

2012 APPROVED BUDGET EXPENSES

Town of Durham

	1 2009 EXPENDED As of December	2 2010 EXPENDED As of December	3 2011 BUDGET As of December	4 2011 EXPENDED As of December	5 2012 DEPT HEAD PROPOSED	6 2012 TOWN ADMIN PROPOSED	7 2012 TOWN COUNCIL APPROVED
Town Council							
01-4130-101-01-020	P-T Wages - Council	13,250.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00
01-4130-101-02-310	Soc Sec - Council	821.50	868.00	868.00	868.00	868.00	868.00
01-4130-101-02-320	Medicare - Council	192.20	203.08	203.00	203.08	203.00	203.00
01-4130-101-04-020	Workers Comp - Council	17.00	15.00	17.00	15.00	15.00	15.00
01-4130-101-28-000	Professional / Staff Dev - Council	0.00	65.00	100.00	205.00	125.00	125.00
01-4130-101-29-000	Membership Dues - Council	8,177.98	8,177.98	8,400.00	8,823.22	8,900.00	8,900.00
<i>Narrative for Column # 5</i>							
New Hampshire Municipal Association							
01-4130-101-36-000	Contracted Services - Council	11,918.00	10,838.75	12,000.00	10,810.00	12,000.00	12,000.00
<i>Narrative for Column # 5</i>							
Minute Taker							
01-4130-101-88-000	Contingency - Council	104,114.08	8,065.29	100,000.00	29,998.35	100,000.00	100,000.00
01-4130-101-89-000	Miscellaneous - Council	1,991.39	2,766.15	1,500.00	3,281.11	2,000.00	2,000.00
01-4130-101-96-000	Capital - Council	0.00	0.00	0.00	0.00	0.00	150,950.00
<i>Narrative for Column # 6</i>							
This appropriation would come from the Community Development Fund and would be utilized in 2012 if needed to support downtown redevelopment.							
Town Council Total	140,482.15	44,999.25	137,088.00	68,203.76	138,111.00	289,061.00	289,061.00
Treasurer							
01-4130-104-01-020	P-T Wages - Treasurer	5,600.00	5,600.00	5,600.00	6,800.00	5,600.00	5,600.00
01-4130-104-02-310	Soc Sec - Treasurer	347.20	347.20	347.00	421.60	347.00	347.00
01-4130-104-02-320	Medicare - Treasurer	81.20	81.20	81.00	98.60	81.00	81.00
01-4130-104-04-010	S.U.T.A. - Treasurer	0.00	0.00	0.00	0.00	1.00	4.00
01-4130-104-04-020	Workers Comp - Treasurer	7.00	6.00	7.00	6.00	6.00	6.00
Treasurer Total	6,035.40	6,034.40	6,035.00	7,326.20	6,035.00	6,038.00	6,038.00

2012 APPROVED BUDGET EXPENSES

Town of Durham

	1 2009 EXPENDED As of December	2 2010 EXPENDED As of December	3 2011 BUDGET As of December	4 2011 EXPENDED As of December	5 2012 DEPT HEAD PROPOSED	6 2012 TOWN ADMIN PROPOSED	7 2012 TOWN COUNCIL APPROVED
Moderator							
01-4140-102-01-020	P-T Wages - Moderator	1,027.00	1,027.00	1,312.00	1,037.00	1,312.00	1,312.00
01-4140-102-02-310	Soc Sec - Moderator	63.67	63.67	81.00	64.29	81.00	81.00
01-4140-102-02-320	Medicare - Moderator	14.89	14.89	19.00	15.03	19.00	19.00
01-4140-102-04-020	Workers Comp - Moderator	2.00	1.00	2.00	1.00	0.00	0.00
01-4140-102-89-000	Miscellaneous - Moderator	3,031.63	4,708.46	2,500.00	1,655.65	3,000.00	3,000.00
01-4140-102-96-000	Capital - Moderator	0.00	0.00	0.00	0.00	0.00	0.00
Moderator Total		4,139.19	5,815.02	3,914.00	2,772.97	4,412.00	4,412.00
Supervisors of the Checklist							
01-4140-105-01-020	P-T Wages - Supr of the Cklist	1,396.50	2,604.00	2,457.00	2,446.52	6,141.00	6,141.00
01-4140-105-02-310	Soc Sec - Supr of the Cklist	86.59	161.45	153.00	151.68	381.00	381.00
01-4140-105-02-320	Medicare - Supr of the Cklist	20.25	37.77	32.00	35.49	89.00	89.00
01-4140-105-04-020	Workers Comp - Supr of the Cklist	2.00	2.00	3.00	3.00	3.00	3.00
01-4140-105-89-000	Miscellaneous - Supr of the Cklist	91.00	322.83	830.00	1,609.58	1,190.00	1,190.00
Supervisors of the Checklist Total		1,596.34	3,128.05	3,475.00	4,246.27	7,804.00	7,804.00

Lorrie L. Pitt
Town Clerk-Tax Collector
603/868-5577
FAX 603/868-8033
Email lpitt@ci.durham.nh.us



Town Office
15 Newmarket Road
Durham, New Hampshire
03824-2898

TO: Todd Selig, Town Administrator
Gail Jablonski, Business Manager

FROM: Lorrie Pitt, Town Clerk/Tax Collector

DATE: October 7, 2011

RE: 2011 Budget

My proposed 2012 budget includes an additional \$850.00 over the 2011 budget for postage. I anticipate exceeding the 2011 budget line item due to under estimating water/sewer billings. I have experienced an increased number of required certified mailings through the lien process, and expect this to continue through 2012. Additional postage associated with four elections next year and anticipated postal rate increases constitute this increase. The contracted services line item was increased \$1,000.00, again due to under estimating water/sewer billings.

I have lowered travel/mileage reimbursement by \$200.00 and professional/staff development by \$300.00. The Town Clerk and Tax Collector Associations are combining conventions in an effort to keep costs down and I have eliminated all but required training for my staff.

I have also eliminated entirely the capital improvement line.

These items represent a decrease from the 2011 budget of \$1,450.00. All other increases are projections from the Business Office related to employee expenses.

2012 APPROVED BUDGET EXPENSES

Town of Durham

		1	2	3	4	5	6	7
		2009	2010	2011	2011	2012	2012	2012
		EXPENDED	EXPENDED	BUDGET	EXPENDED	DEPT HEAD	TOWN ADMIN	TOWN COUNCIL
		As of December	As of December	As of December	As of December	PROPOSED	PROPOSED	APPROVED
Town Clerk								
01-4140-103-01-010	F-T Wages - Town Clerk	92,860.68	93,087.27	92,109.00	94,867.34	95,457.00	95,457.00	95,457.00
01-4140-103-01-020	P-T Wages - Town Clerk	26,377.32	26,878.82	28,846.00	27,491.26	24,523.00	24,523.00	24,523.00
01-4140-103-01-030	O-T Wages - Town Clerk	0.00	573.38	0.00	368.85	0.00	0.00	0.00
01-4140-103-01-090	Ins Buy-Out (Wages) - Town Clerk	21,331.18	22,439.82	28,529.00	26,570.31	31,799.00	27,817.00	26,254.00
01-4140-103-01-910	F-T Wages - Town Clerk - Accrual	2,873.58	-469.62	0.00	-3,571.98	0.00	0.00	0.00
01-4140-103-01-920	P-T Wages - Town Clerk - Accrual	-868.02	1,435.00	0.00	-1,435.00	0.00	0.00	0.00
01-4140-103-01-990	Ins Buy-Out (Wages) - Town Clerk - Ac	-2,537.28	0.00	0.00	0.00	0.00	0.00	0.00
01-4140-103-02-310	Soc Sec - Town Clerk	8,682.36	8,984.47	9,321.00	8,886.12	9,163.00	9,163.00	9,163.00
01-4140-103-02-320	Medicare - Town Clerk	2,030.52	2,101.13	2,180.00	2,078.13	2,143.00	2,143.00	2,143.00
01-4140-103-02-330	Retirement - Town Clerk	9,746.79	10,252.23	11,476.00	10,167.81	10,372.00	10,372.00	10,372.00
01-4140-103-03-610	Health & Dental - Town Clerk	4,171.08	4,341.42	4,684.00	4,446.72	4,925.00	4,167.00	3,810.00
01-4140-103-03-630	Life - Town Clerk	288.00	293.00	288.00	300.00	300.00	300.00	300.00
01-4140-103-03-640	STD - Town Clerk	588.09	538.38	540.00	563.46	600.00	600.00	600.00
01-4140-103-04-010	S.U.T.A. - Town Clerk	26.00	45.00	36.00	181.00	170.00	190.00	190.00
01-4140-103-04-020	Workers Comp - Town Clerk	176.00	153.00	180.00	158.00	172.00	163.00	163.00
01-4140-103-08-000	Travel & Mileage Reimb - Town Clerk	481.25	198.00	500.00	241.93	300.00	300.00	300.00
01-4140-103-17-000	Telephone / Fax - Town Clerk	523.32	531.21	500.00	514.72	500.00	500.00	500.00
01-4140-103-26-000	Postage - Town Clerk	5,732.23	6,738.88	5,000.00	5,857.75	5,850.00	5,850.00	5,850.00
01-4140-103-28-000	Professional / Staff Dev - Town Clerk	1,479.53	1,467.38	1,600.00	1,262.00	1,300.00	1,300.00	1,300.00
01-4140-103-29-000	Membership Dues - Town Clerk	75.00	100.00	100.00	85.00	100.00	100.00	100.00
01-4140-103-36-000	Contracted Services - Town Clerk	2,680.45	4,449.12	4,000.00	4,116.78	5,000.00	5,000.00	5,000.00
01-4140-103-45-000	General Supplies - Town Clerk	3,780.12	3,270.34	2,700.00	1,401.75	2,700.00	2,700.00	2,700.00
01-4140-103-53-000	Office Equip Maint - Town Clerk	0.00	225.00	0.00	25.50	200.00	200.00	200.00
01-4140-103-89-000	Miscellaneous - Town Clerk	20.00	0.00	0.00	0.00	0.00	0.00	0.00

2012 APPROVED BUDGET EXPENSES

Town of Durham

		1 2009 EXPENDED As of December	2 2010 EXPENDED As of December	3 2011 BUDGET As of December	4 2011 EXPENDED As of December	5 2012 DEPT HEAD PROPOSED	6 2012 TOWN ADMIN PROPOSED	7 2012 TOWN COUNCIL APPROVED
01-4140-103-90-002	State/Registry of Deeds Fees	5,108.85	6,037.76	5,200.00	6,070.00	5,200.00	5,200.00	5,200.00
01-4140-103-96-000	Capital - Town Clerk	0.00	746.00	3,000.00	0.00	0.00	0.00	0.00
Town Clerk Total		185,627.05	194,416.99	200,789.00	190,647.45	200,774.00	196,045.00	194,125.00