

2020 Administrator Proposed Budget

Town of Durham

	1 2018 Expended As of Year End	2 2019 Approved T.C.	3 2019 Spent to Date 09/30/19 As of September	4 2020 Department Proposed	5 2020 Town Admin Proposed	6 % Difference 2019 App'd VS 2020 Admin	7 \$ Difference 2019 App'd VS 2020 Admin
General Fund							
Town Council							
01-4130-101-01-020	P-T Wages - Council	14,000.00	14,000.00	7,000.00	14,000.00	14,000.00	0.00
<i>Narrative for Column # 4</i>							
Per Section 3.6 of the Charter of the Town of Durham, NH, Councilors shall receive as compensation the sum of \$1,500 per year. The Chair shall receive an additional \$500 per year.							
01-4130-101-02-310	Soc Sec - Council	868.00	900.00	434.00	900.00	900.00	0.00
01-4130-101-02-320	Medicare - Council	203.08	200.00	101.54	200.00	200.00	0.00
01-4130-101-04-020	Workers Comp - Council	20.00	20.00	18.00	0.00	0.00	-100% -20.00
01-4130-101-28-000	Professional / Staff Dev - Council	0.00	150.00	350.00	400.00	400.00	167% 250.00
01-4130-101-29-000	Membership Dues - Council	12,367.00	12,500.00	12,763.00	13,000.00	13,000.00	4% 500.00
<i>Narrative for Column # 4</i>							
New Hampshire Municipal Association							
01-4130-101-36-000	Contracted Services - Council	8,235.00	10,000.00	5,366.25	10,000.00	10,000.00	0.00
<i>Narrative for Column # 4</i>							
\$10,000 Minute taker for Town Council meetings							
01-4130-101-88-000	Contingency - Council	90,737.73	155,850.00	106,091.74	150,000.00	100,000.00	-36% -55,850.00
01-4130-101-89-000	Miscellaneous - Council	2,214.13	1,500.00	1,399.30	1,500.00	1,500.00	0.00
Town Council Total		128,644.94	195,120.00	133,523.83	190,000.00	140,000.00	-28% -55,120.00

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Treasurer							
01-4130-104-01-020 P-T Wages - Treasurer	5,600.00	5,600.00	4,000.00	5,600.00	5,600.00		0.00
<i>Narrative for Column # 4</i>							
The Treasurer earns \$5,200 per year and the Deputy Treasurer earns \$400 per year.							
01-4130-104-01-920 Wage Accrual - Treasurer	20.00	0.00	-120.00	0.00	0.00		0.00
01-4130-104-02-310 Soc Sec - Treasurer	348.44	350.00	240.56	300.00	300.00	-14%	-50.00
01-4130-104-02-320 Medicare - Treasurer	81.49	80.00	56.26	100.00	100.00	25%	20.00
01-4130-104-04-020 Workers Comp - Treasurer	10.00	10.00	9.00	0.00	0.00	-100%	-10.00
Treasurer Total	6,059.93	6,040.00	4,185.82	6,000.00	6,000.00	-1%	-40.00

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		1	2	3	4	5	6	7
		2018	2019	2019	2020	2020	% Difference	\$ Difference
		Expended	Approved	Spent to Date	Department	Town Admin	2019 App'd VS	2019 App'd VS
		As of Year End	T.C.	09/30/19	Proposed	Proposed	2020 Admin	2020 Admin
				As of September				
Moderator								
01-4140-102-01-020	P-T Wages - Moderator	912.00	1,300.00	456.00	1,300.00	1,300.00		0.00
01-4140-102-02-310	Soc Sec - Moderator	56.54	80.00	28.27	100.00	100.00	25%	20.00
01-4140-102-02-320	Medicare - Moderator	13.22	20.00	6.61	100.00	100.00	400%	80.00
01-4140-102-89-000	Miscellaneous - Moderator	4,117.50	3,500.00	2,297.50	3,500.00	3,500.00		0.00
Moderator Total		5,099.26	4,900.00	2,788.38	5,000.00	5,000.00	2%	100.00

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	2018	2019	2019	2020	2020	% Difference	\$ Difference	
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	As of Year End	T.C.	09/30/19	Proposed	Proposed	2020 Admin	2020 Admin	
	As of Year End		As of September					
Supervisors of the Checklist								
01-4140-105-01-020	P-T Wages - Supr of the Cklist	7,127.38	5,500.00	2,811.00	13,700.00	13,700.00	149%	8,200.00
	<i>Narrative for Column # 4</i>							
	There are four elections scheduled for 2020.							
01-4140-105-01-920	Wage Accrual - Supr of the Cklist	0.00	0.00	0.00	0.00	0.00		0.00
01-4140-105-02-310	Soc Sec - Supr of the Cklist	441.91	300.00	174.28	800.00	800.00	167%	500.00
01-4140-105-02-320	Medicare - Supr of the Cklist	103.36	100.00	40.77	200.00	200.00	100%	100.00
01-4140-105-04-020	Workers Comp - Supr of the Cklist	8.00	10.00	9.00	0.00	0.00	-100%	-10.00
01-4140-105-89-000	Miscellaneous - Supr of the Cklist	38.97	1,000.00	0.00	1,100.00	1,100.00	10%	100.00
Supervisors of the Checklist Total		7,719.62	6,910.00	3,035.05	15,800.00	15,800.00	129%	8,890.00

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Town Clerk								
01-4140-103-01-010	F-T Wages - Town Clerk	118,887.87	120,500.00	90,977.04	126,700.00	126,700.00	5%	6,200.00
	<i>Narrative for Column # 4</i> Wages for elected Town Clerk/Tax Collector, as well as for Deputy Town Clerk/Tax Collector. Previously the Deputy was 35 hours a week. This budget increases the position to 40 hours a week.							
01-4140-103-01-020	P-T Wages - Town Clerk	31,144.77	33,800.00	27,130.28	55,000.00	40,400.00	20%	6,600.00
	<i>Narrative for Column # 4</i> These wages are for the current part-time employee who works 25 hours a week as well as the addition of a second part-time employee working an average of 16 hours per week. Year 2020 has four elections which will require a lot of extra work to be done.							
	<i>Narrative for Column # 5</i> Reduced second part-time employee to 240 hours per year to be used during busy times (elections, tax billing).							
01-4140-103-01-030	O-T Wages - Town Clerk	485.09	700.00	435.21	700.00	700.00		0.00
01-4140-103-01-090	Ins Buy-Out (Wages) - Town Clerk	21,946.08	25,500.00	15,134.36	21,300.00	20,800.00	-18%	-4,700.00
01-4140-103-01-910	Wage Accrual - Town Clerk	117.88	0.00	-2,909.08	0.00	0.00		0.00
01-4140-103-01-990	Ins Buy-Out (Wages) Accrual - Town C	0.00	0.00	0.00	0.00	0.00		0.00
01-4140-103-02-310	Soc Sec - Town Clerk	10,700.13	11,200.00	8,107.60	12,600.00	11,700.00	4%	500.00
01-4140-103-02-320	Medicare - Town Clerk	2,502.55	2,600.00	1,896.08	3,000.00	2,700.00	4%	100.00
01-4140-103-02-330	Retirement - Town Clerk	13,538.25	13,700.00	9,940.61	14,200.00	14,200.00	4%	500.00
01-4140-103-03-610	Health & Dental - Town Clerk	2,452.08	2,000.00	4,147.81	32,000.00	31,300.00	1,465%	29,300.00
01-4140-103-03-630	Life - Town Clerk	282.00	300.00	165.00	300.00	300.00		0.00
01-4140-103-03-640	STD - Town Clerk	727.98	700.00	424.51	800.00	800.00	14%	100.00
01-4140-103-04-010	S.U.T.A. - Town Clerk	77.00	100.00	44.00	100.00	100.00		0.00
01-4140-103-04-020	Workers Comp - Town Clerk	200.00	300.00	276.00	300.00	300.00		0.00
01-4140-103-08-000	Travel & Mileage Reimb - Town Clerk	347.72	500.00	683.41	600.00	600.00	20%	100.00
01-4140-103-18-000	Cell Phones - Town Clerk	607.38	750.00	1,385.36	750.00	750.00		0.00
01-4140-103-25-000	Office & Computer Supplies - Town Cle	323.07	2,000.00	1,927.65	0.00	0.00	-100%	-2,000.00
01-4140-103-26-000	Postage - Town Clerk	5,085.44	6,000.00	4,489.59	6,000.00	5,500.00	-8%	-500.00

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01-4140-103-28-000	Professional / Staff Dev - Town Clerk	1,100.02	1,600.00	1,387.00	2,600.00	2,100.00	31%	500.00
<i>Narrative for Column # 4</i>								
Increased to allow the new Deputy Town Clerk/Tax Collector the ability to attend training opportunities.								
01-4140-103-29-000	Membership Dues - Town Clerk	115.00	150.00	115.00	150.00	150.00		0.00
01-4140-103-36-000	Contracted Services - Town Clerk	10,605.79	12,500.00	6,993.35	13,000.00	12,500.00		0.00
<i>Narrative for Column # 4</i>								
Funds in this account are used for copier lease, outside processing of bills and payments and armored car service for deposits.								
01-4140-103-45-000	General Supplies - Town Clerk	1,946.19	1,700.00	1,170.06	1,700.00	1,700.00		0.00
01-4140-103-53-000	Office Equip Maint - Town Clerk	0.00	300.00	1,305.00	500.00	300.00		0.00
01-4140-103-89-000	Miscellaneous - Town Clerk	210.20	300.00	277.52	300.00	200.00	-33%	-100.00
01-4140-103-90-002	State/Registry of Deeds Fees	4,750.00	6,200.00	4,818.20	6,200.00	6,200.00		0.00
01-4140-103-90-003	Municipal Retention Committee	0.00	0.00	0.00	0.00	0.00		0.00
<i>Narrative for Column # 4</i>								
Per RSA 33-A:3-a records that are to be retained for 10 years or less can be kept electronically in their original format if approved by the Municipal Retention Committee. These funds would be used to implement and manage these records.								
Town Clerk Total		228,152.49	243,400.00	180,321.56	298,800.00	280,000.00	15%	36,600.00