

POWERSCHOOL  
 DATE: 03/10/2021  
 TIME: 15:00:14

TOWN OF SCITUATE  
 REQUESTED EXPENDITURE BUDGET WORKSHEET

PAGE NUMBER: 1  
 EXPBUD54

SELECTION CRITERIA: bexp|edgr.key\_orgn like '0017710%'

FUND - 001 - GENERAL FUND  
 FUNCTION - 7 - GEN GOVT

ORGANIZATION ACCOUNT	TITLE	PRIOR YEAR BUDGET	BUDGET	CURRENT YEAR YTD ACTUAL	PROJECTED	REQUESTED BASE	NEW PROGRAMS
001-7-710-0000-0000-00177100000000		0	114,893	101,327	0	115,778	116,668
0100	TREASURERS OFFICE SALARIES NON-UNIO						
001-7-710-0000-0000-00177100000000		0	45,440	35,196	0	30,500	30,735
0103	TREASURERS OFFICE P/T						
TOTAL	SALARIES NON-UNION	0	160,333	136,523	0	146,278	147,403
001-7-710-0000-0000-00177100000000		0	1,372	1,020	0	1,760	1,760
0401	TREASURERS OFFICE OFFICE SUPPLIES						
001-7-710-0000-0000-00177100000000		0	388	388	0	0	0
0405	TREASURERS OFFICE GENERAL DEPT. SUP						
TOTAL	MATERIALS / SUPPLIES	0	1,760	1,408	0	1,760	1,760
001-7-710-0000-0000-00177100000000		0	0	0	0	0	0
0505	TREASURERS OFFICE SERVICE/MAINTENAN						
TOTAL	MAINTENANCE / REPAIRS	0	0	0	0	0	0
001-7-710-0000-0000-00177100000000		0	12,500	7,509	0	12,500	12,500
0600	TREASURERS OFFICE PURCHASED SERVICE						
001-7-710-0000-0000-00177100000000		0	49,210	1,083	0	55,300	55,300
0604	TREASURERS OFFICE CONTRACTED SERVIC						
TOTAL	PURCHASED SERVICES	0	61,710	8,592	0	67,800	67,800
001-7-710-0000-0000-00177100000000		0	15,300	12,196	0	16,428	16,428
0651	TREASURERS OFFICE DATA PROCESSING						
TOTAL	SOFTWARE LICENSES	0	15,300	12,196	0	16,428	16,428
001-7-710-0000-0000-00177100000000		0	500	460	0	500	500
0750	TREASURERS OFFICE OTHER OPERATION E						
001-7-710-0000-0000-00177100000000		0	1,750	1,622	0	1,750	1,750
0752	TREASURERS OFFICE GENERAL EXPENSE						
001-7-710-0000-0000-00177100000000		0	5,600	3,116	0	1,900	1,900
0754	TREASURERS OFFICE COMPUTER HARDWARE						
TOTAL	OTHER OPERATION EXPENDITU	0	7,850	5,199	0	4,150	4,150
001-7-710-0000-0000-00177100000000		0	5,000	4,345	0	5,000	5,000
0756	TREASURERS OFFICE EDUCATION						
TOTAL	EDUCATION	0	5,000	4,345	0	5,000	5,000
001-7-710-0000-0000-00177100000000		0	1,900	0	0	1,900	1,900
0758	TREASURERS OFFICE TRAINING						
001-7-710-0000-0000-00177100000000		0	1,450	1,137	0	1,450	1,450
0760	TREASURERS OFFICE POSTAGE						
TOTAL	OTHER OPERATION EXPENDITU	0	3,350	1,137	0	3,350	3,350
001-7-710-0000-0000-00177100000000		0	0	0	0	1,200	1,200
0803	TREASURERS OFFICE TELEPHONES						
TOTAL		0	0	0	0	1,200	1,200
001-7-710-0000-0000-00177100000000		0	0	0	0	0	0
0807	TREASURERS OFFICE WATER						
TOTAL	OTHER OPERATION EXPENDITU	0	0	0	0	0	0

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FUND - 001 - GENERAL FUND  
 FUNCTION - 7 - GEN GOVT

ORGANIZATION ACCOUNT -----TITLE-----	PRIOR YEAR BUDGET	----- BUDGET	CURRENT YEAR YTD ACTUAL	----- PROJECTED	----- BASE	REQUESTED NEW PROGRAMS
TOTAL GEN GOVT	0	255,303	169,399	0	245,966	247,091
TOTAL GENERAL FUND	0	255,303	169,399	0	245,966	247,091
TOTAL REPORT	0	255,303	169,399	0	245,966	247,091

**Town Treasurer's Salary**

*TJP Full Time Date of Hire 1/4/2015 6.5 yrs of service on 7/1/2021*

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	719.92		719.92	-		719.92	6	4,319.52	
0.00%	719.92		719.92	-		719.92	20	<u>14,398.40</u>	<b>\$ 18,717.92</b>

**Finance Director's Salary**

*KSB Full Time Date of Hire 9/18/1989 31.8 yrs of service on 7/1/2021*

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	1,678.82		1,678.82	7%	117.52	1,796.33	6	10,778.00	
0.00%	1,678.82		1,678.82	7%	117.52	1,796.33	20	<u>35,926.66</u>	<b>\$ 46,704.66</b>

The Tax Assessor / Finance Director's salary is split between appropriations. This amount is half of the total annual salary.

**Executive Assistant, A/P Payroll Specialist**

*HD Full Time Date of Hire 4/25/2005 16.2 yrs of service on 7/1/2021*

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	1,827.11		1,827.11	6%	109.63	1,936.73	6	11,620.40	
0.00%	1,827.11		1,827.11	6%	109.63	1,936.73	20	<u>38,734.67</u>	<b>\$ 50,355.07</b>

**TOTAL SALARIES: \$ 115,777.65  
ACCOUNT 0100**

**Executive Assistant, A/R Payroll Specialist**

*LMH Part-time Date Of Hire 9/13/1994 26.8 yrs of service on 7/1/2021*

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	26.1015	17.5 hrs/wk	913.55	7%	63.9487	977.50	6	5,865.01	
0.00%	26.1015	17.5 hrs/wk	913.55	7%	63.9487	977.50	20	<u>19,550.05</u>	<b>\$ 25,415.06</b>

**ADDITIONAL AS NEEDED**

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	26.10		7 hrs bi-wkly	7%	27.92864	195.50	6	1,173.00	
0.00%	26.10		7 hrs bi-wkly	7%	27.92864	195.50	20	<u>3,910.01</u>	<b>\$ 5,083.01</b>

**TOTAL PART TIME SALARIES: \$ 30,498.07  
ACCOUNT 0103**

**TOTAL NON UNION SALARIES: \$ 146,275.72**

**Town Treasurer's Salary**

TJP Full Time Date of Hire 1/4/2015 6.5 yrs of service on 7/1/2021

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	719.92		719.92		-	719.92	6	4,319.52	
1.00%	727.12		727.12		-	727.12	20	14,542.38	\$ 18,861.90

**Finance Director's Salary**

KSB Full Time Date of Hire 9/18/1989 31.8 yrs of service on 7/1/2021

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	1,678.82		1,678.82	7%	117.52	1,796.33	6	10,778.00	
1.00%	1,695.60		1,695.60	7%	118.69	1,814.30	20	36,285.93	\$ 47,063.93

The Tax Assessor / Finance Director's salary is split between appropriations. This amount is half of the total annual salary.

**Executive Assistant, A/P Payroll Specialist**

HD Full Time Date of Hire 4/25/2005 16.2 yrs of service on 7/1/2021

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	1,827.11		1,827.11	6%	109.63	1,936.73	6	11,620.40	
1.00%	1,845.38		1,845.38	6%	110.72	1,956.10	20	39,122.02	\$ 50,742.42

**TOTAL SALARIES: \$ 116,668.25  
ACCOUNT 0100**

**Executive Assistant, A/R Payroll Specialist**

LMH Part-time Date Of Hire 9/13/1994 26.8 yrs of service on 7/1/2021

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	26.1015	17.5 hrs/wk	913.55	7%	63.9487	977.50	6	5,865.01	
1.00%	26.3625	17.5 hrs/wk	922.69	7%	64.5882	987.28	20	19,745.55	\$ 25,610.56

**ADDITIONAL AS NEEDED**

	Bi-Wkly Base	Effective	Bi-Wkly Sal	%	Longevity	Gross	Weeks	Salary	TOTAL
	26.10		7 hrs bi-wkly	7%	27.928637	195.50	6	1,173.00	
1.00%	26.36		7 hrs bi-wkly	7%	28.207923	197.46	20	3,949.11	\$ 5,122.11

**TOTAL PART TIME SALARIES: \$ 30,732.67  
ACCOUNT 0103**

**TOTAL NON UNION SALARIES: \$ 147,400.92**

ACCT #	DESCRIPTION	TOTAL
<b>0401</b>	<b>OFFICE SUPPLIES</b>	<b>1,760.00</b>
	Office Supplies / Printer cartridges	1,600.00
	Notary renewals	160.00
<b>0600</b>	<b>PURCHASED SERVICES</b>	<b>12,500.00</b>
	Payroll Processing Expenses	
	500 x 4 pyrls processed	2,000.00
	350 x 22 pyrls processed	7,700.00
	y/e charges	1,800.00
	misc charges	1,000.00
<b>0604</b>	<b>CONTRACTED SERVICES</b>	<b>55,300.00</b>
	Monthly Backups	2,400.00
	IT Expense; est 2400/mo	28,800.00
	Annual end point security	4,000.00
	Spam filter	1,100.00
	Asset Management / Remote Access	1,000.00
	End Of Life hardware upgrades	18,000.00
<b>0651</b>	<b>DATA PROCESSING</b>	<b>16,427.50</b>
	Software Licenses / Support and Maintenace Support	
	H.T.E. GL Financials	4,300.00
	eFinance Plus	12,127.50
<b>0750</b>	<b>OTHER OPERATIONAL EXPENSES</b>	<b>500.00</b>
	Letterhead, Business Cards	
<b>0752</b>	<b>GENERAL DEPARTMENT EXPENSES</b>	<b>1,750.00</b>
	GFOA Membership	200.00
	RIGFOA Meetings / Mileage	300.00
	Water	280.00
	Annual ACA forms / filing	970.00
<b>0754</b>	<b>COMPUTER HARDWARE/SOFTWARE</b>	<b>1,900.00</b>
	Upgrade computer	
<b>0756</b>	<b>EDUCATION</b>	<b>5,000.00</b>
	Tuition reimbursement / employee handbook	
<b>0756</b>	<b>TRAINING</b>	<b>1,900.00</b>
	eFinance Plus training \$1500	1,500.00
	ICMA training	400.00
<b>0760</b>	<b>POSTAGE</b>	<b>1,450.00</b>
	Stamp Fulfillment Services	1,200.00
	Postmaster N Scituate	250.00
<b>0803</b>	<b>TELEPHONES</b>	<b>1,200.00</b>
	Municipal telephone appropriation	
	<b>TOTAL EXPENSE BUDGET:</b>	<b>\$99,687.50</b>