

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY: 10117 REPRESENTATIVE TOWN MEETING

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM. (12/5/22)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL		1			1	1	0	0.00%
51920	F.I.C.A					0	0	0	
	SUBTOTAL	0	1	0	0	1	1	0	0.00%
SERVICES									
52010	ADVERTISING	3,345	6,000			6,000	6,000	0	0.00%
52020	POSTAGE		50			50	50	0	0.00%
52050	DUES, CONFERENCES, EDUC.	12,852	12,852			12,852	12,852	0	0.00%
	SUBTOTAL	16,197	18,902	0	0	18,902	18,902	0	0.00%
DEPARTMENT TOTAL		16,197	18,903	0	0	18,903	18,903	0	0.00%



BUDGET FUNCTION, SUMMARY, & EXPLANATION

The Waterford Representative Town Meeting is the legislative body of the town government. The RTM holds six regular meetings (of which the December meeting is the "Annual Meeting"), one usually extended budget session in May and occasional special meetings during the calendar year.

There are six standing committees which do much of the work of the RTM, meeting as necessary in order to conduct the work assigned to them by the moderator. The town clerk is the clerk of the RTM and most of the clerical work for meetings is handled by that office.

SERIES JUSTIFICATION

51000 SERIES

The Town Clerk will handle these duties as part of his salary. I do ask that the line remain funded in the case of a scheduling conflict or a conflict of interest.

52000 SERIES

52010 Advertising: RTM Call, public hearing notices, notice of legislation, etc.

52020 Postage: Committee correspondence, notices, special requests for minutes or agendas.

52050 Dues Conferences and Education: Service fees to Connecticut Conference of Municipalities, which is used by all town departments. CCM does not expect an increase, but still has not formally set its rate for FY21.

53000 SERIES

53010 Office Supplies: The costs of nameplates for new RTM members will come out of the town's general supplies.

BUDGETARY RESTRAINT

We will continue to use email and the Town Courier when appropriate to help reduce postage.

Advertising continues to be a primary stressor.



545 Long Wharf Drive, 8th Floor
 New Haven CT 06511
 (203) 498-3000

Invoice

Invoice **INV303964**
 Date **6/9/2022**
 PO Number
 Customer No. **1377**
 Payment Terms **Upon Receipt**

Bill To

FINANCE DIRECTOR
 TOWN OF WATERFORD
 15 ROPE FERRY ROAD
 WATERFORD, CT 06385

Description	Quantity	Price	Amount
2022-23 MUNICIPAL SERVICES FEE	1	\$12,852.00	\$12,852.00

APPROVED

VENDOR# 653

PO# 2023/230131 FY 23

CLOSE PO Y X N

ACCOUNT # 10117-52050

AMOUNT \$12,852.00

SIGN [Signature]

DATE 7/15/22

Subtotal \$12,852.00
 Sales Tax \$0.00
 Total \$12,852.00

Interest will be calculated at 1% per month on all amounts past due over 45 days from due date

Please remit with payment

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Invoice Number	Customer Number	Invoice Date	Document Amount
INV303964	1377	6/9/2022	\$ 12,852.00

Payment Check Credit Card

Remit to:
 CCM
 545 Long Wharf Drive, 8th Floor
 New Haven CT 06511

Check/Credit Card Number	EXP (mm/yy)	CSV
Amnt Paid	signature (credit card)	