



FY 23 Town Manager Recommended Budget

Finance Department

January 31, 2022

FINANCE DEPARTMENT

Programs

131 Advisory Committee
133 Accounting
141 Assessors
145 Treasurer
148 Payroll and Benefits
161 Town Clerk
162 Elections
163 Registrars

Number of Employees (FTE's)

1.00 Assessing Director
1.00 Assessing Technician
0.50 Asst Town Clerk
1.00 Collector
1.00 Executive Administrative Assistant
1.00 Finance Director/Town Accountant
58.00 Part-time Intermittent Election Workers
0.50 Payroll and Benefits Supervisor
0.50 Payroll/Personnel Specialist
0.71 Personnel Coordinator
1.00 Senior Clerk
1.00 Sr Asst Town Accountant
1.00 Town Clerk
1.00 Treasurer

69.21 Total Employees (FTE's)

Overall Proposed Budget

	FY 22	FY 23	Difference	% Change
Labor	824,938	837,381	12,443	1.51%
Expenses	203,787	219,672	15,885	7.79%
Total	1,028,725	1,057,053	28,328	2.75%

FY 23 FINANCE DEPARTMENT

Budget Summary

		FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request	
131L	Advisory Committee - Labor	0	0	0	0	
131X	Advisory Committee - Expenses	705	0	705	0	-100.00%
ADVISORY COMMITTEE		705	0	705	0	
				0.00%	-100.00%	
133L	Accounting - Labor	146,005	152,466	206,200	201,042	-2.50%
133X	Accounting - Expenses	20,340	12,623	20,605	15,605	-24.27%
ACCOUNTING		166,345	165,089	226,805	216,647	
				36.35%	-4.48%	
141L	Assessors - Labor	137,782	127,295	144,009	147,009	2.08%
141X	Assessors - Expenses	42,610	42,030	50,610	46,600	-7.92%
ASSESSORS		180,392	169,325	194,619	193,609	
				7.89%	-0.52%	
145L	Treasurer - Labor	319,070	260,715	204,921	211,716	3.32%
145X	Treasurer - Expenses	51,150	66,295	52,650	60,962	15.79%
TREASURER		370,220	327,009	257,571	272,678	
				-30.43%	5.87%	
148L	Payroll/Benefits - Labor	86,252	89,569	97,334	100,815	3.58%
148X	Payroll/Benefits - Expenses	62,500	54,244	62,500	58,190	-6.90%
PAYROLL/BENEFITS		148,752	143,813	159,834	159,005	
				7.45%	-0.52%	
161L	Town Clerk - Labor	126,866	98,154	99,274	77,999	-21.43%
161X	Town Clerk - Expenses	7,385	8,438	7,385	5,515	-25.32%
TOWN CLERK		134,251	106,592	106,659	83,514	
				-20.55%	-21.70%	
162L	Elections - Labor	39,484	56,393	25,000	45,000	80.00%
162X	Elections - Expenses	22,704	31,025	2,432	24,400	903.29%
ELECTIONS		62,188	87,418	27,432	69,400	
				-55.89%	152.99%	
163L	Registrars - Labor	41,465	46,281	48,200	53,800	11.62%
163X	Registrars - Expenses	6,900	11,847	6,900	8,400	21.74%
REGISTRARS		48,365	58,128	55,100	62,200	
				13.93%	12.89%	
Total Department Budget:		1,111,218	1,057,374	1,028,725	1,057,053	
				-7.42%	2.75%	

FY 23 FINANCE DEPARTMENT

Budget History

Fiscal Year	Labor	Expenses	Total	% Change
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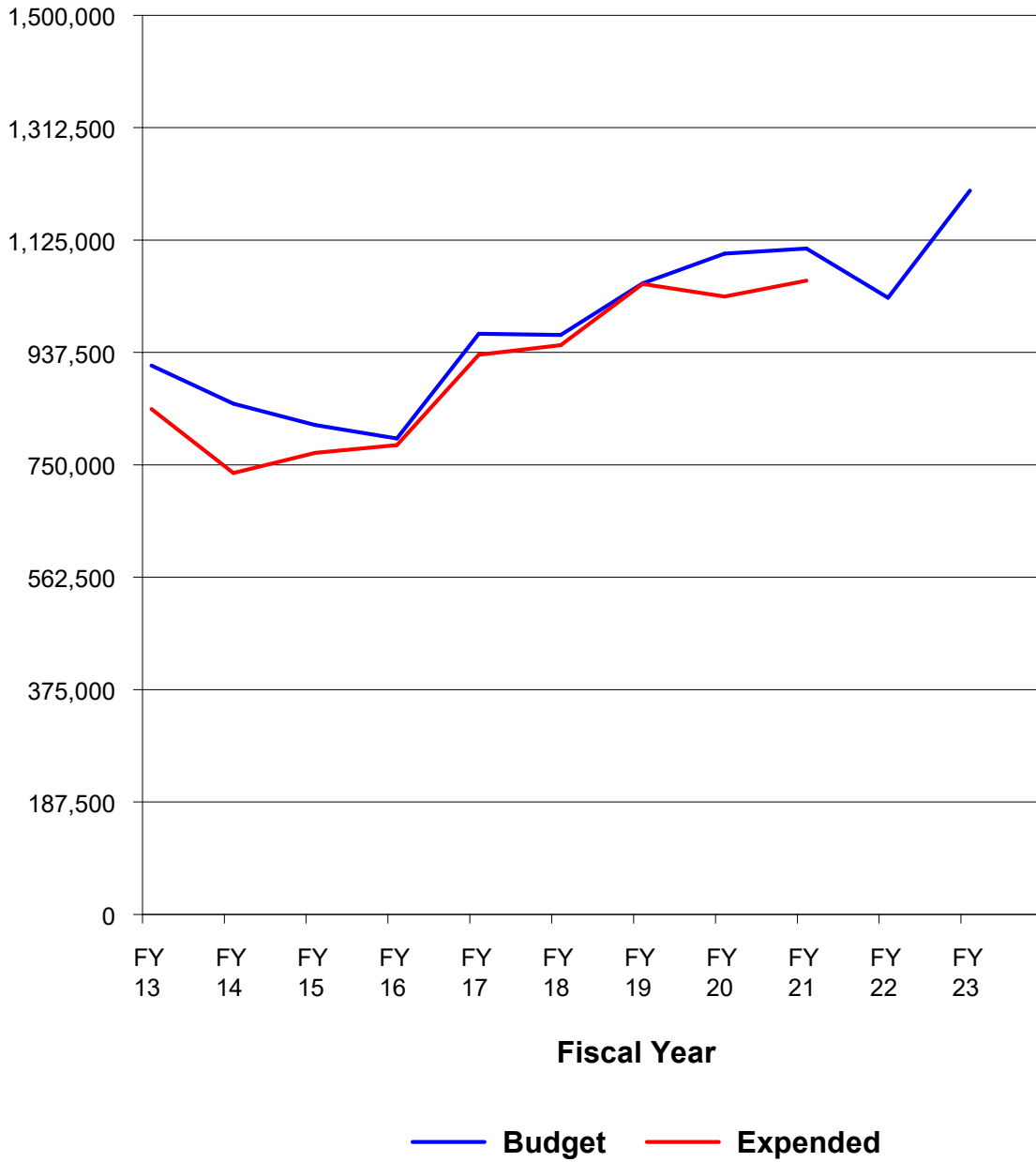
Budget Amounts

FY 13	757,907	157,534	915,441	0.00%
FY 14	679,997	171,907	851,904	-6.94%
FY 15	648,103	168,388	816,491	-4.16%
FY 16	632,979	160,818	793,797	-2.78%
FY 17	739,131	229,207	968,338	21.99%
FY 18	736,016	230,293	966,309	-0.21%
FY 19	846,506	206,542	1,053,048	8.98%
FY 20	897,976	204,362	1,102,338	4.68%
FY 21	896,924	214,294	1,111,218	0.81%
FY 22	824,938	203,787	1,028,725	-7.42%
FY 23	915,380	292,042	1,207,422	17.37%

Expended and Encumbered Amounts

FY 13	709,007	134,068	843,075	0.00%
FY 14	625,028	111,335	736,363	-12.66%
FY 15	641,830	128,067	769,897	4.55%
FY 16	614,690	168,410	783,100	1.71%
FY 17	718,562	215,048	933,610	19.22%
FY 18	729,325	220,341	949,666	1.72%
FY 19	834,128	217,636	1,051,764	10.75%
FY 20	851,569	178,732	1,030,301	-2.04%
FY 21	830,872	226,502	1,057,374	2.63%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Budget History



Major Account	Suffix	Type	Account Number	Name	Budget Amount
01-131-5113		F	01-131-5113	SALARIES - CLERICAL	0.00
01-131-5420		F	01-131-5420	OFFICE SUPPLIES	0.00
01-131-5710		F	01-131-5710	MILEAGE REIMBURSEMENT	0.00
01-131-5720		F	01-131-5720	REGISTRATION FEES	0.00
01-131-5730		F	01-131-5730	DUES	0.00
01-131-5780		F	01-131-5780	OTHER EXPENSES	0.00
Subtotal: 01-131					0.00
01-133-5110		F	01-133-5110	SALARIES-APPOINTED	201,042.00
01-133-5113		F	01-133-5113	SALARIES-CLERICAL	0.00
01-133-5121		F	01-133-5121	WAGES-TEMPORARY EMPLOYEES	0.00
01-133-5130		F	01-133-5130	OVERTIME	0.00
01-133-5148		F	01-133-5148	STIPENDS	0.00
01-133-5250		F	01-133-5250	EQUIPMENT MAINTENANCE	0.00
01-133-5271		F	01-133-5271	EQUIPMENT LEASE - PITNEY BOWES	0.00
01-133-5317		F	01-133-5317	BINDING	0.00
01-133-5319		F	01-133-5319	EMPLOYEE TRAINING	1,500.00
01-133-5342		F	01-133-5342	OTHER CONTRACTED SERVICES	7,500.00
01-133-5345		F	01-133-5345	POSTAGE & MAIL PERMITS	6,000.00
01-133-5405		F	01-133-5405	BANK & PAYMENT SUPPLIES	0.00
01-133-5420		F	01-133-5420	OFFICE SUPPLIES	0.00
01-133-5425		F	01-133-5425	DATA PROCESSING SUPPLIES	0.00
01-133-5710		F	01-133-5710	MILEAGE REIMBURSEMENT	175.00
01-133-5720		F	01-133-5720	REGISTRATION FEES	230.00
01-133-5730		F	01-133-5730	DUES	200.00
01-133-5745		F	01-133-5745	PUBLIC OFFICIALS BONDS	0.00
01-133-5780		F	01-133-5780	OTHER EXPENSES	0.00
01-133-5860		F	01-133-5860	EQUIPMENT PURCHASE	0.00
01-133-5999		F	01-133-5999	PY ENCUMBRANCE	0.00
Subtotal: 01-133					216,647.00
01-141-5110		F	01-141-5110	SALARIES APPOINTED	146,009.00
01-141-5113		F	01-141-5113	SALARIES-CLERICAL	0.00
01-141-5121		F	01-141-5121	WAGES - TEMPORARY EMPLOYEES	0.00
01-141-5130		F	01-141-5130	OVERTIME	0.00
01-141-5141		F	01-141-5141	SHIFT DIFFERENTIAL	0.00
01-141-5148		F	01-141-5148	STIPENDS	1,000.00
01-141-5250		F	01-141-5250	EQUIPMENT MAINTENANCE	0.00
01-141-5310		F	01-141-5310	ENGINEERING SERVICES	0.00
01-141-5319		F	01-141-5319	OTHER CONTRACTED SERVICE	19,000.00
01-141-5342		F	01-141-5342	BINDING SERVICES	0.00

Major Account	Suffix	Type	Account Number	Name	Budget Amount
01-141-5344		F	01-141-5344	ADVERTISING	0.00
01-141-5345		F	01-141-5345	POSTAGE & MAIL PERMITS	1,500.00
01-141-5420		F	01-141-5420	OFFICE SUPPLIES	0.00
01-141-5421		F	01-141-5421	PRINTING & STATIONARY	0.00
01-141-5710		F	01-141-5710	MILEAGE REIMBURSEMENT	100.00
01-141-5720		F	01-141-5720	REGISTRATION FEES	2,000.00
01-141-5730		F	01-141-5730	DUES	500.00
01-141-5780		F	01-141-5780	REVALUATION EXPENSES	23,500.00
01-141-5860		F	01-141-5860	EQUIPMENT PURCHASE	0.00
Subtotal: 01-141					193,609.00
01-145-5110		F	01-145-5110	SALARIES - APPOINTED	207,716.00
01-145-5113		F	01-145-5113	SALARIES - CLERICAL	0.00
01-145-5121		F	01-145-5121	WAGES - TEMPORARY EMPLOYEES	0.00
01-145-5130		F	01-145-5130	OVERTIME	0.00
01-145-5140		F	01-145-5140	LONGEVITY	0.00
01-145-5147		F	01-145-5147	VACATION BUYBACK	0.00
01-145-5148		F	01-145-5148	STIPENDS	4,000.00
01-145-5250		F	01-145-5250	EQUIPMENT MAINTENANCE	0.00
01-145-5271		F	01-145-5271	EQUIPMENT LEASE - PITNEY BOWES	2,500.00
01-145-5302		F	01-145-5302	FINANCIAL SERVICES	80.00
01-145-5319		F	01-145-5319	EMPLOYEE TRAINING	3,000.00
01-145-5342		F	01-145-5342	OTHER CONTRACTED SERVICES	41,132.00
01-145-5345		F	01-145-5345	POSTAGE & MAIL PERMITS	1,000.00
01-145-5405		F	01-145-5405	BANK & PAYMENT SUPPLIES	10,500.00
01-145-5420		F	01-145-5420	OFFICE SUPPLIES	0.00
01-145-5421		F	01-145-5421	PRINTING & STATIONARY	1,200.00
01-145-5710		F	01-145-5710	MILEAGE REIMBURSEMENT	350.00
01-145-5720		F	01-145-5720	REGISTRATION FEES	0.00
01-145-5730		F	01-145-5730	DUES	1,200.00
01-145-5745		F	01-145-5745	PUBLIC OFFICIALS BONDS	0.00
01-145-5780		F	01-145-5780	OTHER EXPENSES	0.00
Subtotal: 01-145					272,678.00
01-148-5110		F	01-148-5110	SALARIES - APPOINTED	93,015.00
01-148-5113		F	01-148-5113	SALARIES - CLERICAL	0.00
01-148-5121		P	01-148-5121	WAGES - TEMPORARY EMPLOYEES	7,800.00
Subtotal: 01-148-5121					7,800.00
01-148-5130		F	01-148-5130	OVERTIME	0.00

Major Account	Suffix	Type	Account Number	Name	Budget Amount
01-148-5303		F	01-148-5303	PAYROLL SERVICES	50,000.00
01-148-5319		F	01-148-5319	EMPLOYEE TRAINING	800.00
01-148-5420		F	01-148-5420	OFFICE SUPPLIES	3,000.00
01-148-5777		F	01-148-5777	WELLNESS PROGRAM	0.00
01-148-5780		F	01-148-5780	OTHER CHARGES	4,390.00
Subtotal: 01-148					159,005.00
01-161-5111		F	01-161-5111	SALARIES	77,999.00
01-161-5113		F	01-161-5113	SALARIES-CLERICAL	0.00
01-161-5121		F	01-161-5121	WAGES - TEMPORARY EMPLOYEES	0.00
01-161-5130		F	01-161-5130	OVERTIME	0.00
01-161-5250		F	01-161-5250	EQUIPMENT MAINTENANCE	100.00
01-161-5342		F	01-161-5342	BINDING	400.00
01-161-5345		F	01-161-5345	POSTAGE & MAIL PERMITS	1,500.00
01-161-5420		F	01-161-5420	OFFICE SUPPLIES	0.00
01-161-5421		F	01-161-5421	PRINTING & STATIONARY	200.00
01-161-5710		F	01-161-5710	MILEAGE REIMBURSEMENT	500.00
01-161-5720		F	01-161-5720	REGISTRATION FEES	1,515.00
01-161-5730		F	01-161-5730	DUES	500.00
01-161-5745		F	01-161-5745	PUBLIC OFFICIAL BONDS	0.00
01-161-5780		F	01-161-5780	OTHER EXPENSES	600.00
01-161-5860		F	01-161-5860	EQUIPMENT PURCHASE	200.00
Subtotal: 01-161					83,514.00
01-162-5121		F	01-162-5121	WAGES-TEMPORARY EMPLOYEES	45,000.00
01-162-5345		F	01-162-5345	POSTAGE & MAIL PERMITS	3,000.00
01-162-5421		F	01-162-5421	PRINTING & STATIONARY	1,400.00
01-162-5780		F	01-162-5780	OTHER EXPENSES	12,000.00
01-162-5781		F	01-162-5781	ODWD - ADMINISTRATIVE FEE	0.00
01-162-5783		F	01-162-5783	BALLOT EXPENSES	8,000.00
Subtotal: 01-162					69,400.00
01-163-5112		F	01-163-5112	SALARIES-APPOINTED OFFICIALS	53,800.00
01-163-5319		F	01-163-5319	OTHER CONTRACTED SERVICES	0.00
01-163-5345		F	01-163-5345	POSTAGE & MAIL PERMITS	5,500.00
01-163-5420		F	01-163-5420	OFFICE SUPPLIES	0.00
01-163-5421		F	01-163-5421	PRINTING & STATIONARY	1,500.00
01-163-5425		F	01-163-5425	DATA PROCESSING SUPPLIES	1,400.00
01-163-5710		F	01-163-5710	MILEAGE REIMBURSEMENT	0.00
01-163-5720		F	01-163-5720	REGISTRATION FEES	0.00

Major Account	Suffix	Type	Account Number	Name	Budget Amount
01-163-5860		F	01-163-5860	EQUIPMENT PURCHASE	0.00
			Subtotal: 01-163		62,200.00

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

131 - ADVISORY COMMITTEE		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
		\$0.00						
	PERSONNEL SUB-TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01-131-5720	REGISTRATION FEES	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$-500.00	-100.00
01-131-5730	DUES	\$0.00	\$0.00	\$205.00	\$0.00	\$0.00	\$-205.00	-100.00
		\$0.00						
	EXPENSES SUB-TOTAL:	\$0.00	\$0.00	\$705.00	\$0.00	\$0.00	\$-705.00	-100.00
131 ADVISORY COMMITTEE SUB-TOTAL:		\$0.00	\$0.00	\$705.00	\$0.00	\$0.00	\$-705.00	-100.00

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

133 - ACCOUNTING		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-133-5110	SALARIES-APPOINTED	\$139,189.42	\$152,037.37	\$206,200.00	\$138,197.01	\$201,042.00	\$-5,158.00	-2.50
01-133-5113	SALARIES-CLERICAL	\$14,870.64	\$0.00	\$0.00	\$3,290.47	\$0.00	\$0.00	0.00
		\$154,060.06						
PERSONNEL SUB-TOTAL:		\$154,060.06	\$152,037.37	\$206,200.00	\$141,487.48	\$201,042.00	\$-5,158.00	-2.50
01-133-5319	EMPLOYEE TRAINING	\$1,170.63	\$75.00	\$2,000.00	\$800.00	\$1,500.00	\$-500.00	-25.00
01-133-5342	OTHER CONTRACTED SERVICES	\$4,066.84	\$7,149.06	\$11,000.00	\$5,068.08	\$7,500.00	\$-3,500.00	-31.81
01-133-5345	POSTAGE & MAIL PERMITS	\$6,405.52	\$5,058.50	\$7,000.00	\$2,089.54	\$6,000.00	\$-1,000.00	-14.28
01-133-5710	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	\$0.00	0.00
01-133-5720	REGISTRATION FEES	\$0.00	\$0.00	\$230.00	\$744.20	\$230.00	\$0.00	0.00
01-133-5730	DUES	\$140.00	\$105.00	\$200.00	\$80.00	\$200.00	\$0.00	0.00
01-133-5780	OTHER EXPENSES	\$0.00	\$90.80	\$0.00	\$828.08	\$0.00	\$0.00	0.00
		\$11,782.99						
EXPENSES SUB-TOTAL:		\$11,782.99	\$12,478.36	\$20,605.00	\$9,609.90	\$15,605.00	\$-5,000.00	-24.26
133 ACCOUNTING SUB-TOTAL:		\$165,843.05	\$164,515.73	\$226,805.00	\$151,097.38	\$216,647.00	\$-10,158.00	-4.47

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

141 - ASSESSORS		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-141-5110	SALARIES APPOINTED	\$79,895.28	\$81,001.93	\$142,009.00	\$50,662.45	\$146,009.00	\$4,000.00	2.81
01-141-5113	SALARIES-CLERICAL	\$46,830.89	\$45,271.90	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01-141-5148	STIPENDS	\$0.00	\$833.35	\$2,000.00	\$0.00	\$1,000.00	\$-1,000.00	-50.00
		\$126,726.17						
PERSONNEL SUB-TOTAL:		\$126,726.17	\$127,107.18	\$144,009.00	\$50,662.45	\$147,009.00	\$3,000.00	2.08
01-141-5319	OTHER CONTRACTED SERVICE	\$8,566.10	\$10,269.19	\$20,000.00	\$1,274.45	\$19,000.00	\$-1,000.00	-5.00
01-141-5344	ADVERTISING	\$0.00	\$0.00	\$310.00	\$0.00	\$0.00	\$-310.00	-100.00
01-141-5345	POSTAGE & MAIL PERMITS	\$1,415.65	\$1,424.77	\$1,200.00	\$294.11	\$1,500.00	\$300.00	25.00
01-141-5710	MILEAGE REIMBURSEMENT	\$0.00	\$29.79	\$600.00	\$0.00	\$100.00	\$-500.00	-83.33
01-141-5720	REGISTRATION FEES	\$289.00	\$0.00	\$4,000.00	\$95.00	\$2,000.00	\$-2,000.00	-50.00
01-141-5730	DUES	\$375.00	\$375.00	\$500.00	\$437.50	\$500.00	\$0.00	0.00
01-141-5780	REVALUATION EXPENSES	\$20,315.00	\$29,931.00	\$24,000.00	\$39,047.00	\$23,500.00	\$-500.00	-2.08
		\$30,960.75						
EXPENSES SUB-TOTAL:		\$30,960.75	\$42,029.75	\$50,610.00	\$41,148.06	\$46,600.00	\$-4,010.00	-7.92
141 ASSESSORS SUB-TOTAL:		\$157,686.92	\$169,136.93	\$194,619.00	\$91,810.51	\$193,609.00	\$-1,010.00	-0.51

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

145 - TREASURER		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-145-5110	SALARIES - APPOINTED	\$195,762.68	\$173,522.95	\$200,921.00	\$82,046.17	\$207,716.00	\$6,795.00	3.38
01-145-5113	SALARIES - CLERICAL	\$100,618.06	\$84,774.86	\$0.00	\$30,076.85	\$0.00	\$0.00	0.00
01-145-5148	STIPENDS	\$0.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$0.00	0.00
		\$296,380.74						
PERSONNEL SUB-TOTAL:		\$296,380.74	\$260,297.81	\$204,921.00	\$114,123.02	\$211,716.00	\$6,795.00	3.31
01-145-5271	EQUIPMENT LEASE - PITNEY BOWES	\$2,253.12	\$2,244.84	\$2,500.00	\$1,110.00	\$2,500.00	\$0.00	0.00
01-145-5302	FINANCIAL SERVICES	\$60.00	\$2,083.52	\$100.00	\$30.00	\$80.00	\$-20.00	-20.00
01-145-5319	EMPLOYEE TRAINING	\$1,091.30	\$593.81	\$3,070.00	\$0.00	\$3,000.00	\$-70.00	-2.28
01-145-5342	OTHER CONTRACTED SERVICES	\$32,258.37	\$42,427.31	\$37,180.00	\$9,888.97	\$41,132.00	\$3,952.00	10.62
01-145-5345	POSTAGE & MAIL PERMITS	\$3,866.40	\$220.80	\$3,500.00	\$422.98	\$1,000.00	\$-2,500.00	-71.42
01-145-5405	BANK & PAYMENT SUPPLIES	\$7,286.17	\$12,093.16	\$3,000.00	\$7,060.65	\$10,500.00	\$7,500.00	250.00
01-145-5421	PRINTING & STATIONERY	\$650.16	\$1,284.12	\$1,750.00	\$698.56	\$1,200.00	\$-550.00	-31.42
01-145-5710	MILEAGE REIMBURSEMENT	\$278.29	\$0.00	\$350.00	\$0.00	\$350.00	\$0.00	0.00
01-145-5730	DUES	\$1,177.00	\$1,100.00	\$1,200.00	\$75.00	\$1,200.00	\$0.00	0.00
01-145-5780	OTHER EXPENSES	\$60.00	\$5,111.89	\$0.00	\$1,497.00	\$0.00	\$0.00	0.00
		\$49,529.56						
EXPENSES SUB-TOTAL:		\$49,529.56	\$67,159.45	\$52,650.00	\$20,783.16	\$60,962.00	\$8,312.00	15.78
145 TREASURER SUB-TOTAL:		\$345,910.30	\$327,457.26	\$257,571.00	\$134,906.18	\$272,678.00	\$15,107.00	5.86

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

147 - TAX TITLE		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-147-5305	LEGAL SERVICES	\$0.00	\$0.00	\$0.00	\$8,995.91	\$0.00	\$0.00	0.00
01-147-5344	ADVERTISING	\$0.00	\$334.82	\$0.00	\$0.00	\$0.00	\$0.00	0.00
		\$0.00						
EXPENSES SUB-TOTAL:		\$0.00	\$334.82	\$0.00	\$8,995.91	\$0.00	\$0.00	0.00
147 TAX TITLE SUB-TOTAL:		\$0.00	\$334.82	\$0.00	\$8,995.91	\$0.00	\$0.00	0.00

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

148 - PAYROLL/BENEFITS		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-148-5110	SALARIES - APPOINTED	\$90,914.24	\$87,812.89	\$89,515.00	\$56,357.22	\$93,015.00	\$3,500.00	3.91
01-148-5113	SALARIES - CLERICAL	\$0.00	\$525.88	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01-148-5121	WAGES - TEMPORARY EMPLOYEES	\$761.25	\$1,756.25	\$7,819.00	\$5,118.75	\$7,800.00	\$-19.00	-0.24
		\$91,675.49						
PERSONNEL SUB-TOTAL:		\$91,675.49	\$90,095.02	\$97,334.00	\$61,475.97	\$100,815.00	\$3,481.00	3.57
01-148-5303	PAYROLL SERVICES	\$43,907.56	\$44,712.88	\$50,000.00	\$25,531.08	\$50,000.00	\$0.00	0.00
01-148-5319	EMPLOYEE TRAINING	\$1,074.84	\$609.11	\$1,000.00	\$1,257.84	\$800.00	\$-200.00	-20.00
01-148-5420	OFFICE SUPPLIES	\$2,214.66	\$4,263.15	\$3,000.00	\$2,134.88	\$3,000.00	\$0.00	0.00
01-148-5780	OTHER CHARGES	\$6,264.35	\$4,658.50	\$8,500.00	\$2,637.00	\$4,390.00	\$-4,110.00	-48.35
		\$53,579.71						
EXPENSES SUB-TOTAL:		\$53,579.71	\$54,243.64	\$62,500.00	\$31,560.80	\$58,190.00	\$-4,310.00	-6.89
148 PAYROLL/BENEFITS SUB-TOTAL:		\$145,255.20	\$144,338.66	\$159,834.00	\$93,036.77	\$159,005.00	\$-829.00	-0.51

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

161 - TOWN CLERK		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-161-5111	SALARIES-ELECTED OFFICIALS	\$73,598.94	\$73,037.12	\$98,774.00	\$42,526.67	\$77,999.00	\$-20,775.00	-21.03
01-161-5113	SALARIES-CLERICAL	\$53,140.30	\$14,927.16	\$0.00	\$13,756.50	\$0.00	\$0.00	0.00
01-161-5121	WAGES - TEMPORARY EMPLOYEES	\$0.00	\$9,827.00	\$0.00	\$1,912.50	\$0.00	\$0.00	0.00
01-161-5130	OVERTIME	\$0.00	\$116.27	\$500.00	\$0.00	\$0.00	\$-500.00	-100.00
		\$126,739.24						
PERSONNEL SUB-TOTAL:		\$126,739.24	\$97,907.55	\$99,274.00	\$58,195.67	\$77,999.00	\$-21,275.00	-21.43
01-161-5250	EQUIPMENT MAINTENANCE	\$222.71	\$20.12	\$200.00	\$16.45	\$100.00	\$-100.00	-50.00
01-161-5342	BINDING	\$310.00	\$267.70	\$600.00	\$330.00	\$400.00	\$-200.00	-33.33
01-161-5345	POSTAGE & MAIL PERMITS	\$1,306.35	\$2,705.59	\$1,350.00	\$147.84	\$1,500.00	\$150.00	11.11
01-161-5421	PRINTING & STATIONERY	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	0.00
01-161-5710	MILEAGE REIMBURSEMENT	\$694.68	\$0.00	\$500.00	\$257.60	\$500.00	\$0.00	0.00
01-161-5720	REGISTRATION FEES	\$1,209.92	\$170.00	\$3,000.00	\$1,020.70	\$1,515.00	\$-1,485.00	-49.50
01-161-5730	DUES	\$390.00	\$335.00	\$435.00	\$160.00	\$500.00	\$65.00	14.94
01-161-5780	OTHER EXPENSES	\$440.96	\$4,914.53	\$600.00	\$642.04	\$600.00	\$0.00	0.00
01-161-5860	EQUIPMENT PURCHASE	\$0.00	\$24.00	\$500.00	\$0.00	\$200.00	\$-300.00	-60.00
		\$4,574.62						
EXPENSES SUB-TOTAL:		\$4,574.62	\$8,436.94	\$7,385.00	\$2,574.63	\$5,515.00	\$-1,870.00	-25.32
161 TOWN CLERK SUB-TOTAL:		\$131,313.86	\$106,344.49	\$106,659.00	\$60,770.30	\$83,514.00	\$-23,145.00	-21.70

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

162 - ELECTIONS & TOWN MEETINGS		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-162-5121	WAGES-TEMPORARY EMPLOYEES	\$16,156.42	\$55,960.93	\$25,000.00	\$1,661.48	\$45,000.00	\$20,000.00	80.00
		\$16,156.42						
	PERSONNEL SUB-TOTAL:	\$16,156.42	\$55,960.93	\$25,000.00	\$1,661.48	\$45,000.00	\$20,000.00	80.00
01-162-5345	POSTAGE & MAIL PERMITS	\$745.70	\$805.41	\$432.00	\$0.00	\$3,000.00	\$2,568.00	594.44
01-162-5421	PRINTING & STATIONERY	\$0.00	\$0.00	\$2,000.00	\$0.00	\$1,400.00	\$-600.00	-30.00
01-162-5780	OTHER EXPENSES	\$6,971.35	\$17,297.25	\$12,000.00	\$615.00	\$12,000.00	\$0.00	0.00
01-162-5783	BALLOT EXPENSES	\$6,071.93	\$12,922.83	\$5,300.00	\$1,550.00	\$8,000.00	\$2,700.00	50.94
		\$13,788.98						
	EXPENSES SUB-TOTAL:	\$13,788.98	\$31,025.49	\$19,732.00	\$2,165.00	\$24,400.00	\$4,668.00	23.65
162 ELECTIONS & TOWN MEETINGS		\$29,945.40	\$86,986.42	\$44,732.00	\$3,826.48	\$69,400.00	\$24,668.00	55.14

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

163 - REGISTRARS		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-163-5112	SALARIES-APPOINTED OFFICIALS	\$39,659.59	\$46,188.41	\$48,200.00	\$26,821.40	\$53,800.00	\$5,600.00	11.61
		\$39,659.59						
	PERSONNEL SUB-TOTAL:	\$39,659.59	\$46,188.41	\$48,200.00	\$26,821.40	\$53,800.00	\$5,600.00	11.61
01-163-5345	POSTAGE & MAIL PERMITS	\$3,990.42	\$8,362.31	\$3,200.00	\$249.97	\$5,500.00	\$2,300.00	71.87
01-163-5421	PRINTING & STATIONERY	\$3,067.76	\$1,786.13	\$3,500.00	\$0.00	\$1,500.00	\$-2,000.00	-57.14
01-163-5425	DATA PROCESSING SUPPLIES	\$0.00	\$1,699.00	\$0.00	\$4,033.40	\$1,400.00	\$1,400.00	100.00
01-163-5710	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$-200.00	-100.00
		\$7,058.18						
	EXPENSES SUB-TOTAL:	\$7,058.18	\$11,847.44	\$6,900.00	\$4,283.37	\$8,400.00	\$1,500.00	21.73
163 REGISTRARS SUB-TOTAL:		\$46,717.77	\$58,035.85	\$55,100.00	\$31,104.77	\$62,200.00	\$7,100.00	12.88

131 Advisory Committee

Programs

131L Advisory Committee - Labor
131X Advisory Committee - Expenses

Number of Employees (FTE's)

Overall Proposed Budget

	FY 22	FY 23	Difference	% Change
Labor	0	0	0	-----
Expenses	705	0	-705	-100.00%
Total	705	0	-705	-100.00%

FY 23 ADVISORY COMMITTEE

Budget Summary

	FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request
<u>Labor</u>				
Regular Pay	0	0	0	0
Overtime Pay	0	0	0	0
Other Pay	0	0	0	0
Total Labor	0	0	0	0

Expenses by Program

131X	Advisory Committee - Expenses	705	0	705	0
Total Expenses		705	0	705	0

Summary

Total Labor:	0	0	0	0
Total Expenses:	705	0	705	0
Total Budget:	705	0	705	0
			0.00%	-100.00%

FY 23 ADVISORY COMMITTEE

Advisory Committee Budget History

Fiscal Year	Labor	Expenses	Total	% Change
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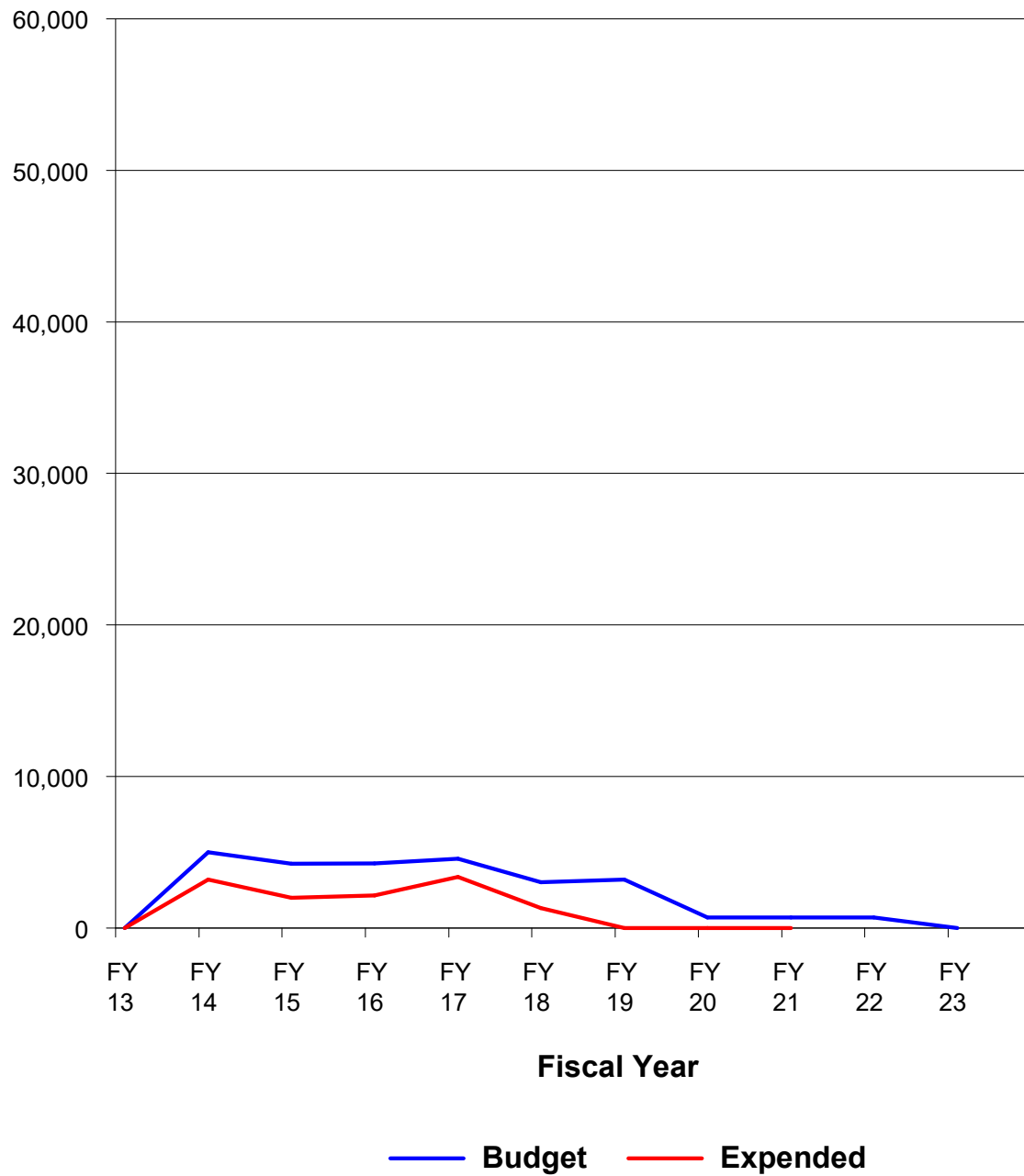
Budget Amounts

FY 13	0	0	0	0.00%
FY 14	4,500	500	5,000	0.00%
FY 15	3,750	500	4,250	-15.00%
FY 16	3,750	504	4,254	0.09%
FY 17	4,059	505	4,564	7.29%
FY 18	2,500	525	3,025	-33.72%
FY 19	2,500	705	3,205	5.95%
FY 20	0	705	705	-78.00%
FY 21	0	705	705	0.00%
FY 22	0	705	705	0.00%
FY 23	0	0	0	-100.00%

Expended and Encumbered Amounts

FY 13	0	0	0	0.00%
FY 14	2,825	368	3,193	0.00%
FY 15	1,802	204	2,006	-37.18%
FY 16	1,931	204	2,135	6.43%
FY 17	3,157	204	3,361	57.42%
FY 18	1,321	0	1,321	-60.70%
FY 19	0	0	0	-100.00%
FY 20	0	0	0	0.00%
FY 21	0	0	0	0.00%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Advisory Committee Budget History



FY 23 ADVISORY COMMITTEE

Labor Summary

<u>Position</u>	<u>Employees</u>	<u>FTE's</u>
Total: 0 positions	0	0.00

FY 23 FINANCE DEPARTMENT

131L - Advisory Committee - Labor

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-131-5113	SALARIES - CLERICAL	0

Requested Amount: 0

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 14	4,500	0.0 %	2,825
FY 15	3,750	-16.7 %	1,802
FY 16	3,750	0.0 %	1,931
FY 17	4,059	8.2 %	3,157
FY 18	2,500	-38.4 %	1,321
FY 19	2,500	0.0 %	0
FY 20	0	-100.0 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY23	0	n/a	tbd
FY 23	0	n/a	tbd

Program Budget Line Item Detail:

01-131-5113 SALARIES - CLERICAL 0
01-131-5113 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-131-5113			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	4,500	n/a	2,825
FY 15	3,750	-16.67 %	1,802
FY 16	3,750	0.00 %	1,931
FY 17	4,059	8.24 %	3,157
FY 18	2,500	-38.41 %	1,321
FY 19	2,500	0.00 %	0
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd

FY 23 FINANCE DEPARTMENT

131L - Advisory Committee - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY23	0	n/a	tbd
FY 23	0	n/a	

Subtotal: 131L - Advisory Committee - Labor

0

FY 23 FINANCE DEPARTMENT

131X - Advisory Committee - Expenses

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-131-5420	OFFICE SUPPLIES	0
01-131-5710	MILEAGE REIMBURSEMENT	0
01-131-5720	REGISTRATION FEES	0
01-131-5730	DUES	0
01-131-5780	OTHER EXPENSES	0
Requested Amount:		0

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 14	500	0.0 %	368
FY 15	500	0.0 %	204
FY 16	504	0.8 %	204
FY 17	505	0.2 %	204
FY 18	525	4.0 %	0
FY 19	705	34.3 %	0
FY 20	705	0.0 %	0
FY 21	705	0.0 %	0
FY 22	705	0.0 %	tbd
FY23	705	0.0 %	tbd
FY 23	0	-100.0 %	tbd

Program Budget Line Item Detail:

01-131-5420 OFFICE SUPPLIES 0
01-131-5420 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-131-5420			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	0.00 %	17
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

FY 23 FINANCE DEPARTMENT

131X - Advisory Committee - Expenses

01-131-5710
01-131-5710

MILEAGE REIMBURSEMENT

0
(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-131-5710			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-131-5720
01-131-5720

REGISTRATION FEES

0
(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-131-5720			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	300	n/a	0
FY 15	300	0.00 %	0
FY 16	300	0.00 %	0
FY 17	300	0.00 %	0
FY 18	300	0.00 %	0
FY 19	500	66.67 %	0
FY 20	500	0.00 %	0
FY 21	500	0.00 %	0
FY 22	500	0.00 %	tbd
FY23	500	0.00 %	tbd
FY 23	0	-100.00 %	

01-131-5730
01-131-5730

DUES

0
(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-131-5730			0

FY 23 FINANCE DEPARTMENT

131X - Advisory Committee - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	200	n/a	204
FY 15	200	0.00 %	204
FY 16	204	2.00 %	204
FY 17	205	0.49 %	204
FY 18	225	9.76 %	0
FY 19	205	-8.89 %	0
FY 20	205	0.00 %	0
FY 21	205	0.00 %	0
FY 22	205	0.00 %	tbd
FY23	205	0.00 %	tbd
FY 23	0	-100.00 %	

01-131-5780	OTHER EXPENSES	0
01-131-5780		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-131-5780			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	0.00 %	147
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

Subtotal: 131X - Advisory Committee - Expenses	0
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Budget Report for ADVISORY COMMITTEE

Account Number	Account Name	Budget	FY 22 Budget	Perc. Chg	FY 17 Expend	FY 18 Expend	FY 19 Expend	FY 20 Expend	FY 21 Expend
<u>Advisory Committee - Labor</u>									
01-131-5113	SALARIES - CLERICAL	0	0	-----	3,157	1,321	0	0	0
Total for Advisory Committee - Labor		0	0	-----	3,157	1,321	0	0	0
<u>Advisory Committee - Expenses</u>									
01-131-5420	OFFICE SUPPLIES	0	0	-----	0	0	0	0	0
01-131-5710	MILEAGE REIMBURSEMENT	0	0	-----	0	0	0	0	0
01-131-5720	REGISTRATION FEES	0	500	-100.00%	0	0	0	0	0
01-131-5730	DUES	0	205	-100.00%	204	0	0	0	0
01-131-5780	OTHER EXPENSES	0	0	-----	0	0	0	0	0
Total for Advisory Committee - Expenses		0	705	-100.00%	204	0	0	0	0
ADVISORY COMMITTEE Total:		0	705	-100.00%	3,361	1,321	0	0	0

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

131 - ADVISORY COMMITTEE		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
		\$0.00						
	PERSONNEL SUB-TOTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01-131-5720	REGISTRATION FEES	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$-500.00	-100.00
01-131-5730	DUES	\$0.00	\$0.00	\$205.00	\$0.00	\$0.00	\$-205.00	-100.00
		\$0.00						
	EXPENSES SUB-TOTAL:	\$0.00	\$0.00	\$705.00	\$0.00	\$0.00	\$-705.00	-100.00
131 ADVISORY COMMITTEE SUB-TOTAL:		\$0.00	\$0.00	\$705.00	\$0.00	\$0.00	\$-705.00	-100.00

133 Accounting

Programs

133L Accounting - Labor
133X Accounting - Expenses

Number of Employees (FTE's)

1.00 Finance Director/Town Accountant
1.00 Sr Asst Town Accountant

Overall Proposed Budget

	<u>FY 22</u>	<u>FY 23</u>	<u>Difference</u>	<u>% Change</u>
Labor	206,200	201,042	-5,158	-2.50%
Expenses	20,605	15,605	-5,000	-24.27%
Total	226,805	216,647	-10,158	-4.48%

FY 23 ACCOUNTING

Budget Summary

	FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request
<u>Labor</u>				
Regular Pay	146,005	152,466	206,200	201,042
Overtime Pay	0	0	0	0
Other Pay	0	0	0	0
Total Labor	146,005	152,466	206,200	201,042

Expenses by Program

133X	Accounting - Expenses	20,340	12,623	20,605	15,605
Total Expenses		20,340	12,623	20,605	15,605

Summary

Total Labor:	146,005	152,466	206,200	201,042
Total Expenses:	20,340	12,623	20,605	15,605
Total Budget:	166,345	165,089	226,805 36.35%	216,647 -4.48%

FY 23 ACCOUNTING

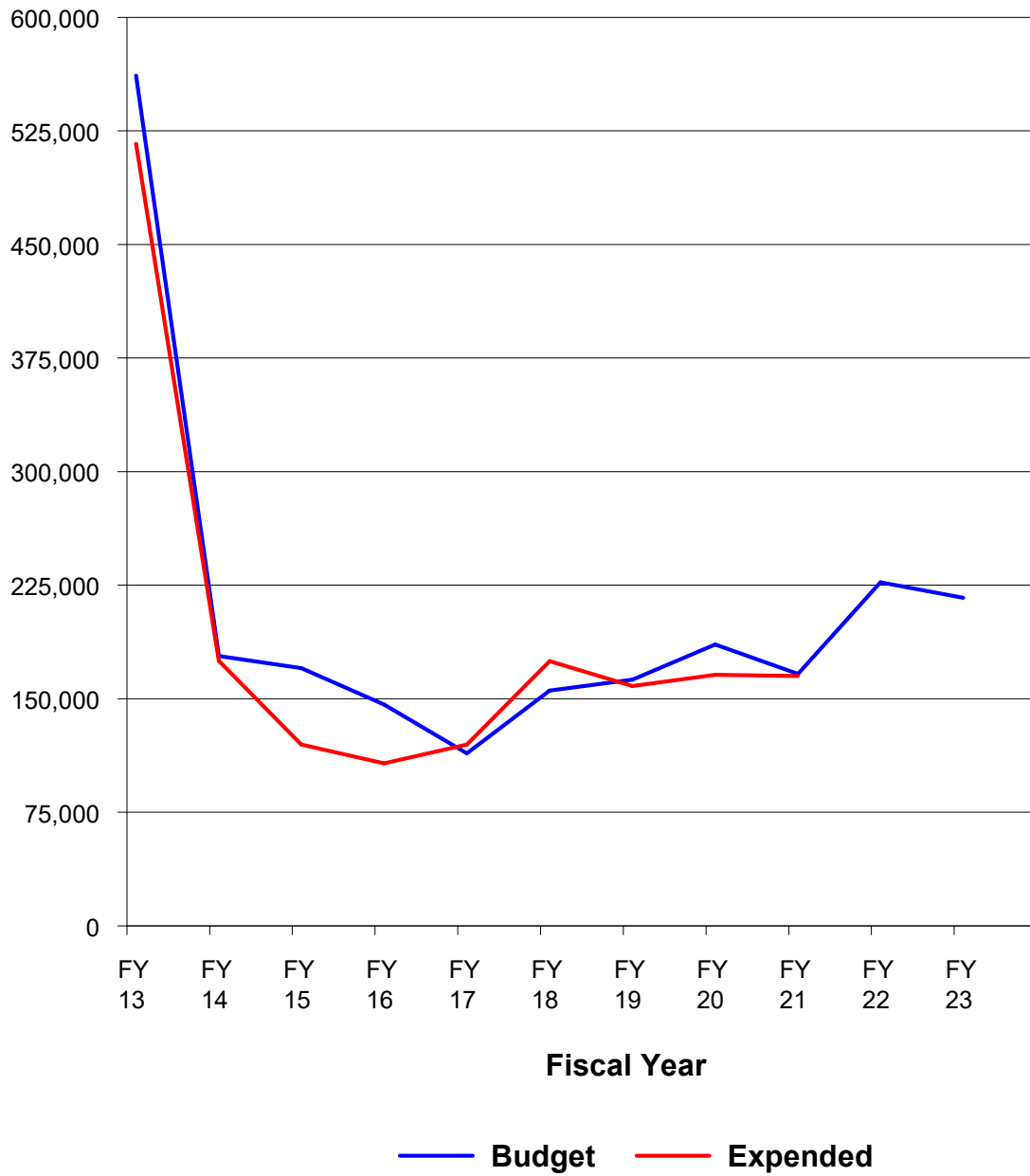
Accounting Budget History

Fiscal Year	Labor	Expenses	Total	% Change
<u>Budget Amounts</u>				
FY 13	477,564	84,065	561,629	0.00%
FY 14	166,014	12,185	178,199	-68.27%
FY 15	163,407	6,825	170,232	-4.47%
FY 16	136,219	9,979	146,198	-14.12%
FY 17	101,693	12,200	113,893	-22.10%
FY 18	134,054	21,400	155,454	36.49%
FY 19	152,134	10,400	162,534	4.55%
FY 20	166,441	19,400	185,841	14.34%
FY 21	146,005	20,340	166,345	-10.49%
FY 22	206,200	20,605	226,805	36.35%
FY 23	201,042	15,605	216,647	-4.48%

Expended and Encumbered Amounts

FY 13	432,456	83,853	516,309	0.00%
FY 14	164,940	10,138	175,078	-66.09%
FY 15	109,145	10,396	119,541	-31.72%
FY 16	87,632	19,534	107,166	-10.35%
FY 17	101,272	18,237	119,509	11.52%
FY 18	158,892	15,926	174,818	46.28%
FY 19	150,097	8,278	158,375	-9.41%
FY 20	154,060	11,784	165,844	4.72%
FY 21	152,466	12,623	165,089	-0.46%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Accounting Budget History



FY 23 ACCOUNTING

Labor Summary

<u>Position</u>	<u>Employees</u>	<u>FTE's</u>
Finance Director/Town Accountant	1	1.00
Sr Asst Town Accountant	1	1.00
Total: 2 positions	2	2.00

FY 23 FINANCE DEPARTMENT

133L - Accounting - Labor

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-133-5110	SALARIES-APPOINTED	201,042
01-133-5113	SALARIES-CLERICAL	0
01-133-5121	WAGES-TEMPORARY EMPLOYEES	0
01-133-5130	OVERTIME	0
01-133-5148	STIPENDS	0
		Requested Amount: 201,042

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	477,564	0.0 %	432,456
FY 14	166,014	-65.2 %	164,940
FY 15	163,407	-1.6 %	109,145
FY 16	136,219	-16.6 %	87,632
FY 17	101,693	-25.4 %	101,272
FY 18	134,054	31.8 %	158,892
FY 19	152,134	13.5 %	150,097
FY 20	166,441	9.4 %	154,060
FY 21	146,005	-12.3 %	152,466
FY 22	206,200	41.2 %	tbd
FY23	201,042	-2.5 %	tbd
FY 23	201,042	0.0 %	tbd

Program Budget Line Item Detail:

01-133-5110	SALARIES-APPOINTED	201,042
01-133-5110		(calc)
	<u>Quantity</u>	<u>Unit Price</u>
Detail from Labor Sheets		<u>Amount</u>
Other		201,042
TOTAL 01-133-5110		201,042

FY 23 FINANCE DEPARTMENT

133L - Accounting - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	373,719	n/a	332,900
FY 14	142,940	-61.75 %	141,866
FY 15	139,816	-2.19 %	84,495
FY 16	93,487	-33.14 %	62,138
FY 17	64,669	-30.83 %	72,546
FY 18	64,932	0.41 %	88,349
FY 19	76,500	17.82 %	77,562
FY 20	85,400	11.63 %	139,189
FY 21	146,005	70.97 %	152,466
FY 22	206,200	41.23 %	tbd
FY23	201,042	-2.50 %	tbd
FY 23	201,042	-2.50 %	

Account Comments:

FY23 no longer includes PT Accounts Payable Clerk. Financial Analyst was hired and is paid for form ARPA.

01-133-5113	SALARIES-CLERICAL	0
01-133-5113		(calc)

<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>

TOTAL 01-133-5113 **0**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	98,845	0.00 %	96,116
FY 14	23,074	-76.66 %	23,074
FY 15	23,591	2.24 %	24,650
FY 16	42,732	81.14 %	25,494
FY 17	35,024	-18.04 %	26,726
FY 18	64,122	83.08 %	66,543
FY 19	71,634	11.72 %	69,535
FY 20	78,041	8.94 %	14,871
FY 21	0	-100.00 %	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

FY 23 FINANCE DEPARTMENT

133L - Accounting - Labor

01-133-5121
01-133-5121

WAGES-TEMPORARY EMPLOYEES

0
(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-133-5121			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	5,000	0.00 %	3,063
FY 15	0	-100.00 %	0
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5130
01-133-5130

OVERTIME

0
(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-133-5130			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	0	0.00 %	377
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5148
01-133-5148

STIPENDS

0
(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-133-5148			0

FY 23 FINANCE DEPARTMENT

133L - Accounting - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	2,000	0.00 %	2,000
FY 18	5,000	150.00 %	4,000
FY 19	4,000	-20.00 %	3,000
FY 20	3,000	-25.00 %	0
FY 21	0	-100.00 %	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

Subtotal: 133L - Accounting - Labor

201,042

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-133-5250	EQUIPMENT MAINTENANCE	0
01-133-5271	EQUIPMENT LEASE - PITNEY BOWES	0
01-133-5317	BINDING	0
01-133-5319	EMPLOYEE TRAINING	1,500
01-133-5342	OTHER CONTRACTED SERVICES	7,500
01-133-5345	POSTAGE & MAIL PERMITS	6,000
01-133-5405	BANK & PAYMENT SUPPLIES	0
01-133-5420	OFFICE SUPPLIES	0
01-133-5425	DATA PROCESSING SUPPLIES	0
01-133-5710	MILEAGE REIMBURSEMENT	175
01-133-5720	REGISTRATION FEES	230
01-133-5730	DUES	200
01-133-5745	PUBLIC OFFICIALS BONDS	0
01-133-5780	OTHER EXPENSES	0
01-133-5860	EQUIPMENT PURCHASE	0
01-133-5999	PY ENCUMBRANCE	0

Requested Amount: 15,605

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	84,065	0.0 %	83,853
FY 14	12,185	-85.5 %	10,138
FY 15	6,825	-44.0 %	10,396
FY 16	9,979	46.2 %	19,534
FY 17	12,200	22.3 %	18,237
FY 18	21,400	75.4 %	15,926
FY 19	10,400	-51.4 %	8,278
FY 20	19,400	86.5 %	11,784
FY 21	20,340	4.9 %	12,623
FY 22	20,605	1.3 %	tbd
FY23	15,605	-24.3 %	tbd
FY 23	15,605	0.0 %	tbd

Program Budget Line Item Detail:

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

01-133-5250 EQUIPMENT MAINTENANCE 0
01-133-5250 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-133-5250			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	1,800	0.00 %	894
FY 14	1,535	-14.72 %	0
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5271 EQUIPMENT LEASE - PITNEY BOWES 0
01-133-5271 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-133-5271			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	1,250	0.00 %	1,263
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5317 BINDING 0
01-133-5317 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-133-5317			0

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	215	0.00 %	0
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5319	EMPLOYEE TRAINING	1,500
01-133-5319		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Training			1,500
TOTAL 01-133-5319			1,500

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	4,000	n/a	2,958
FY 14	2,500	-37.50 %	1,728
FY 15	2,050	-18.00 %	2,023
FY 16	2,500	21.95 %	1,784
FY 17	3,500	40.00 %	695
FY 18	2,500	-28.57 %	904
FY 19	1,750	-30.00 %	510
FY 20	1,750	0.00 %	1,171
FY 21	1,750	0.00 %	75
FY 22	2,000	14.29 %	tbd
FY23	1,500	-25.00 %	tbd
FY 23	1,500	-25.00 %	

01-133-5342	OTHER CONTRACTED SERVICES	7,500
01-133-5342		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Shredding Services			1,500
OPEB Study			6,000
TOTAL 01-133-5342			7,500

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	43,500	n/a	42,718
FY 14	5,000	-88.51 %	40
FY 15	0	-100.00 %	1,291
FY 16	654	n/a	10,463
FY 17	1,500	129.36 %	11,200
FY 18	11,600	673.33 %	9,254
FY 19	1,750	-84.91 %	1,392
FY 20	10,750	514.29 %	4,067
FY 21	11,000	2.33 %	7,293
FY 22	11,000	0.00 %	tbd
FY23	7,500	-31.82 %	tbd
FY 23	7,500	-31.82 %	

01-133-5345	POSTAGE & MAIL PERMITS	6,000
01-133-5345		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Postage			6,000

TOTAL 01-133-5345 **6,000**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	16,500	n/a	22,734
FY 14	150	-99.09 %	5,473
FY 15	4,000	2566.67 %	6,223
FY 16	6,000	50.00 %	6,628
FY 17	6,500	8.33 %	6,117
FY 18	6,500	0.00 %	5,457
FY 19	6,500	0.00 %	5,748
FY 20	6,500	0.00 %	6,406
FY 21	7,000	7.69 %	5,059
FY 22	7,000	0.00 %	tbd
FY23	6,000	-14.29 %	tbd
FY 23	6,000	-14.29 %	

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

01-133-5405 BANK & PAYMENT SUPPLIES 0
01-133-5405 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-133-5405			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	5,000	0.00 %	1,410
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5420 OFFICE SUPPLIES 0
01-133-5420 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-133-5420			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	8,000	0.00 %	8,432
FY 14	1,500	-81.25 %	1,522
FY 15	0	-100.00 %	0
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5425 DATA PROCESSING SUPPLIES 0
01-133-5425 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-133-5425			0

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5710	MILEAGE REIMBURSEMENT	175
01-133-5710		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			175
TOTAL 01-133-5710			175

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	400	n/a	286
FY 14	400	0.00 %	131
FY 15	300	-25.00 %	134
FY 16	300	0.00 %	251
FY 17	300	0.00 %	0
FY 18	300	0.00 %	126
FY 19	175	-41.67 %	0
FY 20	175	0.00 %	0
FY 21	175	0.00 %	0
FY 22	175	0.00 %	tbd
FY23	175	0.00 %	tbd
FY 23	175	0.00 %	

01-133-5720	REGISTRATION FEES	230
01-133-5720		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			230
TOTAL 01-133-5720			230

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	500	n/a	0
FY 14	500	0.00 %	819
FY 15	50	-90.00 %	259
FY 16	115	130.00 %	298
FY 17	200	73.91 %	115
FY 18	300	50.00 %	75
FY 19	115	-61.67 %	0
FY 20	115	0.00 %	0
FY 21	230	100.00 %	0
FY 22	230	0.00 %	tbd
FY23	230	0.00 %	tbd
FY 23	230	0.00 %	

01-133-5730	DUES	200
01-133-5730		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
PLYMOUTH/NORFOLK/BRISTOL COUNTIES AUDITORS & ACCOU			40
MMAAA			160
TOTAL 01-133-5730			200

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	600	n/a	1,075
FY 14	600	0.00 %	425
FY 15	425	-29.17 %	375
FY 16	410	-3.53 %	110
FY 17	200	-51.22 %	110
FY 18	200	0.00 %	110
FY 19	110	-45.00 %	110
FY 20	110	0.00 %	140
FY 21	185	68.18 %	105
FY 22	200	8.11 %	tbd
FY23	200	0.00 %	tbd
FY 23	200	0.00 %	

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

01-133-5745 PUBLIC OFFICIALS BONDS 0
01-133-5745 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-133-5745			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	2,300	0.00 %	438
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5780 OTHER EXPENSES 0
01-133-5780 (calc)

	Quantity	Unit Price	Amount
TOTAL 01-133-5780			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	0	0.00 %	1,645
FY 14	0	n/a	0
FY 15	0	n/a	91
FY 19	0	n/a	518
FY 20	0	n/a	0
FY 21	0	n/a	91
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5860 EQUIPMENT PURCHASE 0
01-133-5860 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-133-5860			0

FY 23 FINANCE DEPARTMENT

133X - Accounting - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	0	0.00 %	0
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-133-5999	PY ENCUMBRANCE	0
01-133-5999		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-133-5999			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

Subtotal: 133X - Accounting - Expenses	15,605
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Budget Report for ACCOUNTING

Account Number	Account Name	Budget	FY 22 Budget	Perc. Chg	FY 17 Expend	FY 18 Expend	FY 19 Expend	FY 20 Expend	FY 21 Expend
Accounting - Labor									
01-133-5110	SALARIES-APPOINTED	201,042	206,200	-2.50%	72,546	88,349	77,562	139,189	152,466
01-133-5113	SALARIES-CLERICAL	0	0	----	26,726	66,543	69,535	14,871	0
01-133-5121	WAGES-TEMPORARY EMPLOYEES	0	0	----	0	0	0	0	0
01-133-5130	OVERTIME	0	0	----	0	0	0	0	0
01-133-5148	STIPENDS	0	0	----	2,000	4,000	3,000	0	0
Total for Accounting - Labor		201,042	206,200	-2.50%	101,272	158,892	150,097	154,060	152,466
Accounting - Expenses									
01-133-5250	EQUIPMENT MAINTENANCE	0	0	----	0	0	0	0	0
01-133-5271	EQUIPMENT LEASE - PITNEY BOWES	0	0	----	0	0	0	0	0
01-133-5317	BINDING	0	0	----	0	0	0	0	0
01-133-5319	EMPLOYEE TRAINING	1,500	2,000	-25.00%	695	904	510	1,171	75
01-133-5342	OTHER CONTRACTED SERVICES	7,500	11,000	-31.82%	11,200	9,254	1,392	4,067	7,293
01-133-5345	POSTAGE & MAIL PERMITS	6,000	7,000	-14.29%	6,117	5,457	5,748	6,406	5,059
01-133-5405	BANK & PAYMENT SUPPLIES	0	0	----	0	0	0	0	0
01-133-5420	OFFICE SUPPLIES	0	0	----	0	0	0	0	0
01-133-5425	DATA PROCESSING SUPPLIES	0	0	----	0	0	0	0	0
01-133-5710	MILEAGE REIMBURSEMENT	175	175	0.00%	0	126	0	0	0
01-133-5720	REGISTRATION FEES	230	230	0.00%	115	75	0	0	0
01-133-5730	DUES	200	200	0.00%	110	110	110	140	105
01-133-5745	PUBLIC OFFICIALS BONDS	0	0	----	0	0	0	0	0
01-133-5780	OTHER EXPENSES	0	0	----	0	0	518	0	91
01-133-5860	EQUIPMENT PURCHASE	0	0	----	0	0	0	0	0
01-133-5999	PY ENCUMBRANCE	0	0	----	0	0	0	0	0
Total for Accounting - Expenses		15,605	20,605	-24.27%	18,237	15,926	8,278	11,784	12,623
ACCOUNTING Total:		216,647	226,805	-4.48%	119,509	174,818	158,375	165,844	165,089

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

133 - ACCOUNTING		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-133-5110	SALARIES-APPOINTED	\$139,189.42	\$152,037.37	\$206,200.00	\$138,197.01	\$201,042.00	\$-5,158.00	-2.50
01-133-5113	SALARIES-CLERICAL	\$14,870.64	\$0.00	\$0.00	\$3,290.47	\$0.00	\$0.00	0.00
		\$154,060.06						
PERSONNEL SUB-TOTAL:		\$154,060.06	\$152,037.37	\$206,200.00	\$141,487.48	\$201,042.00	\$-5,158.00	-2.50
01-133-5319	EMPLOYEE TRAINING	\$1,170.63	\$75.00	\$2,000.00	\$800.00	\$1,500.00	\$-500.00	-25.00
01-133-5342	OTHER CONTRACTED SERVICES	\$4,066.84	\$7,149.06	\$11,000.00	\$5,068.08	\$7,500.00	\$-3,500.00	-31.81
01-133-5345	POSTAGE & MAIL PERMITS	\$6,405.52	\$5,058.50	\$7,000.00	\$2,089.54	\$6,000.00	\$-1,000.00	-14.28
01-133-5710	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$175.00	\$0.00	\$175.00	\$0.00	0.00
01-133-5720	REGISTRATION FEES	\$0.00	\$0.00	\$230.00	\$744.20	\$230.00	\$0.00	0.00
01-133-5730	DUES	\$140.00	\$105.00	\$200.00	\$80.00	\$200.00	\$0.00	0.00
01-133-5780	OTHER EXPENSES	\$0.00	\$90.80	\$0.00	\$828.08	\$0.00	\$0.00	0.00
		\$11,782.99						
EXPENSES SUB-TOTAL:		\$11,782.99	\$12,478.36	\$20,605.00	\$9,609.90	\$15,605.00	\$-5,000.00	-24.26
133 ACCOUNTING SUB-TOTAL:		\$165,843.05	\$164,515.73	\$226,805.00	\$151,097.38	\$216,647.00	\$-10,158.00	-4.47

141 Assessors

Programs

141L Assessors - Labor
141X Assessors - Expenses

Number of Employees (FTE's)

1.00 Assessing Director
1.00 Assessing Technician

Overall Proposed Budget

	FY 22	FY 23	Difference	% Change
Labor	144,009	147,009	3,000	2.08%
Expenses	50,610	46,600	-4,010	-7.92%
Total	194,619	193,609	-1,010	-0.52%

FY 23 ASSESSORS

Budget Summary

	FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request
<u>Labor</u>				
Regular Pay	135,782	126,462	142,009	146,009
Overtime Pay	0	0	0	0
Other Pay	2,000	833	2,000	1,000
Total Labor	137,782	127,295	144,009	147,009

Expenses by Program

141X	Assessors - Expenses	42,610	42,030	50,610	46,600
Total Expenses		42,610	42,030	50,610	46,600

Summary

Total Labor:	137,782	127,295	144,009	147,009
Total Expenses:	42,610	42,030	50,610	46,600
Total Budget:	180,392	169,325	194,619 7.89%	193,609 -0.52%

FY 23 ASSESSORS

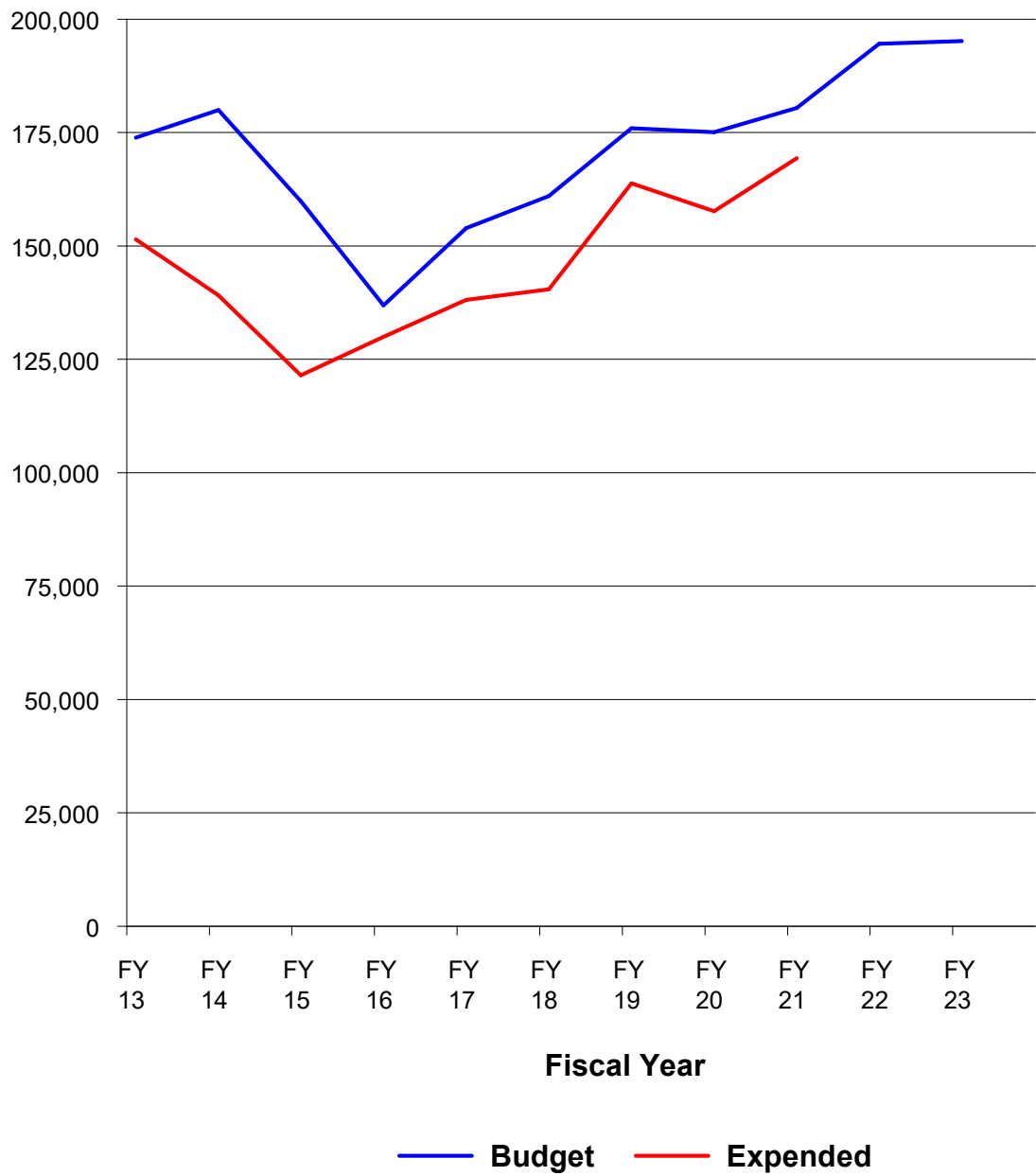
Assessors Budget History

Fiscal Year	Labor	Expenses	Total	% Change
<u>Budget Amounts</u>				
FY 13	134,800	39,050	173,850	0.00%
FY 14	136,863	43,050	179,913	3.49%
FY 15	114,153	45,700	159,853	-11.15%
FY 16	112,494	24,345	136,839	-14.40%
FY 17	122,331	31,585	153,916	12.48%
FY 18	121,145	39,870	161,015	4.61%
FY 19	137,092	38,870	175,962	9.28%
FY 20	136,195	38,870	175,065	-0.51%
FY 21	137,782	42,610	180,392	3.04%
FY 22	144,009	50,610	194,619	7.89%
FY 23	147,009	48,200	195,209	0.30%

Expended and Encumbered Amounts

FY 13	131,260	20,201	151,461	0.00%
FY 14	119,637	19,465	139,102	-8.16%
FY 15	103,240	18,247	121,487	-12.66%
FY 16	105,885	24,080	129,965	6.98%
FY 17	108,752	29,299	138,051	6.22%
FY 18	107,658	32,806	140,464	1.75%
FY 19	112,875	50,947	163,822	16.63%
FY 20	126,726	30,961	157,687	-3.74%
FY 21	127,295	42,030	169,325	7.38%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Assessors Budget History



FY 23 ASSESSORS

Labor Summary

<u>Position</u>	<u>Employees</u>	<u>FTE's</u>
Assessing Director	1	1.00
Assessing Technician	1	1.00
Total: 2 positions	2	2.00

FY 23 FINANCE DEPARTMENT

141L - Assessors - Labor

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-141-5110	SALARIES APPOINTED	146,009
01-141-5113	SALARIES-CLERICAL	0
01-141-5121	WAGES - TEMPORARY EMPLOYEES	0
01-141-5130	OVERTIME	0
01-141-5141	SHIFT DIFFERENTIAL	0
01-141-5148	STIPENDS	1,000

Requested Amount: 147,009

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	134,800	0.0 %	131,260
FY 14	136,863	1.5 %	119,637
FY 15	114,153	-16.6 %	103,240
FY 16	112,494	-1.5 %	105,885
FY 17	122,331	8.7 %	108,752
FY 18	121,145	-1.0 %	107,658
FY 19	137,092	13.2 %	112,875
FY 20	136,195	-0.7 %	126,726
FY 21	137,782	1.2 %	127,295
FY 22	144,009	4.5 %	tbd
FY23	151,310	5.1 %	tbd
FY 23	147,009	-2.8 %	tbd

Program Budget Line Item Detail:

01-141-5110 SALARIES APPOINTED 146,009
01-141-5110 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Detail from Labor Sheets			146,009
TOTAL 01-141-5110			146,009

FY 23 FINANCE DEPARTMENT

141L - Assessors - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	67,457	n/a	67,272
FY 14	68,806	2.00 %	69,838
FY 15	75,000	9.00 %	71,235
FY 16	75,000	0.00 %	73,773
FY 17	78,986	5.31 %	75,441
FY 18	77,081	-2.41 %	80,320
FY 19	76,500	-0.75 %	76,896
FY 20	79,195	3.52 %	79,895
FY 21	135,782	71.45 %	81,190
FY 22	142,009	4.59 %	tbd
FY23	149,310	5.14 %	tbd
FY 23	146,009	2.82 %	

01-141-5113 SALARIES-CLERICAL 0
01-141-5113 (calc)

<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>

TOTAL 01-141-5113 0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	67,343	0.00 %	63,988
FY 14	68,057	1.06 %	49,680
FY 15	39,153	-42.47 %	32,005
FY 16	37,494	-4.24 %	32,112
FY 17	41,345	10.27 %	31,311
FY 18	41,564	0.53 %	25,838
FY 19	58,592	40.97 %	34,979
FY 20	55,000	-6.13 %	46,831
FY 21	0	-100.00 %	45,272
FY 22	0	n/a	tbd
FY 23	0	n/a	

FY 23 FINANCE DEPARTMENT

141L - Assessors - Labor

01-141-5121 WAGES - TEMPORARY EMPLOYEES 0
01-141-5121 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-141-5121			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-141-5130 OVERTIME 0
01-141-5130 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-141-5130			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-141-5141 SHIFT DIFFERENTIAL 0
01-141-5141 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-141-5141			0

FY 23 FINANCE DEPARTMENT

141L - Assessors - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	0.00 %	119
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-141-5148	STIPENDS	1,000
01-141-5148		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Stipends			1,000
TOTAL 01-141-5148			1,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	2,000	n/a	2,000
FY 18	2,500	25.00 %	1,500
FY 19	2,000	-20.00 %	1,000
FY 20	2,000	0.00 %	0
FY 21	2,000	0.00 %	833
FY 22	2,000	0.00 %	tbd
FY23	2,000	0.00 %	tbd
FY 23	1,000	-50.00 %	

Subtotal: 141L - Assessors - Labor	147,009
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FY 23 FINANCE DEPARTMENT

141X - Assessors - Expenses

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-141-5250	EQUIPMENT MAINTENANCE	0
01-141-5310	ENGINEERING SERVICES	0
01-141-5319	OTHER CONTRACTED SERVICE	19,000
01-141-5342	BINDING SERVICES	0
01-141-5344	ADVERTISING	0
01-141-5345	POSTAGE & MAIL PERMITS	1,500
01-141-5420	OFFICE SUPPLIES	0
01-141-5421	PRINTING & STATIONARY	0
01-141-5710	MILEAGE REIMBURSEMENT	100
01-141-5720	REGISTRATION FEES	2,000
01-141-5730	DUES	500
01-141-5780	REVALUATION EXPENSES	23,500
01-141-5860	EQUIPMENT PURCHASE	0

Requested Amount: 46,600

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	39,050	0.0 %	20,201
FY 14	43,050	10.2 %	19,465
FY 15	45,700	6.2 %	18,247
FY 16	24,345	-46.7 %	24,080
FY 17	31,585	29.7 %	29,299
FY 18	39,870	26.2 %	32,806
FY 19	38,870	-2.5 %	50,947
FY 20	38,870	0.0 %	30,961
FY 21	42,610	9.6 %	42,030
FY 22	50,610	18.8 %	tbd
FY23	23,500	-53.6 %	tbd
FY 23	46,600	98.3 %	tbd

Program Budget Line Item Detail:

01-141-5250	EQUIPMENT MAINTENANCE			0
01-141-5250				(calc)
		<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER				
TOTAL 01-141-5250				0

FY 23 FINANCE DEPARTMENT

141X - Assessors - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	300	0.00 %	63
FY 14	300	0.00 %	40
FY 15	1,000	233.33 %	36
FY 16	0	-100.00 %	0
FY 17	0	n/a	0
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-141-5310 **ENGINEERING SERVICES** **0**
 01-141-5310 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-141-5310			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 16	700	0.00 %	0
FY 17	1,835	162.14 %	0
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-141-5319 **OTHER CONTRACTED SERVICE** **19,000**
 01-141-5319 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
PLYMOUTH COUNTY REGISTRY OF DEEDS			450
VISION GOVERNMENT SOLUTIONS INC			3,000
REAL ESTATE RESEARCH CONSULTANTS INC			15,550
TOTAL 01-141-5319			19,000

FY 23 FINANCE DEPARTMENT

141X - Assessors - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	6,000	n/a	6,319
FY 14	6,000	0.00 %	4,448
FY 15	37,000	516.67 %	12,133
FY 16	9,000	-75.68 %	21,988
FY 17	10,000	11.11 %	15,511
FY 18	35,000	250.00 %	28,619
FY 19	15,000	-57.14 %	27,344
FY 20	15,000	0.00 %	8,566
FY 21	20,000	33.33 %	10,269
FY 22	20,000	0.00 %	tbd
FY 23	19,000	-5.00 %	

01-141-5342	BINDING SERVICES	0
01-141-5342		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-141-5342			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	200	0.00 %	0
FY 16	1,250	525.00 %	220
FY 17	1,250	0.00 %	36
FY 18	1,460	16.80 %	0
FY 19	1,460	0.00 %	0
FY 20	1,460	0.00 %	0
FY 21	0	-100.00 %	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-141-5344	ADVERTISING	0
01-141-5344		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-141-5344			0

FY 23 FINANCE DEPARTMENT

141X - Assessors - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	2,000	n/a	0
FY 14	2,000	0.00 %	0
FY 15	0	-100.00 %	225
FY 16	245	n/a	0
FY 18	310	26.53 %	0
FY 19	310	0.00 %	0
FY 20	310	0.00 %	0
FY 21	310	0.00 %	0
FY 22	310	0.00 %	tbd
FY 23	0	-100.00 %	

01-141-5345	POSTAGE & MAIL PERMITS	1,500
01-141-5345		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			1,500
TOTAL 01-141-5345			1,500

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	1,000	n/a	0
FY 14	1,000	0.00 %	1,166
FY 15	600	-40.00 %	1,253
FY 16	1,400	133.33 %	168
FY 17	1,200	-14.29 %	1,009
FY 18	1,000	-16.67 %	1,244
FY 19	1,200	20.00 %	597
FY 20	1,200	0.00 %	1,416
FY 21	1,200	0.00 %	1,425
FY 22	1,200	0.00 %	tbd
FY 23	1,500	25.00 %	

01-141-5420	OFFICE SUPPLIES	0
01-141-5420		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			0
TOTAL 01-141-5420			0

FY 23 FINANCE DEPARTMENT

141X - Assessors - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	0.00 %	521
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-141-5421 **PRINTING & STATIONARY** **0**
 01-141-5421 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-141-5421			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-141-5710 **MILEAGE REIMBURSEMENT** **100**
 01-141-5710 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
General Mileage			
TOTAL 01-141-5710			100

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	1,500	n/a	1,399
FY 14	1,500	0.00 %	236
FY 15	1,500	0.00 %	437
FY 16	500	-66.67 %	224
FY 17	500	0.00 %	343
FY 18	300	-40.00 %	373
FY 19	600	100.00 %	349
FY 20	600	0.00 %	0

FY 23 FINANCE DEPARTMENT

141X - Assessors - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 21	600	0.00 %	30
FY 22	600	0.00 %	tbd
FY 23	100	-83.33 %	

01-141-5720	REGISTRATION FEES	2,000
01-141-5720		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Plymouth County Assessors Association			50
Mass Association of Assessing Officers			450
Other			1,500
TOTAL 01-141-5720			2,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	750	n/a	1,565
FY 14	750	0.00 %	2,539
FY 15	3,000	300.00 %	2,913
FY 16	3,000	0.00 %	1,210
FY 17	3,000	0.00 %	2,489
FY 18	1,500	-50.00 %	2,280
FY 19	4,000	166.67 %	2,317
FY 20	4,000	0.00 %	289
FY 21	4,000	0.00 %	0
FY 22	4,000	0.00 %	tbd
FY 23	2,000	-50.00 %	

01-141-5730	DUES	500
01-141-5730		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Plymouth County Assessors Association			50
Mass Association of Assessing Officers			250
Otheer			200
TOTAL 01-141-5730			500

FY 23 FINANCE DEPARTMENT

141X - Assessors - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	500	0.00 %	385
FY 14	500	0.00 %	250
FY 15	400	-20.00 %	50
FY 16	250	-37.50 %	270
FY 17	300	20.00 %	30
FY 18	300	0.00 %	290
FY 19	300	0.00 %	300
FY 20	300	0.00 %	375
FY 21	500	66.67 %	375
FY 22	500	0.00 %	tbd
FY 23	500	0.00 %	

01-141-5780	REVALUATION EXPENSES	23,500
01-141-5780		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
VISION GOVERNMENT SOLUTIONS INC			17,930
REAL ESTATE RESEARCH CONSULTANTS INC			5,570
TOTAL 01-141-5780			23,500

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	27,000	n/a	10,470
FY 14	31,000	14.81 %	10,265
FY 15	2,000	-93.55 %	1,200
FY 16	8,000	300.00 %	0
FY 17	13,500	68.75 %	9,881
FY 19	16,000	18.52 %	20,040
FY 20	16,000	0.00 %	20,315
FY 21	16,000	0.00 %	29,931
FY 22	24,000	50.00 %	tbd
FY23	23,500	-2.08 %	tbd
FY 23	23,500	-2.08 %	

FY 23 FINANCE DEPARTMENT

141X - Assessors - Expenses

01-141-5860 EQUIPMENT PURCHASE 0
01-141-5860 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-141-5860			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

Subtotal: 141X - Assessors - Expenses 46,600

Budget Report for ASSESSORS

Account Number	Account Name	Budget	FY 22 Budget	Perc. Chg	FY 17 Expend	FY 18 Expend	FY 19 Expend	FY 20 Expend	FY 21 Expend
<u>Assessors - Labor</u>									
01-141-5110	SALARIES APPOINTED	146,009	142,009	2.82%	75,441	80,320	76,896	79,895	81,190
01-141-5113	SALARIES-CLERICAL	0	0	----	31,311	25,838	34,979	46,831	45,272
01-141-5121	WAGES - TEMPORARY EMPLOYEES	0	0	----	0	0	0	0	0
01-141-5130	OVERTIME	0	0	----	0	0	0	0	0
01-141-5141	SHIFT DIFFERENTIAL	0	0	----	0	0	0	0	0
01-141-5148	STIPENDS	1,000	2,000	-50.00%	2,000	1,500	1,000	0	833
Total for Assessors - Labor		147,009	144,009	2.08%	108,752	107,658	112,875	126,726	127,295
<u>Assessors - Expenses</u>									
01-141-5250	EQUIPMENT MAINTENANCE	0	0	----	0	0	0	0	0
01-141-5310	ENGINEERING SERVICES	0	0	----	0	0	0	0	0
01-141-5319	OTHER CONTRACTED SERVICE	19,000	20,000	-5.00%	15,511	28,619	27,344	8,566	10,269
01-141-5342	BINDING SERVICES	0	0	----	36	0	0	0	0
01-141-5344	ADVERTISING	0	310	-100.00%	0	0	0	0	0
01-141-5345	POSTAGE & MAIL PERMITS	1,500	1,200	25.00%	1,009	1,244	597	1,416	1,425
01-141-5420	OFFICE SUPPLIES	0	0	----	0	0	0	0	0
01-141-5421	PRINTING & STATIONARY	0	0	----	0	0	0	0	0
01-141-5710	MILEAGE REIMBURSEMENT	100	600	-83.33%	343	373	349	0	30
01-141-5720	REGISTRATION FEES	2,000	4,000	-50.00%	2,489	2,280	2,317	289	0
01-141-5730	DUES	500	500	0.00%	30	290	300	375	375
01-141-5780	REVALUATION EXPENSES	23,500	24,000	-2.08%	9,881	0	20,040	20,315	29,931
01-141-5860	EQUIPMENT PURCHASE	0	0	----	0	0	0	0	0
Total for Assessors - Expenses		46,600	50,610	-7.92%	29,299	32,806	50,947	30,961	42,030
ASSESSORS Total:		193,609	194,619	-0.52%	138,051	140,464	163,822	157,687	169,325

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

141 - ASSESSORS		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-141-5110	SALARIES APPOINTED	\$79,895.28	\$81,001.93	\$142,009.00	\$50,662.45	\$146,009.00	\$4,000.00	2.81
01-141-5113	SALARIES-CLERICAL	\$46,830.89	\$45,271.90	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01-141-5148	STIPENDS	\$0.00	\$833.35	\$2,000.00	\$0.00	\$1,000.00	\$-1,000.00	-50.00
		\$126,726.17						
PERSONNEL SUB-TOTAL:		\$126,726.17	\$127,107.18	\$144,009.00	\$50,662.45	\$147,009.00	\$3,000.00	2.08
01-141-5319	OTHER CONTRACTED SERVICE	\$8,566.10	\$10,269.19	\$20,000.00	\$1,274.45	\$19,000.00	\$-1,000.00	-5.00
01-141-5344	ADVERTISING	\$0.00	\$0.00	\$310.00	\$0.00	\$0.00	\$-310.00	-100.00
01-141-5345	POSTAGE & MAIL PERMITS	\$1,415.65	\$1,424.77	\$1,200.00	\$294.11	\$1,500.00	\$300.00	25.00
01-141-5710	MILEAGE REIMBURSEMENT	\$0.00	\$29.79	\$600.00	\$0.00	\$100.00	\$-500.00	-83.33
01-141-5720	REGISTRATION FEES	\$289.00	\$0.00	\$4,000.00	\$95.00	\$2,000.00	\$-2,000.00	-50.00
01-141-5730	DUES	\$375.00	\$375.00	\$500.00	\$437.50	\$500.00	\$0.00	0.00
01-141-5780	REVALUATION EXPENSES	\$20,315.00	\$29,931.00	\$24,000.00	\$39,047.00	\$23,500.00	\$-500.00	-2.08
		\$30,960.75						
EXPENSES SUB-TOTAL:		\$30,960.75	\$42,029.75	\$50,610.00	\$41,148.06	\$46,600.00	\$-4,010.00	-7.92
141 ASSESSORS SUB-TOTAL:		\$157,686.92	\$169,136.93	\$194,619.00	\$91,810.51	\$193,609.00	\$-1,010.00	-0.51

145 Treasurer

Programs

145L Treasurer - Labor
145X Treasurer - Expenses

Number of Employees (FTE's)

1.00 Collector
1.00 Senior Clerk
1.00 Treasurer

Overall Proposed Budget

	<u>FY 22</u>	<u>FY 23</u>	<u>Difference</u>	<u>% Change</u>
Labor	204,921	211,716	6,795	3.32%
Expenses	52,650	60,962	8,312	15.79%
Total	257,571	272,678	15,107	5.87%

FY 23 TREASURER

Budget Summary

	FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request
<u>Labor</u>				
Regular Pay	315,070	258,715	200,921	207,716
Overtime Pay	0	0	0	0
Other Pay	4,000	2,000	4,000	4,000
Total Labor	319,070	260,715	204,921	211,716

Expenses by Program

145X	Treasurer - Expenses	51,150	66,295	52,650	60,962
Total Expenses		51,150	66,295	52,650	60,962

Summary

Total Labor:	319,070	260,715	204,921	211,716
Total Expenses:	51,150	66,295	52,650	60,962
Total Budget:	370,220	327,009	257,571 -30.43%	272,678 5.87%

FY 23 TREASURER

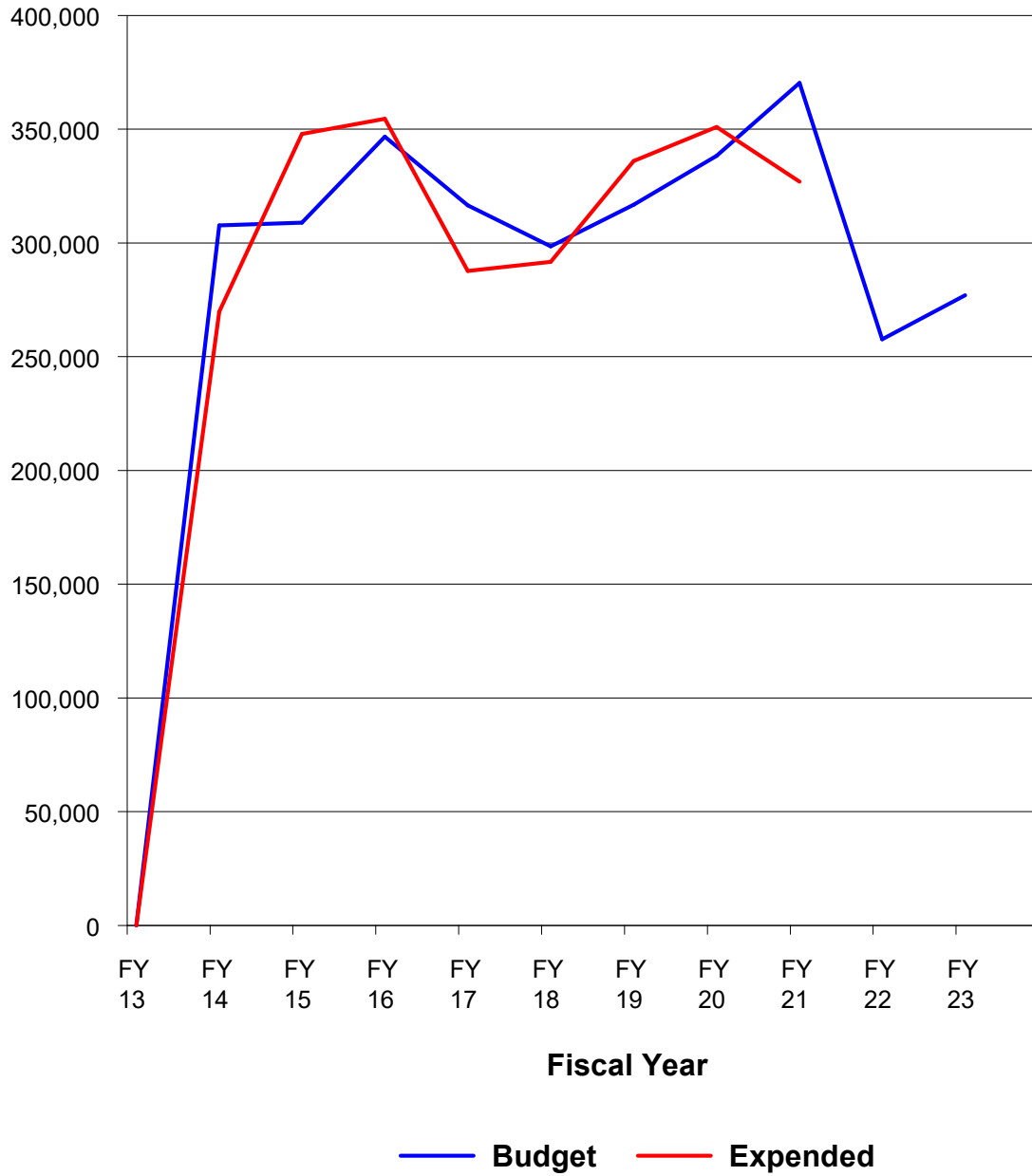
Treasurer Budget History

Fiscal Year	Labor	Expenses	Total	% Change
<u>Budget Amounts</u>				
FY 13	0	0	0	0.00%
FY 14	225,912	81,753	307,665	0.00%
FY 15	229,016	79,947	308,963	0.42%
FY 16	243,234	103,470	346,704	12.22%
FY 17	243,845	72,660	316,505	-8.71%
FY 18	223,513	74,988	298,501	-5.69%
FY 19	268,004	48,770	316,774	6.12%
FY 20	289,461	48,795	338,256	6.78%
FY 21	319,070	51,150	370,220	9.45%
FY 22	204,921	52,650	257,571	-30.43%
FY 23	211,716	65,242	276,958	7.53%

Expended and Encumbered Amounts

FY 13	0	0	0	0.00%
FY 14	210,056	59,740	269,796	0.00%
FY 15	279,973	67,893	347,866	28.94%
FY 16	259,763	94,835	354,598	1.94%
FY 17	212,706	75,022	287,728	-18.86%
FY 18	204,066	87,597	291,663	1.37%
FY 19	275,853	60,183	336,036	15.21%
FY 20	296,381	54,508	350,889	4.42%
FY 21	260,715	66,295	327,009	-6.81%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Treasurer Budget History



FY 23 TREASURER

Labor Summary

<u>Position</u>	<u>Employees</u>	<u>FTE's</u>
Collector	1	1.00
Senior Clerk	1	1.00
Treasurer	1	1.00
Total: 3 positions	3	3.00

FY 23 FINANCE DEPARTMENT

145L - Treasurer - Labor

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-145-5110	SALARIES - APPOINTED	207,716
01-145-5113	SALARIES - CLERICAL	0
01-145-5121	WAGES - TEMPORARY EMPLOYEES	0
01-145-5130	OVERTIME	0
01-145-5140	LONGEVITY	0
01-145-5147	VACATION BUYBACK	0
01-145-5148	STIPENDS	4,000

Requested Amount: 211,716

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 14	225,912	0.0 %	210,056
FY 15	229,016	1.4 %	279,973
FY 16	243,234	6.2 %	259,763
FY 17	243,845	0.3 %	212,706
FY 18	223,513	-8.3 %	204,066
FY 19	268,004	19.9 %	275,853
FY 20	289,461	8.0 %	296,381
FY 21	319,070	10.2 %	260,715
FY 22	204,921	-35.8 %	tbd
FY 23	211,716	3.3 %	tbd

Program Budget Line Item Detail:

01-145-5110 SALARIES - APPOINTED 207,716
01-145-5110 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Detail from Labor Sheets			207,716
Other			
TOTAL 01-145-5110			207,716

FY 23 FINANCE DEPARTMENT

145L - Treasurer - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	149,123	n/a	142,740
FY 15	150,110	0.66 %	190,514
FY 16	117,574	-21.67 %	164,908
FY 17	124,977	6.30 %	123,610
FY 18	131,156	4.94 %	114,342
FY 19	167,000	27.33 %	179,852
FY 20	189,425	13.43 %	195,763
FY 21	315,070	66.33 %	173,825
FY 22	200,921	-36.23 %	tbd
FY 23	207,716	3.38 %	

01-145-5113 SALARIES - CLERICAL 0
01-145-5113 (calc)

<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
TOTAL 01-145-5113		0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	76,789	0.00 %	65,481
FY 15	78,906	2.76 %	81,792
FY 16	123,660	56.72 %	91,567
FY 17	113,868	-7.92 %	83,348
FY 18	86,357	-24.16 %	85,724
FY 19	96,004	11.17 %	92,001
FY 20	95,036	-1.01 %	100,618
FY 21	0	-100.00 %	84,890
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5121 WAGES - TEMPORARY EMPLOYEES 0
01-145-5121 (calc)

<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER		
TOTAL 01-145-5121		0

FY 23 FINANCE DEPARTMENT

145L - Treasurer - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	0.00 %	296
FY 15	0	n/a	2,136
FY 16	0	n/a	2,815
FY 17	0	n/a	1,748
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5130 **OVERTIME** **0**
01-145-5130 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-145-5130			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	0	0.00 %	4,531
FY 16	2,000	n/a	473
FY 17	1,000	-50.00 %	0
FY 18	1,000	0.00 %	0
FY 19	1,000	0.00 %	0
FY 20	1,000	0.00 %	0
FY 21	0	-100.00 %	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5140 **LONGEVITY** **0**
01-145-5140 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-145-5140			0

FY 23 FINANCE DEPARTMENT

145L - Treasurer - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	0	0.00 %	1,000
FY 16	0	n/a	0
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5147 VACATION BUYBACK 0
01-145-5147 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-145-5147			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	0.00 %	1,539
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5148 STIPENDS 4,000
01-145-5148 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			4,000
TOTAL 01-145-5148			4,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	4,000	0.00 %	4,000
FY 18	5,000	25.00 %	4,000
FY 19	4,000	-20.00 %	4,000
FY 20	4,000	0.00 %	0
FY 21	4,000	0.00 %	2,000
FY 22	4,000	0.00 %	tbd

FY 23 FINANCE DEPARTMENT

145L - Treasurer - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 23	4,000	0.00 %	
Subtotal: 145L - Treasurer - Labor			211,716

FY 23 FINANCE DEPARTMENT

145X - Treasurer - Expenses

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-145-5250	EQUIPMENT MAINTENANCE	0
01-145-5271	EQUIPMENT LEASE - PITNEY BOWES	2,500
01-145-5302	FINANCIAL SERVICES	80
01-145-5319	EMPLOYEE TRAINING	3,000
01-145-5342	OTHER CONTRACTED SERVICES	41,132
01-145-5345	POSTAGE & MAIL PERMITS	1,000
01-145-5405	BANK & PAYMENT SUPPLIES	10,500
01-145-5420	OFFICE SUPPLIES	0
01-145-5421	PRINTING & STATIONARY	1,200
01-145-5710	MILEAGE REIMBURSEMENT	350
01-145-5720	REGISTRATION FEES	0
01-145-5730	DUES	1,200
01-145-5745	PUBLIC OFFICIALS BONDS	0
01-145-5780	OTHER EXPENSES	0

Requested Amount: 60,962

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	0	n/a	0
FY 14	81,753	n/a	59,740
FY 15	79,947	-2.2 %	67,893
FY 16	103,470	29.4 %	94,835
FY 17	72,660	-29.8 %	75,022
FY 18	74,988	3.2 %	87,597
FY 19	48,770	-35.0 %	60,183
FY 20	48,795	0.1 %	54,508
FY 21	51,150	4.8 %	66,295
FY 22	52,650	2.9 %	tbd
FY 23	60,962	15.8 %	tbd

Program Budget Line Item Detail:

01-145-5250 EQUIPMENT MAINTENANCE 0
01-145-5250 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-145-5250			0

FY 23 FINANCE DEPARTMENT

145X - Treasurer - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	265	0.00 %	0
FY 15	200	-24.53 %	0
FY 16	0	-100.00 %	705
FY 17	0	n/a	107
FY 18	0	n/a	114
FY 19	0	n/a	0
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5271	EQUIPMENT LEASE - PITNEY BOWES	2,500
01-145-5271		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Postage Machine			2,500
OTHER			
TOTAL 01-145-5271			2,500

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	0	0.00 %	0
FY 14	1,317	n/a	882
FY 15	1,317	0.00 %	856
FY 16	920	-30.14 %	1,319
FY 17	900	-2.17 %	2,264
FY 18	2,500	177.78 %	2,446
FY 19	2,500	0.00 %	2,253
FY 20	2,500	0.00 %	2,253
FY 21	2,500	0.00 %	2,245
FY 22	2,500	0.00 %	tbd
FY 23	2,500	0.00 %	

01-145-5302	FINANCIAL SERVICES	80
01-145-5302		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
STATE STREET BANK & TRUST COMPANY			80
TOTAL 01-145-5302			80

FY 23 FINANCE DEPARTMENT

145X - Treasurer - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	12,960	n/a	105
FY 18	0	-100.00 %	720
FY 19	0	n/a	75
FY 20	0	n/a	60
FY 21	100	n/a	45
FY 22	100	0.00 %	tbd
FY 23	80	-20.00 %	

01-145-5319	EMPLOYEE TRAINING	3,000
01-145-5319		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Mass Collectors & Treasurers Assoc			100
Commonwealth of Massachusetts			100
Plymouth County Collectors/Treasurers Association			100
Other			2,700
TOTAL 01-145-5319			3,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	3,000	n/a	1,214
FY 15	2,400	-20.00 %	716
FY 16	2,000	-16.67 %	1,584
FY 17	2,000	0.00 %	395
FY 18	2,135	6.75 %	1,889
FY 19	3,070	43.79 %	1,360
FY 20	3,070	0.00 %	1,091
FY 21	3,070	0.00 %	594
FY 22	3,070	0.00 %	tbd
FY 23	3,000	-2.28 %	

01-145-5342	OTHER CONTRACTED SERVICES	41,132
01-145-5342		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
BILLTRUST			24,000
CITIZENS			2,000
CENTURY BANK AND TRUST CO			11,500
HILLTOP SECURITIES			2,500
SAA ADVISORS			

FY 23 FINANCE DEPARTMENT

145X - Treasurer - Expenses

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			1,132
TOTAL 01-145-5342			41,132

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	50,421	n/a	37,721
FY 15	57,000	13.05 %	60,515
FY 16	83,120	45.82 %	86,572
FY 17	51,000	-38.64 %	69,824
FY 18	66,500	30.39 %	76,219
FY 19	36,660	-44.87 %	45,101
FY 20	36,660	0.00 %	33,238
FY 21	37,180	1.42 %	43,601
FY 22	37,180	0.00 %	tbd
FY 23	41,132	10.63 %	

01-145-5345	POSTAGE & MAIL PERMITS	1,000
01-145-5345		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
POSTMASTER			1,000
OTHER			
TOTAL 01-145-5345			1,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	16,500	n/a	12,337
FY 15	12,000	-27.27 %	694
FY 16	12,000	0.00 %	523
FY 17	2,000	-83.33 %	-1,034
FY 18	1,168	-41.60 %	3,429
FY 19	2,500	114.04 %	3,355
FY 20	2,500	0.00 %	7,866
FY 21	3,000	20.00 %	221
FY 22	3,500	16.67 %	tbd
FY 23	1,000	-71.43 %	

FY 23 FINANCE DEPARTMENT

145X - Treasurer - Expenses

01-145-5405 BANK & PAYMENT SUPPLIES 10,500
01-145-5405 (calc)

	Quantity	Unit Price	Amount
DELUXE			500
ROCKLAND TRUST (OPEB)			10,000
TOTAL 01-145-5405			10,500

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	1,600	n/a	0
FY 16	0	-100.00 %	226
FY 17	200	n/a	689
FY 18	475	137.50 %	202
FY 19	1,675	252.63 %	5,309
FY 20	1,675	0.00 %	7,286
FY 21	2,000	19.40 %	12,093
FY 22	3,000	50.00 %	tbd
FY 23	10,500	250.00 %	

01-145-5420 OFFICE SUPPLIES 0
01-145-5420 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-145-5420			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	7,000	0.00 %	6,722
FY 20	0	-100.00 %	549
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5421 PRINTING & STATIONARY 1,200
01-145-5421 (calc)

	Quantity	Unit Price	Amount
OTHER			1,200
TOTAL 01-145-5421			1,200

FY 23 FINANCE DEPARTMENT

145X - Treasurer - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	5,000	n/a	4,491
FY 16	5,000	0.00 %	1,703
FY 17	3,000	-40.00 %	1,061
FY 18	1,750	-41.67 %	1,642
FY 19	1,750	0.00 %	1,230
FY 20	1,750	0.00 %	650
FY 21	1,750	0.00 %	1,284
FY 22	1,750	0.00 %	tbd
FY 23	1,200	-31.43 %	

01-145-5710	MILEAGE REIMBURSEMENT	350
01-145-5710		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			350
TOTAL 01-145-5710			350

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	400	0.00 %	0
FY 15	200	-50.00 %	135
FY 16	200	0.00 %	193
FY 17	200	0.00 %	127
FY 18	195	-2.50 %	166
FY 19	350	79.49 %	331
FY 20	350	0.00 %	278
FY 21	350	0.00 %	0
FY 22	350	0.00 %	tbd
FY 23	350	0.00 %	

01-145-5720	REGISTRATION FEES	0
01-145-5720		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			0
TOTAL 01-145-5720			0

FY 23 FINANCE DEPARTMENT

145X - Treasurer - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	300	0.00 %	0
FY 15	0	-100.00 %	436
FY 16	0	n/a	85
FY 17	0	n/a	145
FY 18	0	n/a	95
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5730	DUES	1,200
01-145-5730		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Government Finance Officers Association			200
Mass Collectors & Treasurers Association			100
Other			900
TOTAL 01-145-5730			1,200

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	250	n/a	155
FY 15	230	-8.00 %	50
FY 16	230	0.00 %	265
FY 17	250	8.70 %	395
FY 18	265	6.00 %	315
FY 19	265	0.00 %	290
FY 20	290	9.43 %	1,177
FY 21	1,200	313.79 %	1,100
FY 22	1,200	0.00 %	tbd
FY 23	1,200	0.00 %	

01-145-5745	PUBLIC OFFICIALS BONDS	0
01-145-5745		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-145-5745			0

FY 23 FINANCE DEPARTMENT

145X - Treasurer - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	2,300	0.00 %	709
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-145-5780	OTHER EXPENSES	0
01-145-5780		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			

TOTAL 01-145-5780 **0**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 16	0	0.00 %	1,660
FY 17	150	n/a	944
FY 18	0	-100.00 %	360
FY 19	0	n/a	879
FY 20	0	n/a	60
FY 21	0	n/a	5,112
FY 22	0	n/a	tbd
FY 23	0	n/a	

Subtotal: 145X - Treasurer - Expenses

60,962

Budget Report for TREASURER

Account Number	Account Name	Budget	FY 22 Budget	Perc. Chg	FY 17 Expend	FY 18 Expend	FY 19 Expend	FY 20 Expend	FY 21 Expend
<u>Treasurer - Labor</u>									
01-145-5110	SALARIES - APPOINTED	207,716	200,921	3.38%	123,610	114,342	179,852	195,763	173,825
01-145-5113	SALARIES - CLERICAL	0	0	----	83,348	85,724	92,001	100,618	84,890
01-145-5121	WAGES - TEMPORARY EMPLOYEES	0	0	----	1,748	0	0	0	0
01-145-5130	OVERTIME	0	0	----	0	0	0	0	0
01-145-5140	LONGEVITY	0	0	----	0	0	0	0	0
01-145-5147	VACATION BUYBACK	0	0	----	0	0	0	0	0
01-145-5148	STIPENDS	4,000	4,000	0.00%	4,000	4,000	4,000	0	2,000
Total for Treasurer - Labor		211,716	204,921	3.32%	212,706	204,066	275,853	296,381	260,715
<u>Treasurer - Expenses</u>									
01-145-5250	EQUIPMENT MAINTENANCE	0	0	----	107	114	0	0	0
01-145-5271	EQUIPMENT LEASE - PITNEY BOWES	2,500	2,500	0.00%	2,264	2,446	2,253	2,253	2,245
01-145-5302	FINANCIAL SERVICES	80	100	-20.00%	105	720	75	60	45
01-145-5319	EMPLOYEE TRAINING	3,000	3,070	-2.28%	395	1,889	1,360	1,091	594
01-145-5342	OTHER CONTRACTED SERVICES	41,132	37,180	10.63%	69,824	76,219	45,101	33,238	43,601
01-145-5345	POSTAGE & MAIL PERMITS	1,000	3,500	-71.43%	-1,034	3,429	3,355	7,866	221
01-145-5405	BANK & PAYMENT SUPPLIES	10,500	3,000	250.00%	689	202	5,309	7,286	12,093
01-145-5420	OFFICE SUPPLIES	0	0	----	0	0	0	549	0
01-145-5421	PRINTING & STATIONARY	1,200	1,750	-31.43%	1,061	1,642	1,230	650	1,284
01-145-5710	MILEAGE REIMBURSEMENT	350	350	0.00%	127	166	331	278	0
01-145-5720	REGISTRATION FEES	0	0	----	145	95	0	0	0
01-145-5730	DUES	1,200	1,200	0.00%	395	315	290	1,177	1,100
01-145-5745	PUBLIC OFFICIALS BONDS	0	0	----	0	0	0	0	0
01-145-5780	OTHER EXPENSES	0	0	----	944	360	879	60	5,112
Total for Treasurer - Expenses		60,962	52,650	15.79%	75,022	87,597	60,183	54,508	66,295
TREASURER Total:		272,678	257,571	5.87%	287,728	291,663	336,036	350,889	327,009

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

145 - TREASURER		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-145-5110	SALARIES - APPOINTED	\$195,762.68	\$173,522.95	\$200,921.00	\$82,046.17	\$207,716.00	\$6,795.00	3.38
01-145-5113	SALARIES - CLERICAL	\$100,618.06	\$84,774.86	\$0.00	\$30,076.85	\$0.00	\$0.00	0.00
01-145-5148	STIPENDS	\$0.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$0.00	0.00
		\$296,380.74						
PERSONNEL SUB-TOTAL:		\$296,380.74	\$260,297.81	\$204,921.00	\$114,123.02	\$211,716.00	\$6,795.00	3.31
01-145-5271	EQUIPMENT LEASE - PITNEY BOWES	\$2,253.12	\$2,244.84	\$2,500.00	\$1,110.00	\$2,500.00	\$0.00	0.00
01-145-5302	FINANCIAL SERVICES	\$60.00	\$2,083.52	\$100.00	\$30.00	\$80.00	\$-20.00	-20.00
01-145-5319	EMPLOYEE TRAINING	\$1,091.30	\$593.81	\$3,070.00	\$0.00	\$3,000.00	\$-70.00	-2.28
01-145-5342	OTHER CONTRACTED SERVICES	\$32,258.37	\$42,427.31	\$37,180.00	\$9,888.97	\$41,132.00	\$3,952.00	10.62
01-145-5345	POSTAGE & MAIL PERMITS	\$3,866.40	\$220.80	\$3,500.00	\$422.98	\$1,000.00	\$-2,500.00	-71.42
01-145-5405	BANK & PAYMENT SUPPLIES	\$7,286.17	\$12,093.16	\$3,000.00	\$7,060.65	\$10,500.00	\$7,500.00	250.00
01-145-5421	PRINTING & STATIONERY	\$650.16	\$1,284.12	\$1,750.00	\$698.56	\$1,200.00	\$-550.00	-31.42
01-145-5710	MILEAGE REIMBURSEMENT	\$278.29	\$0.00	\$350.00	\$0.00	\$350.00	\$0.00	0.00
01-145-5730	DUES	\$1,177.00	\$1,100.00	\$1,200.00	\$75.00	\$1,200.00	\$0.00	0.00
01-145-5780	OTHER EXPENSES	\$60.00	\$5,111.89	\$0.00	\$1,497.00	\$0.00	\$0.00	0.00
		\$49,529.56						
EXPENSES SUB-TOTAL:		\$49,529.56	\$67,159.45	\$52,650.00	\$20,783.16	\$60,962.00	\$8,312.00	15.78
145 TREASURER SUB-TOTAL:		\$345,910.30	\$327,457.26	\$257,571.00	\$134,906.18	\$272,678.00	\$15,107.00	5.86

148 Payroll and Benefits

Programs

148L Payroll/Benefits - Labor
148X Payroll/Benefits - Expenses

Number of Employees (FTE's)

0.50 Payroll and Benefits Supervisor
0.50 Payroll/Personnel Specialist
0.71 Personnel Coordinator

Overall Proposed Budget

	<u>FY 22</u>	<u>FY 23</u>	<u>Difference</u>	<u>% Change</u>
Labor	97,334	100,815	3,481	3.58%
Expenses	62,500	58,190	-4,310	-6.90%
Total	159,834	159,005	-829	-0.52%

FY 23 PAYROLL/BENEFITS

Budget Summary

	FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request
<u>Labor</u>				
Regular Pay	86,252	89,569	97,334	100,815
Overtime Pay	0	0	0	0
Other Pay	0	0	0	0
Total Labor	86,252	89,569	97,334	100,815

Expenses by Program

148X	Payroll/Benefits - Expenses	62,500	54,244	62,500	58,190
Total Expenses		62,500	54,244	62,500	58,190

Summary

Total Labor:	86,252	89,569	97,334	100,815
Total Expenses:	62,500	54,244	62,500	58,190
Total Budget:	148,752	143,813	159,834 7.45%	159,005 -0.52%

FY 23 PAYROLL/BENEFITS

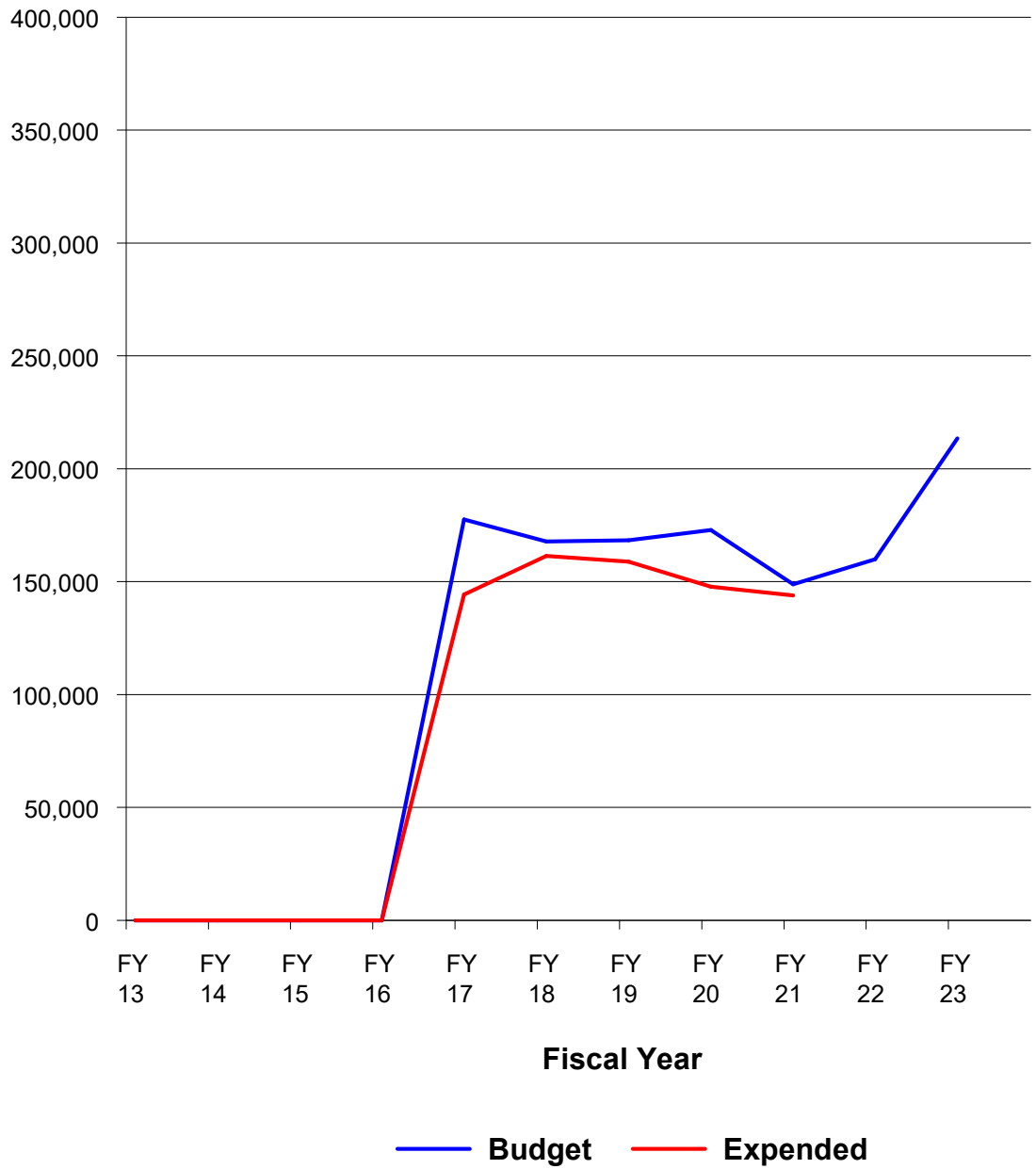
Payroll/Benefits Budget History

Fiscal Year	Labor	Expenses	Total	% Change
<u>Budget Amounts</u>				
FY 13	0	0	0	0.00%
FY 14	0	0	0	0.00%
FY 15	0	0	0	0.00%
FY 16	0	0	0	0.00%
FY 17	104,018	73,480	177,498	0.00%
FY 18	99,752	67,980	167,732	-5.50%
FY 19	102,733	65,500	168,233	0.30%
FY 20	107,242	65,500	172,742	2.68%
FY 21	86,252	62,500	148,752	-13.89%
FY 22	97,334	62,500	159,834	7.45%
FY 23	100,815	112,580	213,395	33.51%

Expended and Encumbered Amounts

FY 13	0	0	0	0.00%
FY 14	0	0	0	0.00%
FY 15	0	0	0	0.00%
FY 16	0	0	0	0.00%
FY 17	93,546	50,710	144,256	0.00%
FY 18	98,449	62,906	161,355	11.85%
FY 19	99,764	59,036	158,800	-1.58%
FY 20	91,675	56,057	147,732	-6.97%
FY 21	89,569	54,244	143,813	-2.65%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Payroll/Benefits Budget History



FY 23 PAYROLL/BENEFITS

Labor Summary

<u>Position</u>	<u>Employees</u>	<u>FTE's</u>
Payroll and Benefits Supervisor	1	0.50
Payroll/Personnel Specialist	1	0.50
Personnel Coordinator	1	0.71
Total: 3 positions	3	1.71

FY 23 FINANCE DEPARTMENT

148L - Payroll/Benefits - Labor

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-148-5110	SALARIES - APPOINTED	93,015
01-148-5113	SALARIES - CLERICAL	0
01-148-5121	WAGES - TEMPORARY EMPLOYEES	7,800
01-148-5130	OVERTIME	0
		Requested Amount: 100,815

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 16	0	n/a	0
FY 17	104,018	n/a	93,546
FY 18	99,752	-4.1 %	98,449
FY 19	102,733	3.0 %	99,764
FY 20	107,242	4.4 %	91,675
FY 21	86,252	-19.6 %	89,569
FY 22	97,334	12.9 %	tbd
FY 23	100,815	3.6 %	tbd

Program Budget Line Item Detail:

01-148-5110 SALARIES - APPOINTED 93,015
01-148-5110 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Detail from Labor Sheets			93,015
OTHER			
TOTAL 01-148-5110			93,015

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 16	0	0.00 %	0
FY 17	104,018	n/a	93,546
FY 18	95,152	-8.52 %	97,913
FY 19	98,133	3.13 %	99,764
FY 20	102,642	4.59 %	90,914
FY 21	85,252	-16.94 %	87,813
FY 22	89,515	5.00 %	tbd

FY 23 FINANCE DEPARTMENT

148L - Payroll/Benefits - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 23	93,015	3.91 %	

Account Comments:

Salary of Personnel and Benefits Supervisor is split evenly with the schools, as in past years.

01-148-5113	SALARIES - CLERICAL	0
01-148-5113		(calc)
	OTHER	Quantity Unit Price Amount
	TOTAL 01-148-5113	0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-148-5121	WAGES - TEMPORARY EMPLOYEES	7,800
01-148-5121		(calc)
	OTHER	Quantity Unit Price Amount
	TOTAL 01-148-5121	7,800

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 18	3,600	n/a	0
FY 19	3,600	0.00 %	0
FY 20	3,600	0.00 %	761
FY 21	1,000	-72.22 %	1,756
FY 22	7,819	681.90 %	tbd
FY 23	7,800	-0.24 %	

FY 23 FINANCE DEPARTMENT

148L - Payroll/Benefits - Labor

01-148-5130 OVERTIME 0
 01-148-5130 (calc)

	Quantity	Unit Price	Amount
OTHER			
TOTAL 01-148-5130			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 18	1,000	0.00 %	536
FY 19	1,000	0.00 %	0
FY 20	1,000	0.00 %	0
FY 21	0	-100.00 %	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

Subtotal: 148L - Payroll/Benefits - Labor 100,815

FY 23 FINANCE DEPARTMENT

148X - Payroll/Benefits - Expenses

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-148-5303	PAYROLL SERVICES	50,000
01-148-5319	EMPLOYEE TRAINING	800
01-148-5420	OFFICE SUPPLIES	3,000
01-148-5777	WELLNESS PROGRAM	0
01-148-5780	OTHER CHARGES	4,390
		Requested Amount: 58,190

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 17	73,480	0.0 %	50,710
FY 18	67,980	-7.5 %	62,906
FY 19	65,500	-3.7 %	59,036
FY 20	65,500	0.0 %	56,057
FY 21	62,500	-4.6 %	54,244
FY 22	62,500	0.0 %	tbd
FY 23	58,190	-6.9 %	tbd

Program Budget Line Item Detail:

01-148-5303 PAYROLL SERVICES 50,000
01-148-5303 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Outsourced Payroll Services			44,000
OTHER			6,000
TOTAL 01-148-5303			50,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	65,000	n/a	39,184
FY 18	50,000	-23.08 %	47,012
FY 19	50,000	0.00 %	43,885
FY 20	50,000	0.00 %	43,908
FY 21	50,000	0.00 %	44,713
FY 22	50,000	0.00 %	tbd
FY 23	50,000	0.00 %	

FY 23 FINANCE DEPARTMENT

148X - Payroll/Benefits - Expenses

01-148-5319 EMPLOYEE TRAINING 800
01-148-5319 (calc)

	Quantity	Unit Price	Amount
MASSACHUSETTS MUNICIPAL PERSONNEL ASSOCIATION			100
MASS SCHOOL PERSONNEL ADMINISTRATORS			250
OTHER			450
TOTAL 01-148-5319			800

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	1,000	n/a	68
FY 18	1,000	0.00 %	99
FY 19	1,000	0.00 %	964
FY 20	1,000	0.00 %	1,075
FY 21	1,000	0.00 %	609
FY 22	1,000	0.00 %	tbd
FY 23	800	-20.00 %	

01-148-5420 OFFICE SUPPLIES 3,000
01-148-5420 (calc)

	Quantity	Unit Price	Amount
General office Supplies			3,000
TOTAL 01-148-5420			3,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	2,000	0.00 %	3,348
FY 18	3,000	50.00 %	4,910
FY 19	3,000	0.00 %	2,979
FY 20	3,000	0.00 %	4,692
FY 21	3,000	0.00 %	4,263
FY 22	3,000	0.00 %	tbd
FY 23	3,000	0.00 %	

FY 23 FINANCE DEPARTMENT

148X - Payroll/Benefits - Expenses

01-148-5777 WELLNESS PROGRAM 0
01-148-5777 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-148-5777			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	5,480	0.00 %	498
FY 18	5,480	0.00 %	89
FY 19	3,000	-45.26 %	185
FY 20	3,000	0.00 %	118
FY 21	0	-100.00 %	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-148-5780 OTHER CHARGES 4,390
01-148-5780 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			4,390
TOTAL 01-148-5780			4,390

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	0	n/a	7,612
FY 18	8,500	n/a	10,796
FY 19	8,500	0.00 %	11,023
FY 20	8,500	0.00 %	6,264
FY 21	8,500	0.00 %	4,659
FY 22	8,500	0.00 %	tbd
FY 23	4,390	-48.35 %	

Subtotal: 148X - Payroll/Benefits - Expenses 58,190

Budget Report for PAYROLL/BENEFITS

Account Number	Account Name	Budget	FY 22 Budget	Perc. Chg	FY 17 Expend	FY 18 Expend	FY 19 Expend	FY 20 Expend	FY 21 Expend
<u>Payroll/Benefits - Labor</u>									
01-148-5110	SALARIES - APPOINTED	93,015	89,515	3.91%	93,546	97,913	99,764	90,914	87,813
01-148-5113	SALARIES - CLERICAL	0	0	-----	0	0	0	0	0
01-148-5121	WAGES - TEMPORARY EMPLOYEES	7,800	7,819	-0.24%	0	0	0	761	1,756
01-148-5130	OVERTIME	0	0	-----	0	536	0	0	0
Total for Payroll/Benefits - Labor		100,815	97,334	3.58%	93,546	98,449	99,764	91,675	89,569
<u>Payroll/Benefits - Expenses</u>									
01-148-5303	PAYROLL SERVICES	50,000	50,000	0.00%	39,184	47,012	43,885	43,908	44,713
01-148-5319	EMPLOYEE TRAINING	800	1,000	-20.00%	68	99	964	1,075	609
01-148-5420	OFFICE SUPPLIES	3,000	3,000	0.00%	3,348	4,910	2,979	4,692	4,263
01-148-5777	WELLNESS PROGRAM	0	0	-----	498	89	185	118	0
01-148-5780	OTHER CHARGES	4,390	8,500	-48.35%	7,612	10,796	11,023	6,264	4,659
Total for Payroll/Benefits - Expenses		58,190	62,500	-6.90%	50,710	62,906	59,036	56,057	54,244
PAYROLL/BENEFITS Total:		159,005	159,834	-0.52%	144,256	161,355	158,800	147,732	143,813

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

148 - PAYROLL/BENEFITS		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-148-5110	SALARIES - APPOINTED	\$90,914.24	\$87,812.89	\$89,515.00	\$56,357.22	\$93,015.00	\$3,500.00	3.91
01-148-5113	SALARIES - CLERICAL	\$0.00	\$525.88	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01-148-5121	WAGES - TEMPORARY EMPLOYEES	\$761.25	\$1,756.25	\$7,819.00	\$5,118.75	\$7,800.00	\$-19.00	-0.24
		\$91,675.49						
PERSONNEL SUB-TOTAL:		\$91,675.49	\$90,095.02	\$97,334.00	\$61,475.97	\$100,815.00	\$3,481.00	3.57
01-148-5303	PAYROLL SERVICES	\$43,907.56	\$44,712.88	\$50,000.00	\$25,531.08	\$50,000.00	\$0.00	0.00
01-148-5319	EMPLOYEE TRAINING	\$1,074.84	\$609.11	\$1,000.00	\$1,257.84	\$800.00	\$-200.00	-20.00
01-148-5420	OFFICE SUPPLIES	\$2,214.66	\$4,263.15	\$3,000.00	\$2,134.88	\$3,000.00	\$0.00	0.00
01-148-5780	OTHER CHARGES	\$6,264.35	\$4,658.50	\$8,500.00	\$2,637.00	\$4,390.00	\$-4,110.00	-48.35
		\$53,579.71						
EXPENSES SUB-TOTAL:		\$53,579.71	\$54,243.64	\$62,500.00	\$31,560.80	\$58,190.00	\$-4,310.00	-6.89
148 PAYROLL/BENEFITS SUB-TOTAL:		\$145,255.20	\$144,338.66	\$159,834.00	\$93,036.77	\$159,005.00	\$-829.00	-0.51

161 Town Clerk

Programs

161L Town Clerk - Labor
161X Town Clerk - Expenses

Number of Employees (FTE's)

0.50 Asst Town Clerk
1.00 Town Clerk

Overall Proposed Budget

	<u>FY 22</u>	<u>FY 23</u>	<u>Difference</u>	<u>% Change</u>
Labor	99,274	77,999	-21,275	-21.43%
Expenses	7,385	5,515	-1,870	-25.32%
Total	106,659	83,514	-23,145	-21.70%

FY 23 TOWN CLERK

Budget Summary

	FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request
<u>Labor</u>				
Regular Pay	126,366	98,038	98,774	77,999
Overtime Pay	500	116	500	0
Other Pay	0	0	0	0
Total Labor	126,866	98,154	99,274	77,999

Expenses by Program

161X	Town Clerk - Expenses	7,385	8,438	7,385	5,515
Total Expenses		7,385	8,438	7,385	5,515

Summary

Total Labor:	126,866	98,154	99,274	77,999
Total Expenses:	7,385	8,438	7,385	5,515
Total Budget:	134,251	106,592	106,659 -20.55%	83,514 -21.70%

FY 23 TOWN CLERK

Town Clerk Budget History

Fiscal Year	Labor	Expenses	Total	% Change
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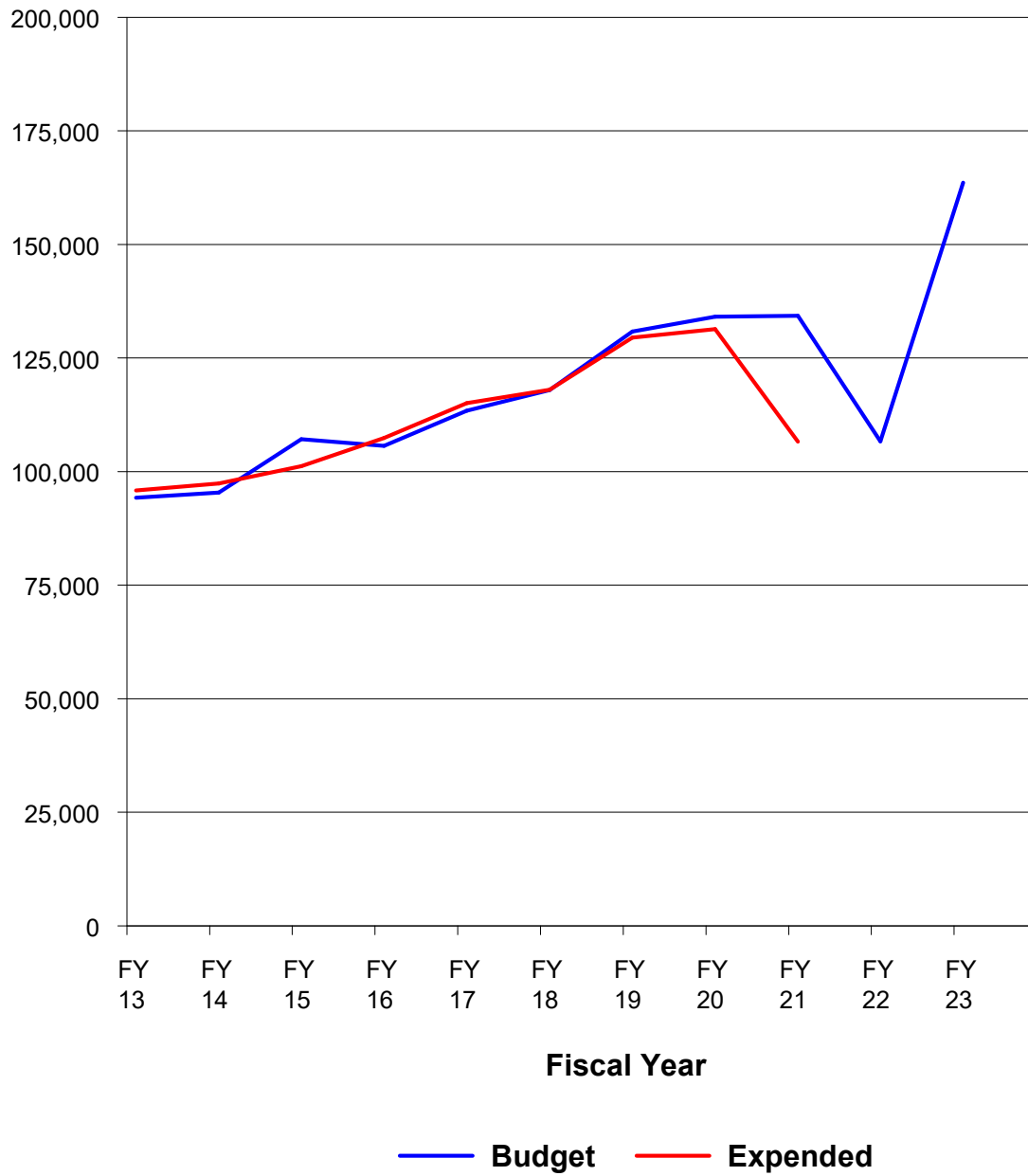
Budget Amounts

FY 13	92,528	1,715	94,243	0.00%
FY 14	93,693	1,715	95,408	1.24%
FY 15	102,978	4,143	107,121	12.28%
FY 16	100,772	4,875	105,647	-1.38%
FY 17	108,457	4,940	113,397	7.34%
FY 18	111,352	6,600	117,952	4.02%
FY 19	123,043	7,780	130,823	10.91%
FY 20	127,537	6,525	134,062	2.48%
FY 21	126,866	7,385	134,251	0.14%
FY 22	99,274	7,385	106,659	-20.55%
FY 23	155,998	7,615	163,613	53.40%

Expended and Encumbered Amounts

FY 13	93,820	2,025	95,845	0.00%
FY 14	94,728	2,685	97,413	1.64%
FY 15	97,803	3,375	101,178	3.86%
FY 16	104,100	3,298	107,398	6.15%
FY 17	109,610	5,446	115,056	7.13%
FY 18	113,051	4,946	117,997	2.56%
FY 19	125,204	4,232	129,436	9.69%
FY 20	126,739	4,575	131,314	1.45%
FY 21	98,154	8,438	106,592	-18.83%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Town Clerk Budget History



FY 23 TOWN CLERK

Labor Summary

<u>Position</u>	<u>Employees</u>	<u>FTE's</u>
Asst Town Clerk	1	0.50
Town Clerk	1	1.00
Total: 2 positions	2	1.50

FY 23 FINANCE DEPARTMENT

161L - Town Clerk - Labor

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-161-5111	SALARIES	77,999
01-161-5113	SALARIES-CLERICAL	0
01-161-5121	WAGES - TEMPORARY EMPLOYEES	0
01-161-5130	OVERTIME	0
Requested Amount:		77,999

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	92,528	0.0 %	93,820
FY 14	93,693	1.3 %	94,728
FY 15	102,978	9.9 %	97,803
FY 16	100,772	-2.1 %	104,100
FY 17	108,457	7.6 %	109,610
FY 18	111,352	2.7 %	113,051
FY 19	123,043	10.5 %	125,204
FY 20	127,537	3.7 %	126,739
FY 21	126,866	-0.5 %	98,154
FY 22	99,274	-21.8 %	tbd
FY 23	77,999	-21.4 %	tbd

Program Budget Line Item Detail:

01-161-5111	SALARIES			77,999
01-161-5111				(calc)
		<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Detail from Labor Sheets				77,999
OTHER				
TOTAL 01-161-5111				77,999

FY 23 FINANCE DEPARTMENT

161L - Town Clerk - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	54,563	n/a	54,563
FY 14	54,563	0.00 %	54,564
FY 15	55,655	2.00 %	55,655
FY 16	59,000	6.01 %	59,271
FY 17	61,950	5.00 %	61,950
FY 18	63,929	3.19 %	63,189
FY 19	67,125	5.00 %	71,729
FY 20	73,881	10.06 %	73,599
FY 21	126,366	71.04 %	73,284
FY 22	98,774	-21.83 %	tbd
FY 23	77,999	-21.03 %	

01-161-5113
01-161-5113

SALARIES-CLERICAL

0
(calc)

<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>

TOTAL 01-161-5113

0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	37,965	0.00 %	38,658
FY 14	39,130	3.07 %	39,896
FY 15	46,432	18.66 %	41,738
FY 16	41,022	-11.65 %	43,840
FY 17	45,757	11.54 %	45,045
FY 18	46,673	2.00 %	49,862
FY 19	51,018	9.31 %	51,486
FY 20	52,356	2.62 %	53,140
FY 21	0	-100.00 %	14,927
FY 22	0	n/a	tbd
FY 23	0	n/a	

FY 23 FINANCE DEPARTMENT

161L - Town Clerk - Labor

01-161-5121
01-161-5121

WAGES - TEMPORARY EMPLOYEES

0
(calc)

Quantity	Unit Price	Amount

TOTAL 01-161-5121 **0**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 16	0	0.00 %	300
FY 17	0	n/a	1,148
FY 19	3,600	n/a	1,702
FY 20	0	-100.00 %	0
FY 21	0	n/a	9,827
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-161-5130
01-161-5130

OVERTIME

0
(calc)

OTHER	Quantity	Unit Price	Amount

TOTAL 01-161-5130 **0**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	0	n/a	599
FY 14	0	n/a	268
FY 15	891	n/a	410
FY 16	750	-15.82 %	689
FY 17	750	0.00 %	1,467
FY 18	750	0.00 %	0
FY 19	1,300	73.33 %	287
FY 20	1,300	0.00 %	0
FY 21	500	-61.54 %	116
FY 22	500	0.00 %	tbd
FY 23	0	-100.00 %	

FY 23 FINANCE DEPARTMENT

161L - Town Clerk - Labor

Subtotal: 161L - Town Clerk - Labor

77,999

FY 23 FINANCE DEPARTMENT

161X - Town Clerk - Expenses

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-161-5250	EQUIPMENT MAINTENANCE	100
01-161-5342	BINDING	400
01-161-5345	POSTAGE & MAIL PERMITS	1,500
01-161-5420	OFFICE SUPPLIES	0
01-161-5421	PRINTING & STATIONARY	200
01-161-5710	MILEAGE REIMBURSEMENT	500
01-161-5720	REGISTRATION FEES	1,515
01-161-5730	DUES	500
01-161-5745	PUBLIC OFFICIAL BONDS	0
01-161-5780	OTHER EXPENSES	600
01-161-5860	EQUIPMENT PURCHASE	200
Requested Amount:		5,515

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	1,715	0.0 %	2,025
FY 14	1,715	0.0 %	2,685
FY 15	4,143	141.6 %	3,375
FY 16	4,875	17.7 %	3,298
FY 17	4,940	1.3 %	5,446
FY 18	6,600	33.6 %	4,946
FY 19	7,780	17.9 %	4,232
FY 20	6,525	-16.1 %	4,575
FY 21	7,385	13.2 %	8,438
FY 22	7,385	0.0 %	tbd
FY 23	5,515	-25.3 %	tbd

Program Budget Line Item Detail:

01-161-5250	EQUIPMENT MAINTENANCE			100
01-161-5250				(calc)
		<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER				100
TOTAL 01-161-5250				100

FY 23 FINANCE DEPARTMENT

161X - Town Clerk - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	400	n/a	428
FY 14	400	0.00 %	198
FY 15	0	-100.00 %	13
FY 16	200	n/a	0
FY 17	200	0.00 %	0
FY 18	200	0.00 %	0
FY 19	200	0.00 %	0
FY 20	200	0.00 %	223
FY 21	200	0.00 %	20
FY 22	200	0.00 %	tbd
FY 23	100	-50.00 %	

01-161-5342	BINDING	400
01-161-5342		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			400
TOTAL 01-161-5342			400

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	200	n/a	0
FY 14	200	0.00 %	155
FY 15	175	-12.50 %	225
FY 16	445	154.29 %	496
FY 17	540	21.35 %	505
FY 18	540	0.00 %	830
FY 19	600	11.11 %	0
FY 20	600	0.00 %	310
FY 21	600	0.00 %	268
FY 22	600	0.00 %	tbd
FY 23	400	-33.33 %	

01-161-5345	POSTAGE & MAIL PERMITS	1,500
01-161-5345		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Postage			1,500
TOTAL 01-161-5345			1,500

FY 23 FINANCE DEPARTMENT

161X - Town Clerk - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	100	n/a	102
FY 14	100	0.00 %	186
FY 15	250	150.00 %	249
FY 16	450	80.00 %	875
FY 17	550	22.22 %	518
FY 18	1,150	109.09 %	1,043
FY 19	1,400	21.74 %	1,057
FY 20	1,400	0.00 %	1,306
FY 21	1,350	-3.57 %	2,706
FY 22	1,350	0.00 %	tbd
FY 23	1,500	11.11 %	

01-161-5420 **OFFICE SUPPLIES** **0**
01-161-5420 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-161-5420			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	400	0.00 %	649
FY 14	400	0.00 %	750
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-161-5421 **PRINTING & STATIONARY** **200**
01-161-5421 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			200
TOTAL 01-161-5421			200

FY 23 FINANCE DEPARTMENT

161X - Town Clerk - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 16	200	0.00 %	90
FY 17	200	0.00 %	0
FY 18	400	100.00 %	0
FY 19	200	-50.00 %	0
FY 20	0	-100.00 %	0
FY 21	200	n/a	0
FY 22	200	0.00 %	tbd
FY 23	200	0.00 %	

01-161-5710 **MILEAGE REIMBURSEMENT** **500**
01-161-5710 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
General Mileage			500
TOTAL 01-161-5710			500

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	300	0.00 %	0
FY 14	300	0.00 %	0
FY 15	300	0.00 %	198
FY 16	300	0.00 %	94
FY 17	300	0.00 %	136
FY 18	300	0.00 %	274
FY 19	500	66.67 %	516
FY 20	325	-35.00 %	695
FY 21	500	53.85 %	0
FY 22	500	0.00 %	tbd
FY 23	500	0.00 %	

01-161-5720 **REGISTRATION FEES** **1,515**
01-161-5720 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
TRI COUNTY CLERKS ASSOCIATION			30
MASSACHUSETTS TOWN CLERKS ASSOCIATION			125
MA TOWN CLERK'S ASSOC			400
NEMCI & A TREASURER			925
OTHER			35

FY 23 FINANCE DEPARTMENT

161X - Town Clerk - Expenses

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
TOTAL 01-161-5720			1,515

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	0	n/a	546
FY 14	0	n/a	1,016
FY 15	2,182	n/a	1,586
FY 16	2,300	5.41 %	925
FY 17	2,360	2.61 %	2,482
FY 18	3,210	36.02 %	2,479
FY 19	3,360	4.67 %	1,513
FY 20	3,000	-10.71 %	1,210
FY 21	3,000	0.00 %	170
FY 22	3,000	0.00 %	tbd
FY 23	1,515	-49.50 %	

01-161-5730	DUES	500
01-161-5730		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
NEW ENGLAND ASSN OF CITY & TOWN CLERKS			60
INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS			170
OTHER			270
TOTAL 01-161-5730			500

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	115	n/a	100
FY 14	115	0.00 %	280
FY 15	280	143.48 %	290
FY 16	280	0.00 %	355
FY 17	290	3.57 %	345
FY 18	300	3.45 %	320
FY 19	520	73.33 %	265
FY 20	500	-3.85 %	390
FY 21	435	-13.00 %	335
FY 22	435	0.00 %	tbd
FY 23	500	14.94 %	

FY 23 FINANCE DEPARTMENT

161X - Town Clerk - Expenses

01-161-5745
01-161-5745

PUBLIC OFFICIAL BONDS

0
(calc)

	Quantity	Unit Price	Amount
OTHER			

TOTAL 01-161-5745 **0**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	200	0.00 %	200
FY 14	200	0.00 %	100
FY 15	200	0.00 %	100
FY 16	200	0.00 %	100
FY 19	0	-100.00 %	0
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-161-5780
01-161-5780

OTHER EXPENSES

600
(calc)

	Quantity	Unit Price	Amount
OTHER			600

TOTAL 01-161-5780 **600**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	0	n/a	8
FY 16	0	n/a	219
FY 17	0	n/a	1,460
FY 19	0	n/a	881
FY 20	500	n/a	441
FY 21	600	20.00 %	4,915
FY 22	600	0.00 %	tbd
FY 23	600	0.00 %	

FY 23 FINANCE DEPARTMENT

161X - Town Clerk - Expenses

01-161-5860 EQUIPMENT PURCHASE 200
 01-161-5860 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			200
TOTAL 01-161-5860			200

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	756	n/a	706
FY 16	500	-33.86 %	144
FY 17	500	0.00 %	0
FY 18	500	0.00 %	0
FY 19	1,000	100.00 %	0
FY 20	0	-100.00 %	0
FY 21	500	n/a	24
FY 22	500	0.00 %	tbd
FY 23	200	-60.00 %	

Subtotal: 161X - Town Clerk - Expenses 5,515

Budget Report for TOWN CLERK

Account Number	Account Name	Budget	FY 22 Budget	Perc. Chg	FY 17 Expend	FY 18 Expend	FY 19 Expend	FY 20 Expend	FY 21 Expend
<u>Town Clerk - Labor</u>									
01-161-5111	SALARIES	77,999	98,774	-21.03%	61,950	63,189	71,729	73,599	73,284
01-161-5113	SALARIES-CLERICAL	0	0	-----	45,045	49,862	51,486	53,140	14,927
01-161-5121	WAGES - TEMPORARY EMPLOYEES	0	0	-----	1,148	0	1,702	0	9,827
01-161-5130	OVERTIME	0	500	-100.00%	1,467	0	287	0	116
Total for Town Clerk - Labor		77,999	99,274	-21.43%	109,610	113,051	125,204	126,739	98,154
<u>Town Clerk - Expenses</u>									
01-161-5250	EQUIPMENT MAINTENANCE	100	200	-50.00%	0	0	0	223	20
01-161-5342	BINDING	400	600	-33.33%	505	830	0	310	268
01-161-5345	POSTAGE & MAIL PERMITS	1,500	1,350	11.11%	518	1,043	1,057	1,306	2,706
01-161-5420	OFFICE SUPPLIES	0	0	-----	0	0	0	0	0
01-161-5421	PRINTING & STATIONARY	200	200	0.00%	0	0	0	0	0
01-161-5710	MILEAGE REIMBURSEMENT	500	500	0.00%	136	274	516	695	0
01-161-5720	REGISTRATION FEES	1,515	3,000	-49.50%	2,482	2,479	1,513	1,210	170
01-161-5730	DUES	500	435	14.94%	345	320	265	390	335
01-161-5745	PUBLIC OFFICIAL BONDS	0	0	-----	0	0	0	0	0
01-161-5780	OTHER EXPENSES	600	600	0.00%	1,460	0	881	441	4,915
01-161-5860	EQUIPMENT PURCHASE	200	500	-60.00%	0	0	0	0	24
Total for Town Clerk - Expenses		5,515	7,385	-25.32%	5,446	4,946	4,232	4,575	8,438
TOWN CLERK Total:		83,514	106,659	-21.70%	115,056	117,997	129,436	131,314	106,592

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

161 - TOWN CLERK		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-161-5111	SALARIES-ELECTED OFFICIALS	\$73,598.94	\$73,037.12	\$98,774.00	\$42,526.67	\$77,999.00	\$-20,775.00	-21.03
01-161-5113	SALARIES-CLERICAL	\$53,140.30	\$14,927.16	\$0.00	\$13,756.50	\$0.00	\$0.00	0.00
01-161-5121	WAGES - TEMPORARY EMPLOYEES	\$0.00	\$9,827.00	\$0.00	\$1,912.50	\$0.00	\$0.00	0.00
01-161-5130	OVERTIME	\$0.00	\$116.27	\$500.00	\$0.00	\$0.00	\$-500.00	-100.00
		\$126,739.24						
PERSONNEL SUB-TOTAL:		\$126,739.24	\$97,907.55	\$99,274.00	\$58,195.67	\$77,999.00	\$-21,275.00	-21.43
01-161-5250	EQUIPMENT MAINTENANCE	\$222.71	\$20.12	\$200.00	\$16.45	\$100.00	\$-100.00	-50.00
01-161-5342	BINDING	\$310.00	\$267.70	\$600.00	\$330.00	\$400.00	\$-200.00	-33.33
01-161-5345	POSTAGE & MAIL PERMITS	\$1,306.35	\$2,705.59	\$1,350.00	\$147.84	\$1,500.00	\$150.00	11.11
01-161-5421	PRINTING & STATIONERY	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	0.00
01-161-5710	MILEAGE REIMBURSEMENT	\$694.68	\$0.00	\$500.00	\$257.60	\$500.00	\$0.00	0.00
01-161-5720	REGISTRATION FEES	\$1,209.92	\$170.00	\$3,000.00	\$1,020.70	\$1,515.00	\$-1,485.00	-49.50
01-161-5730	DUES	\$390.00	\$335.00	\$435.00	\$160.00	\$500.00	\$65.00	14.94
01-161-5780	OTHER EXPENSES	\$440.96	\$4,914.53	\$600.00	\$642.04	\$600.00	\$0.00	0.00
01-161-5860	EQUIPMENT PURCHASE	\$0.00	\$24.00	\$500.00	\$0.00	\$200.00	\$-300.00	-60.00
		\$4,574.62						
EXPENSES SUB-TOTAL:		\$4,574.62	\$8,436.94	\$7,385.00	\$2,574.63	\$5,515.00	\$-1,870.00	-25.32
161 TOWN CLERK SUB-TOTAL:		\$131,313.86	\$106,344.49	\$106,659.00	\$60,770.30	\$83,514.00	\$-23,145.00	-21.70

162 Elections

Programs

162L Elections - Labor
162X Elections - Expenses

Number of Employees (FTE's)

58.00 Part-time Intermittent Election Workers

Overall Proposed Budget

	FY 22	FY 23	Difference	% Change
Labor	25,000	45,000	20,000	80.00%
Expenses	2,432	24,400	21,968	903.29%
Total	27,432	69,400	41,968	152.99%

FY 23 ELECTIONS

Budget Summary

	FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request
<u>Labor</u>				
Regular Pay	39,484	56,393	25,000	45,000
Overtime Pay	0	0	0	0
Other Pay	0	0	0	0
Total Labor	39,484	56,393	25,000	45,000

Expenses by Program

162X	Elections - Expenses	22,704	31,025	2,432	24,400
Total Expenses		22,704	31,025	2,432	24,400

Summary

Total Labor:	39,484	56,393	25,000	45,000
Total Expenses:	22,704	31,025	2,432	24,400
Total Budget:	62,188	87,418	27,432 -55.89%	69,400 152.99%

FY 23 ELECTIONS

Elections Budget History

Fiscal Year	Labor	Expenses	Total	% Change
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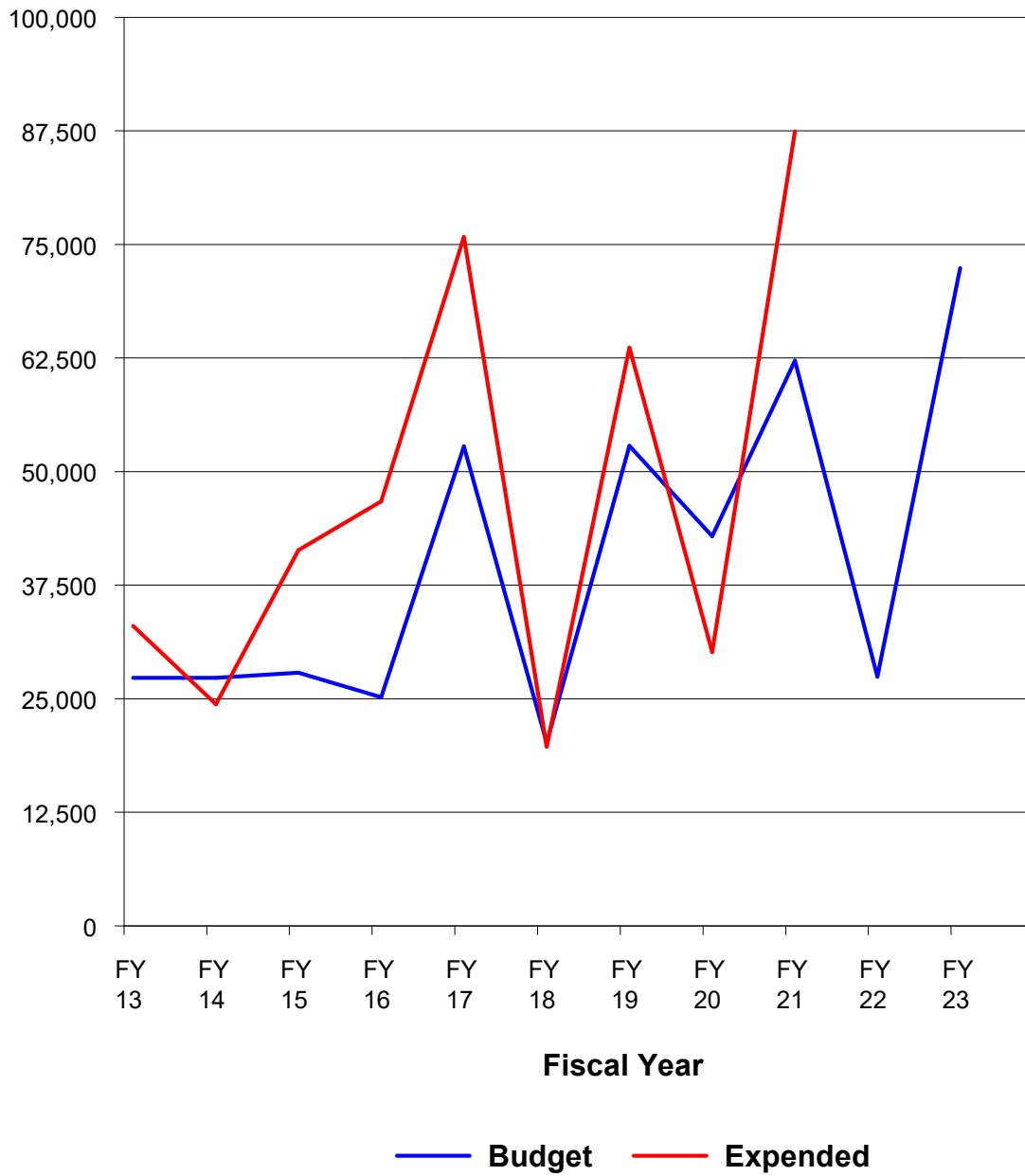
Budget Amounts

FY 13	27,300	0	27,300	0.00%
FY 14	27,300	0	27,300	0.00%
FY 15	11,799	16,073	27,872	2.10%
FY 16	13,510	11,645	25,155	-9.75%
FY 17	25,728	27,037	52,765	109.76%
FY 18	8,500	11,630	20,130	-61.85%
FY 19	25,000	27,817	52,817	162.38%
FY 20	25,000	17,867	42,867	-18.84%
FY 21	39,484	22,704	62,188	45.07%
FY 22	25,000	2,432	27,432	-55.89%
FY 23	45,000	27,400	72,400	163.93%

Expended and Encumbered Amounts

FY 13	21,854	11,153	33,007	0.00%
FY 14	9,744	14,660	24,404	-26.06%
FY 15	20,332	21,013	41,345	69.42%
FY 16	27,338	19,414	46,752	13.08%
FY 17	45,299	30,524	75,823	62.18%
FY 18	10,671	9,033	19,704	-74.01%
FY 19	35,513	28,139	63,652	223.04%
FY 20	16,328	13,789	30,117	-52.68%
FY 21	56,393	31,025	87,418	190.26%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Elections Budget History



FY 23 ELECTIONS

Labor Summary

<u>Position</u>	<u>Employees</u>	<u>FTE's</u>
Part-time Intermittent Election Workers	1	58.00
Total: 1 positions	1	58.00

FY 23 FINANCE DEPARTMENT

162L - Elections - Labor

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-162-5121	WAGES-TEMPORARY EMPLOYEES	45,000

Requested Amount: 45,000

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	27,300	0.0 %	21,854
FY 14	27,300	0.0 %	9,744
FY 15	11,799	-56.8 %	20,332
FY 16	13,510	14.5 %	27,338
FY 17	25,728	90.4 %	45,299
FY 18	8,500	-67.0 %	10,671
FY 19	25,000	194.1 %	35,513
FY 20	25,000	0.0 %	16,328
FY 21	39,484	57.9 %	56,393
FY 22	25,000	-36.7 %	tbd
FY 23	45,000	80.0 %	tbd

Program Budget Line Item Detail:

01-162-5121	WAGES-TEMPORARY EMPLOYEES	45,000
01-162-5121		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Eledtion Employees			45,000
TOTAL 01-162-5121			45,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	27,300	n/a	21,854
FY 14	27,300	0.00 %	9,744
FY 15	11,799	-56.78 %	20,332
FY 16	13,510	14.50 %	27,338
FY 17	25,728	90.44 %	45,299
FY 18	8,500	-66.96 %	10,671
FY 19	25,000	194.12 %	35,513
FY 20	25,000	0.00 %	16,328

FY 23 FINANCE DEPARTMENT

162L - Elections - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 21	39,484	57.94 %	56,393
FY 22	25,000	-36.68 %	tbd
FY 23	45,000	80.00 %	

Subtotal: 162L - Elections - Labor

45,000

FY 23 FINANCE DEPARTMENT

162X - Elections - Expenses

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-162-5345	POSTAGE & MAIL PERMITS	3,000
01-162-5421	PRINTING & STATIONARY	1,400
01-162-5780	OTHER EXPENSES	11,300
01-162-5781	ODWD - ADMINISTRATIVE FEE	0
01-162-5783	BALLOT EXPENSES	8,000
		Requested Amount: 23,700

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	0	n/a	11,153
FY 14	0	n/a	14,660
FY 15	16,073	n/a	21,013
FY 16	11,645	-27.6 %	19,414
FY 17	27,037	132.2 %	30,524
FY 18	11,630	-57.0 %	9,033
FY 19	27,817	139.2 %	28,139
FY 20	17,867	-35.8 %	13,789
FY 21	22,704	27.1 %	31,025
FY 22	2,432	-89.3 %	tbd
FY 23	23,700	874.5 %	tbd

Program Budget Line Item Detail:

01-162-5345 POSTAGE & MAIL PERMITS 3,000
01-162-5345 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Postage			3,000
TOTAL 01-162-5345			3,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	0	n/a	540
FY 18	50	n/a	65
FY 19	567	1034.00 %	409
FY 20	567	0.00 %	746
FY 21	432	-23.81 %	805

FY 23 FINANCE DEPARTMENT

162X - Elections - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 22	432	0.00 %	tbd
FY 23	3,000	594.44 %	

01-162-5421	PRINTING & STATIONARY	1,400
01-162-5421		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			1,400
TOTAL 01-162-5421			1,400

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 18	4,800	n/a	0
FY 19	4,950	3.12 %	0
FY 20	0	-100.00 %	0
FY 21	2,272	n/a	0
FY 22	2,000	-11.97 %	tbd
FY 23	1,400	-30.00 %	

01-162-5780	OTHER EXPENSES	11,300
01-162-5780		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Ballot Machine Expenses			7,196
Police Details			4,020
Other Election Expenses			84
TOTAL 01-162-5780			11,300

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	n/a	4,618
FY 15	10,873	n/a	15,398
FY 16	5,905	-45.69 %	13,218
FY 17	19,537	230.86 %	16,687
FY 18	3,280	-83.21 %	4,564
FY 19	17,000	418.29 %	20,753
FY 20	12,000	-29.41 %	6,971
FY 21	14,000	16.67 %	17,297

FY 23 FINANCE DEPARTMENT

162X - Elections - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 23	11,300	n/a	

01-162-5781	ODWD - ADMINISTRATIVE FEE	0
01-162-5781		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-162-5781			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	0	0.00 %	11,153
FY 14	0	n/a	10,042
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-162-5783	BALLOT EXPENSES	8,000
01-162-5783		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
LHS ASSOCIATES INC			3,000
ELECTION SYSTEMS & SOFTWARE			5,000
OTHER			
TOTAL 01-162-5783			8,000

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	5,200	n/a	5,615
FY 16	5,740	10.38 %	6,196
FY 17	7,500	30.66 %	13,297
FY 18	3,500	-53.33 %	4,404
FY 19	5,300	51.43 %	6,977
FY 20	5,300	0.00 %	6,072
FY 21	6,000	13.21 %	12,923
FY 23	8,000	n/a	

FY 23 FINANCE DEPARTMENT

162X - Elections - Expenses

Subtotal: 162X - Elections - Expenses

23,700

Budget Report for ELECTIONS

Account Number	Account Name	Budget	FY 22 Budget	Perc. Chg	FY 17 Expend	FY 18 Expend	FY 19 Expend	FY 20 Expend	FY 21 Expend
<u>Elections - Labor</u>									
01-162-5121	WAGES-TEMPORARY EMPLOYEES	45,000	25,000	80.00%	45,299	10,671	35,513	16,328	56,393
Total for Elections - Labor		45,000	25,000	80.00%	45,299	10,671	35,513	16,328	56,393
<u>Elections - Expenses</u>									
01-162-5345	POSTAGE & MAIL PERMITS	3,000	432	594.44%	540	65	409	746	805
01-162-5421	PRINTING & STATIONARY	1,400	2,000	-30.00%	0	0	0	0	0
01-162-5780	OTHER EXPENSES	12,000	0	-----	16,687	4,564	20,753	6,971	17,297
01-162-5781	ODWD - ADMINISTRATIVE FEE	0	0	-----	0	0	0	0	0
01-162-5783	BALLOT EXPENSES	8,000	0	-----	13,297	4,404	6,977	6,072	12,923
Total for Elections - Expenses		24,400	2,432	903.29%	30,524	9,033	28,139	13,789	31,025
ELECTIONS Total:		69,400	27,432	152.99%	75,823	19,704	63,652	30,117	87,418

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

162 - ELECTIONS & TOWN MEETINGS		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-162-5121	WAGES-TEMPORARY EMPLOYEES	\$16,156.42	\$55,960.93	\$25,000.00	\$1,661.48	\$45,000.00	\$20,000.00	80.00
		\$16,156.42						
	PERSONNEL SUB-TOTAL:	\$16,156.42	\$55,960.93	\$25,000.00	\$1,661.48	\$45,000.00	\$20,000.00	80.00
01-162-5345	POSTAGE & MAIL PERMITS	\$745.70	\$805.41	\$432.00	\$0.00	\$3,000.00	\$2,568.00	594.44
01-162-5421	PRINTING & STATIONERY	\$0.00	\$0.00	\$2,000.00	\$0.00	\$1,400.00	\$-600.00	-30.00
01-162-5780	OTHER EXPENSES	\$6,971.35	\$17,297.25	\$12,000.00	\$615.00	\$12,000.00	\$0.00	0.00
01-162-5783	BALLOT EXPENSES	\$6,071.93	\$12,922.83	\$5,300.00	\$1,550.00	\$8,000.00	\$2,700.00	50.94
		\$13,788.98						
	EXPENSES SUB-TOTAL:	\$13,788.98	\$31,025.49	\$19,732.00	\$2,165.00	\$24,400.00	\$4,668.00	23.65
162 ELECTIONS & TOWN MEETINGS		\$29,945.40	\$86,986.42	\$44,732.00	\$3,826.48	\$69,400.00	\$24,668.00	55.14

163 Registrars

Programs

163L Registrars - Labor
163X Registrars - Expenses

Number of Employees (FTE's)

1.00 Executive Administrative Assistant

Overall Proposed Budget

	FY 22	FY 23	Difference	% Change
Labor	48,200	53,800	5,600	11.62%
Expenses	6,900	8,400	1,500	21.74%
Total	55,100	62,200	7,100	12.89%

FY 23 REGISTRARS

Budget Summary

	FY 21 Budget	FY 21 Expend and Encumber	FY 22 Budget	FY 23 Budget Request
<u>Labor</u>				
Regular Pay	41,465	46,281	48,200	53,800
Overtime Pay	0	0	0	0
Other Pay	0	0	0	0
Total Labor	41,465	46,281	48,200	53,800

Expenses by Program

163X	Registrars - Expenses	6,900	11,847	6,900	8,400
Total Expenses		6,900	11,847	6,900	8,400

Summary

Total Labor:	41,465	46,281	48,200	53,800
Total Expenses:	6,900	11,847	6,900	8,400
Total Budget:	48,365	58,128	55,100 13.93%	62,200 12.89%

FY 23 REGISTRARS

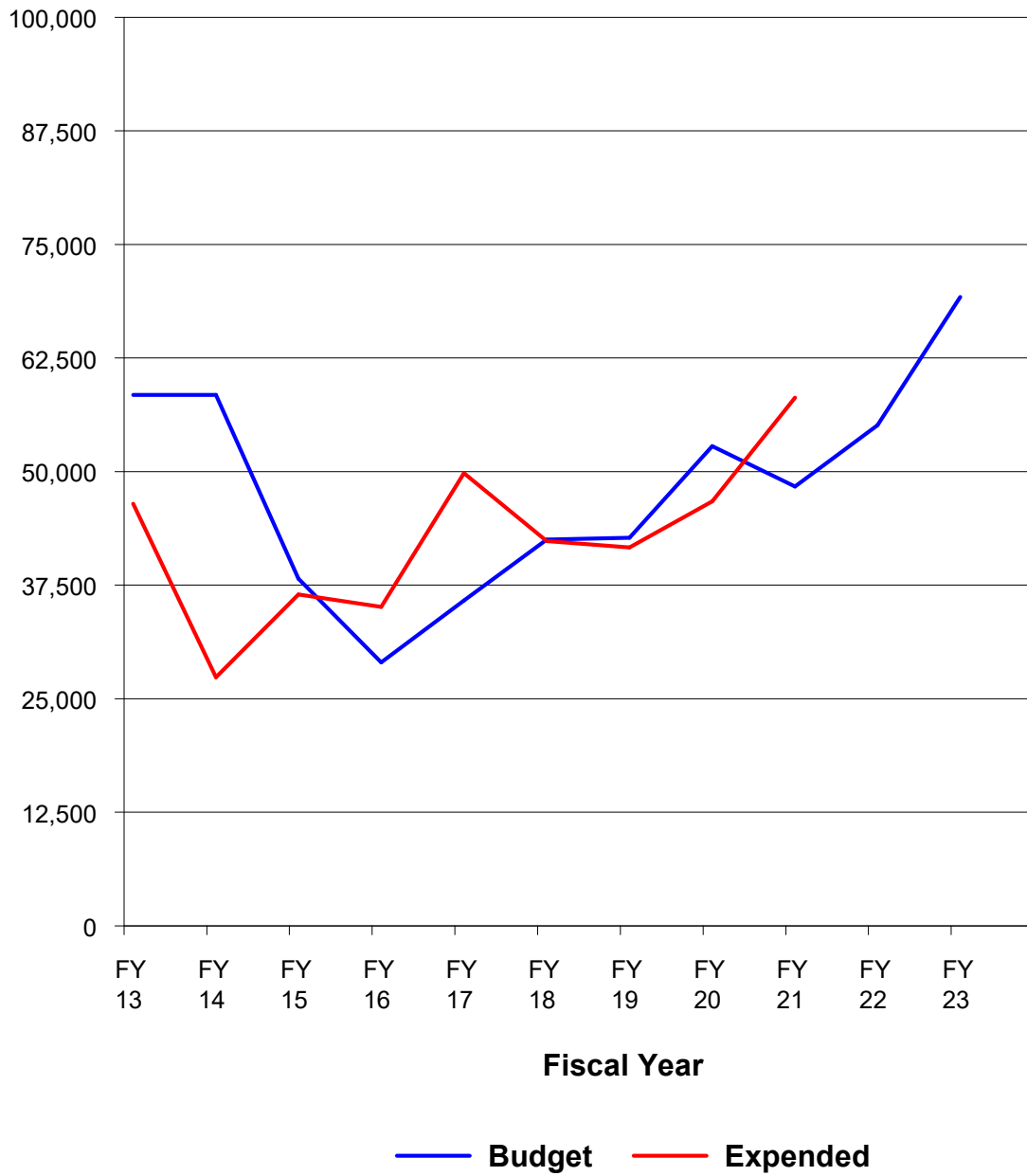
Registrars Budget History

Fiscal Year	Labor	Expenses	Total	% Change
<u>Budget Amounts</u>				
FY 13	25,715	32,704	58,419	0.00%
FY 14	25,715	32,704	58,419	0.00%
FY 15	23,000	15,200	38,200	-34.61%
FY 16	23,000	6,000	29,000	-24.08%
FY 17	29,000	6,800	35,800	23.45%
FY 18	35,200	7,300	42,500	18.72%
FY 19	36,000	6,700	42,700	0.47%
FY 20	46,100	6,700	52,800	23.65%
FY 21	41,465	6,900	48,365	-8.40%
FY 22	48,200	6,900	55,100	13.93%
FY 23	53,800	15,400	69,200	25.59%

Expended and Encumbered Amounts

FY 13	29,617	16,836	46,453	0.00%
FY 14	23,098	4,279	27,377	-41.07%
FY 15	29,535	6,939	36,474	33.23%
FY 16	28,041	7,045	35,086	-3.81%
FY 17	44,220	5,606	49,826	42.01%
FY 18	35,217	7,127	42,344	-15.02%
FY 19	34,822	6,821	41,643	-1.66%
FY 20	39,660	7,058	46,718	12.19%
FY 21	46,281	11,847	58,128	24.42%
FY 22	tbd	tbd	tbd	tbd
FY 23	tbd	tbd	tbd	tbd

Registrars Budget History



FY 23 REGISTRARS

Labor Summary

<u>Position</u>	<u>Employees</u>	<u>FTE's</u>
Executive Administrative Assistant	1	1.00
Total: 1 positions	1	1.00

FY 23 FINANCE DEPARTMENT**163L - Registrars - Labor****Program Budget Summary:**

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-163-5112	SALARIES-APPOINTED OFFICIALS	53,800

Requested Amount: 53,800

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	25,715	0.0 %	29,617
FY 14	25,715	0.0 %	23,098
FY 15	23,000	-10.6 %	29,535
FY 16	23,000	0.0 %	28,041
FY 17	29,000	26.1 %	44,220
FY 18	35,200	21.4 %	35,217
FY 19	36,000	2.3 %	34,822
FY 20	46,100	28.1 %	39,660
FY 21	41,465	-10.1 %	46,281
FY 22	48,200	16.2 %	tbd
FY 23	53,800	11.6 %	tbd

Program Budget Line Item Detail:

01-163-5112	SALARIES-APPOINTED OFFICIALS	53,800
01-163-5112		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Labor			52,000
OTHER			1,800

TOTAL 01-163-5112 53,800

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	25,715	n/a	29,617
FY 14	25,715	0.00 %	23,098
FY 15	23,000	-10.56 %	29,535
FY 16	23,000	0.00 %	28,041
FY 17	29,000	26.09 %	44,220
FY 18	35,200	21.38 %	35,217
FY 19	36,000	2.27 %	34,822
FY 20	46,100	28.06 %	39,660

FY 23 FINANCE DEPARTMENT

163L - Registrars - Labor

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 21	41,465	-10.05 %	46,281
FY 22	48,200	16.24 %	tbd
FY 23	53,800	11.62 %	

Subtotal: 163L - Registrars - Labor

53,800

FY 23 FINANCE DEPARTMENT

163X - Registrars - Expenses

Program Budget Summary:

<u>Account Number</u>	<u>Account Name</u>	<u>Requested Amount</u>
01-163-5319	OTHER CONTRACTED SERVICES	0
01-163-5345	POSTAGE & MAIL PERMITS	5,500
01-163-5420	OFFICE SUPPLIES	0
01-163-5421	PRINTING & STATIONARY	1,500
01-163-5425	DATA PROCESSING SUPPLIES	1,400
01-163-5710	MILEAGE REIMBURSEMENT	0
01-163-5720	REGISTRATION FEES	0
01-163-5860	EQUIPMENT PURCHASE	0

Requested Amount: 8,400

Program Budget History:

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Change</u>	<u>Expend and Encumber</u>
FY 13	32,704	0.0 %	16,836
FY 14	32,704	0.0 %	4,279
FY 15	15,200	-53.5 %	6,939
FY 16	6,000	-60.5 %	7,045
FY 17	6,800	13.3 %	5,606
FY 18	7,300	7.4 %	7,127
FY 19	6,700	-8.2 %	6,821
FY 20	6,700	0.0 %	7,058
FY 21	6,900	3.0 %	11,847
FY 22	6,900	0.0 %	tbd
FY 23	8,400	21.7 %	tbd

Program Budget Line Item Detail:

01-163-5319 OTHER CONTRACTED SERVICES 0
01-163-5319 (calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-163-5319			0

FY 23 FINANCE DEPARTMENT

163X - Registrars - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 15	15,000	0.00 %	0
FY 20	0	-100.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-163-5345	POSTAGE & MAIL PERMITS	5,500
01-163-5345		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Postage			5,500

TOTAL 01-163-5345 **5,500**

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	29,060	n/a	11,953
FY 14	29,060	0.00 %	913
FY 15	200	-99.31 %	4,062
FY 16	4,000	1900.00 %	4,761
FY 17	4,500	12.50 %	1,843
FY 18	4,800	6.67 %	2,054
FY 19	3,000	-37.50 %	4,483
FY 20	3,000	0.00 %	3,990
FY 21	3,200	6.67 %	8,362
FY 22	3,200	0.00 %	tbd
FY 23	5,500	71.88 %	

01-163-5420	OFFICE SUPPLIES	0
01-163-5420		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			

TOTAL 01-163-5420 **0**

FY 23 FINANCE DEPARTMENT

163X - Registrars - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	0.00 %	215
FY 15	0	n/a	24
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-163-5421	PRINTING & STATIONARY	1,500
01-163-5421		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
Printing			1,500
OTHER			
TOTAL 01-163-5421			1,500

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 14	0	n/a	30
FY 15	0	n/a	2,167
FY 16	2,000	n/a	420
FY 17	2,300	15.00 %	-600
FY 18	2,500	8.70 %	0
FY 19	3,700	48.00 %	2,338
FY 20	3,700	0.00 %	3,068
FY 21	3,500	-5.41 %	1,786
FY 22	3,500	0.00 %	tbd
FY 23	1,500	-57.14 %	

01-163-5425	DATA PROCESSING SUPPLIES	1,400
01-163-5425		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			1,400
TOTAL 01-163-5425			1,400

FY 23 FINANCE DEPARTMENT

163X - Registrars - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	3,644	n/a	4,339
FY 14	3,644	0.00 %	3,121
FY 15	0	-100.00 %	686
FY 16	0	n/a	1,864
FY 17	0	n/a	4,275
FY 18	0	n/a	5,073
FY 20	0	n/a	0
FY 21	0	n/a	1,699
FY 22	0	n/a	tbd
FY 23	1,400	n/a	

01-163-5710	MILEAGE REIMBURSEMENT	0
01-163-5710		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-163-5710			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 17	0	n/a	88
FY 20	0	n/a	0
FY 21	200	n/a	0
FY 22	200	0.00 %	tbd
FY 23	0	-100.00 %	

01-163-5720	REGISTRATION FEES	0
01-163-5720		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-163-5720			0

FY 23 FINANCE DEPARTMENT

163X - Registrars - Expenses

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 20	0	0.00 %	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

01-163-5860	EQUIPMENT PURCHASE	0
01-163-5860		(calc)

	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
OTHER			
TOTAL 01-163-5860			0

<u>Fiscal Year</u>	<u>Budget</u>	<u>Budget % Chg</u>	<u>Actual</u>
FY 13	0	0.00 %	544
FY 20	0	n/a	0
FY 21	0	n/a	0
FY 22	0	n/a	tbd
FY 23	0	n/a	

Subtotal: 163X - Registrars - Expenses	8,400
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Budget Report for REGISTRARS

Account Number	Account Name	Budget	FY 22 Budget	Perc. Chg	FY 17 Expend	FY 18 Expend	FY 19 Expend	FY 20 Expend	FY 21 Expend
<u>Registrars - Labor</u>									
01-163-5112	SALARIES-APPOINTED OFFICIALS	53,800	48,200	11.62%	44,220	35,217	34,822	39,660	46,281
Total for Registrars - Labor		53,800	48,200	11.62%	44,220	35,217	34,822	39,660	46,281
<u>Registrars - Expenses</u>									
01-163-5319	OTHER CONTRACTED SERVICES	0	0	-----	0	0	0	0	0
01-163-5345	POSTAGE & MAIL PERMITS	5,500	3,200	71.88%	1,843	2,054	4,483	3,990	8,362
01-163-5420	OFFICE SUPPLIES	0	0	-----	0	0	0	0	0
01-163-5421	PRINTING & STATIONARY	1,500	3,500	-57.14%	-600	0	2,338	3,068	1,786
01-163-5425	DATA PROCESSING SUPPLIES	1,400	0	-----	4,275	5,073	0	0	1,699
01-163-5710	MILEAGE REIMBURSEMENT	0	200	-100.00%	88	0	0	0	0
01-163-5720	REGISTRATION FEES	0	0	-----	0	0	0	0	0
01-163-5860	EQUIPMENT PURCHASE	0	0	-----	0	0	0	0	0
Total for Registrars - Expenses		8,400	6,900	21.74%	5,606	7,127	6,821	7,058	11,847
REGISTRARS Total:		62,200	55,100	12.89%	49,826	42,344	41,643	46,718	58,128

Town of Hanover
Town Manager Recommended Budget
FY23 Operating Budget

163 - REGISTRARS		FY2020	FY2021	FY2022	FY2022	FY2023 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-163-5112	SALARIES-APPOINTED OFFICIALS	\$39,659.59	\$46,188.41	\$48,200.00	\$26,821.40	\$53,800.00	\$5,600.00	11.61
		\$39,659.59						
	PERSONNEL SUB-TOTAL:	\$39,659.59	\$46,188.41	\$48,200.00	\$26,821.40	\$53,800.00	\$5,600.00	11.61
01-163-5345	POSTAGE & MAIL PERMITS	\$3,990.42	\$8,362.31	\$3,200.00	\$249.97	\$5,500.00	\$2,300.00	71.87
01-163-5421	PRINTING & STATIONERY	\$3,067.76	\$1,786.13	\$3,500.00	\$0.00	\$1,500.00	\$-2,000.00	-57.14
01-163-5425	DATA PROCESSING SUPPLIES	\$0.00	\$1,699.00	\$0.00	\$4,033.40	\$1,400.00	\$1,400.00	100.00
01-163-5710	MILEAGE REIMBURSEMENT	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$-200.00	-100.00
		\$7,058.18						
	EXPENSES SUB-TOTAL:	\$7,058.18	\$11,847.44	\$6,900.00	\$4,283.37	\$8,400.00	\$1,500.00	21.73
163 REGISTRARS SUB-TOTAL:		\$46,717.77	\$58,035.85	\$55,100.00	\$31,104.77	\$62,200.00	\$7,100.00	12.88