b>	Inland Wetlands Commission	<b>315</b>	Municipal Building Maintenance
<b>114</b>	Board of Assessment Appeals	<b>320</b>	Motor Vehicle and Equipment
<b>115</b>	Town Historian	<b>323</b>	Transfer Station
<b>116</b>	Conservation Commission	<b>325</b>	Technical Services Administration
<b>119</b>	Veteran's Council	<b>330</b>	Engineering
<b>121</b>	Recycling Commission	<b>340</b>	Water Pollution Control Fund
<b>130</b>	Probate Court	<b>360</b>	Building Inspector
<b>131</b>	Town Manager's Office	<b>370</b>	Fire Marshal
<b>132</b>	Human Resources	<b>380</b>	Planning
<b>133</b>	Elections	<b>410</b>	Health and Sanitation
<b>134</b>	Town Attorney and Legal Fees	<b>412</b>	Health and Welfare Services
<b>135</b>	Town Treasurer	<b>415</b>	Solid Waste Management
<b>136</b>	Finance	<b>420</b>	Senior Citizens Services
<b>137</b>	Assessments	<b>425</b>	Senior Citizens Transportation
<b>138</b>	Revenue Collection	<b>430</b>	Social Services
<b>150</b>	Town Clerk	<b>440</b>	Youth Services
<b>155</b>	Data Processing	<b>510</b>	Recreation
<b>160</b>	Insurance	<b>512</b>	Berner Pool
<b>165</b>	General Administrative Services	<b>515</b>	Recreation Fund
<b>170</b>	Economic Development	<b>520</b>	Library
<b>201</b>	Police	<b>710</b>	Debt Service
<b>205</b>	Canine Control	<b>820</b>	Employee Benefits
<b>206</b>	Emergency Medical Services	<b>830</b>	Unclassified
<b>210</b>	Fire	<b>840</b>	Interfund Transfers Out
<b>215</b>	Civil Preparedness	<b>910</b>	School Budget

# OBJECT CODE INDEX

**Personnel Services** – Include all expenses for salaries and wages for all Town employees

- 51110 – Full Time Salary
- 51120 – Part Time Salary
- 51140 – Overtime

**Employee Benefits** – All related employee benefits

- 51205 – Municipal Retirement
- 51206 – Police Retirement
- 51209 – Medicare
- 51210 – FICA
- 51211 – Medical Premiums
- 51212 – Dental Premiums
- 51225 – AD&D/Life/LTD/EAP
- 51240 – Deferred Compensation
- 51250 – Unemployment Compensation
- 51260 – Physicals/Vaccines

**Supplies** – The following are the principal types of supplies:

- 52310 – **Office:** Office Stationary, folders, note pads, clerical supplies, and items not obtained from the Central Supply Room; staplers, telephone index, and similar items.
- 52330 – **Operating:** Uniforms and uniform allowance; postage; forms for specific purposes unique to an individual office; feed for animals; chemicals, fire hose, bark nuggets, clay, sand, stone, small tools, minor office and Public Works equipment, file cabinets, calculators under \$500 cost; hand towels; toilet paper, and similar paper goods, cleaning supplies. Also include books or manuals which are necessary in the operation of the department.
- 52335 – **Records Management:** Supplies and contractual services for records management program.
- 52340 – **Repair and Maintenance:** Building materials, paints, painting supplies, plumbing supplies, electrical supplies, steel, iron, and related metals. Parts and supplies for all equipment including vehicles over one (1) ton in weight; parts for lawn mowers, snowplows, tractors, sanders and vactors; picnic tables.
- 52350 – **Automotive Supplies and Parts:** Parts and supplies for all vehicles weighing one (1) ton or less. This includes tires, batteries, spark plugs, hoses, points, etc.
- 52360 – **Books:** Library book purchases. For use by Library ONLY.
- 52361 – **Periodicals and Subscriptions:** Library magazines, newspapers, etc. For use by Library ONLY.
- 52362 – **Non-Print Media:** Records, Films, etc. For use by Library ONLY.
- 52363 – **Gifts to Library:** Self explanatory.

**Other Services and Charges** – Include expenses for purchases services.

- 52401 – **Professional Development:** Expenses such as membership in professional association (dues), professional subscriptions, cost of seminars and conferences, including transportation, lodging and meals; and Town Council gifts, awards and plaques.
- 52402 – **Court Costs/Filing Fees:** Fees for sheriffs, courts and other related items.
- 52405 – **Mileage:** For routine use of employee’s car in the performance of his/her duties. This may be a flat monthly fee or reimbursement on a per mile basis.
- 52410 – **Advertising:** Notices of public hearings, invitations to bid, recruitment ads, publishing ordinances, etc.
- 52430 – **Recruitment & Training:** Costs of special training, recruitment examinations, interviews, tuition or cost associated for in-service training courses. This also covers costs associated with required certifications.
- 52435 – **Other Contractual:** Auditing services, management consulting services, meals per union contract, engineering and architectural services, special legal services, copying costs.
- 52436 – **Contractual Labor/Special Matters:** Fees for special legal services approved by Town Council.
- 52437 – **Special Counsel:** Fees paid to outside attorneys.
- 52445 – **Transfer Station:** Facility located at Granger Lane to process various solid waste not directly accepted at the Bristol Resource Recovery Facility.
- 52446 – **Recycling:** Costs of collection and tipping fees for recyclables per State mandate
- 52450 – **Maintenance Contracts:** Costs associated with maintenance agreements for typewriters, radios, calculators, validators, etc. (Excludes agreements for automotive repairs.)
- 52460 – **Rentals:** Costs associated with renting miscellaneous machinery and equipment, including copy machines. (Does not include hydrant rentals.) Does include rental for snow removal equipment and manpower.
- 52461 – **Evictions:** All fees related to the eviction of community residents.
- 52465 – **Agency Subsidy:** Town or group memberships and fees, costs associated with patriotic celebrations, VNA/Health Care Services and Plainville Day Care.
- 52470 – **Automotive Repair and Maintenance:** Costs of having all vehicles one (1) ton or less maintained, repaired or washed when done out of house.
- 52475 – **Buildings and Grounds Maintenance and Repair:** Contractual costs of maintenance and repair to Town buildings and grounds.
- 52480 – **Equipment Maintenance and Repairs:** Contractual costs of maintenance and repair of miscellaneous equipment not covered under maintenance agreements, also includes vehicles weighting more than one (1) ton, lawn mowers, tractors, etc.

**Insurance** – All related charges and fees associated with insurance, e.g. property, liability, etc.

- 52496 – **Volunteer Firemen:** Accident insurance
- 52497 – **Risk Insurance:** Liability, Auto, and Property insurances
- 52498 – **Workers’ Compensation:** Premium

**Energy and Utility** – All related charges and fees associated with energy and utility costs.

- 53510 – **Electricity – Traffic Signals:** Traffic control signals throughout Town.
- 53511 – **Electricity – Street Lights:** Street lighting contract.
- 53512 – **Electricity – Buildings & Grounds:** Costs for all Town buildings.
- 53530 – **Heating Oil: #2** heating fuel for all Town buildings
- 53540 – **Gasoline & Diesel Fuel**
- 53550 – **Water & Hydrant – Fire:** Fire hydrant costs.

- 53551 - **Water & Hydrant – Buildings:** Water costs for Town buildings and Norton Park irrigation.
- 53552 - **Water & Hydrant – Senior Center:** Includes water and sewer costs.
- 53560 - **Telephone – Probate:** Computer modem line to communicate with Administration.
- 53561 - **Telephone – Elections:** Telephones used during elections.
- 53562 - **Telephone – Buildings & Grounds:** Monthly charges for telephone, including installation costs.
- 53563 - **Telephone – Senior Center:** Service for entire Senior Center.

**Capital Outlay** – Should be classified under one of the following seven (7) categories:

- 54610 – **Land:** The purchase of land.
- 54620 – **Buildings:** New construction costs, acquisition costs, or major renovation costs.
- 54630 – **Improvements (other than buildings):** Storm drainage, sanitary sewers, and other major Town Improvements.
- 54640 – **Machinery & Equipment:** Purchase of all equipment over \$500 including vehicles over one (1) ton; also include file cabinets, typewriters, computers, etc.
- 54650 – **Vehicles:** Purchase of vehicles weighing one (1) ton or less.
- 54660 – **Furniture:** Desks, chairs, etc. over \$500.
- 54670 – **Capital and Non-Recurring Contribution**

**Debt Service**

- 54711 – **Principal**
- 54721 – **Bond Interest**
- 54723 – **Miscellaneous:** Costs associated with debt offerings, refinancing, BAN rollovers.

**Interfund Transfers Out**

- 55504 – **Interfund Transfer Out – Debt Management Fund**
- 55509 – **Interfund Transfer Out – SS Emergency Fund**
- 55511 – **Interfund Transfer Out – Town Capital Fund**
- 55511 – **Interfund Transfer Out – Fund Balance**
- 55512 – **Interfund Transfer Out – BOE Capital Fund**
- 55513 – **Interfund Transfer Out – DUI Fund**
- 55516 – **Interfund Transfer Out – Recreation Fund**
- 55581 – **Interfund Transfer Out – Library Fund**
- 55583 – **Interfund Transfer Out – Senior Center Transportation Fund**