

01410 - General Government	2017 Actual	2018 Actual	2019 Actual	2020 Budget	YTD 12.31.19	Dept Requested	Town Manager Requested FY21	Increase (Decrease)		NOTES
<b>16 - GENERAL GOV EXPENSES</b>										
<b>0040 RECRUITING</b>	591	2,066	2,796	2,000	500	2,500	500	-75%	(\$1,500)	Funding to advertise and recruit for all full-time and seasonal employees in the organization
<b>0041 PROFESSIONAL DEVELOPMENT</b>	694	2,246	507	3,500	723	4,000	4,000	14%	\$500	Professional development, dues to professional organizations, training fees, books, manuals, etc. for the Town Manager, Treasurer, Town Clerk, Deputy and Administrative Assistant
<b>0042 DUES - MEMBERSHIP</b>	5,816	2,730	5,845	6,101	0	6,600	6,600	8%	\$499	Annual dues to Maine Municipal Association
<b>0050 COMPUTERS</b>	1,102	6,415	6,197	19,500	823	9,500	9,500	-51%	(\$10,000)	Includes purchases, maintenance, and software upgrades
<b>0051A COPIER</b>	2,407	866	2,883	8,750	1,927	9,000	8,500	-3%	(\$250)	Funds for purchase, lease, maintenance, monthly usage
<b>0052 EQUIPMENT</b>	995	4,890	6,089	7,278	0	7,500	7,500	3%	\$222	Includes maintenance of voter machines, ballot box rentals (annual payment to the State)
<b>0060 LEGAL: GENERAL SERVICES</b>	142,962	62,710	237,587	85,000	35,621	85,000	75,000	-12%	(\$10,000)	This account funds the contract with law firm (base cost \$70,000), plus legal services not contained in the scope of services. Includes funds for advising the Charter Commission.
<b>0061 CONTRACTED SERVICES</b>	23,296	14,000	12,100	2,500	1,104	2,500	2,500	0%	\$0	This line contained 1-time costs to update and recodify the ordinances, and to establish a document imaging program. The document imaging program involves scanning all documents so are retained preserved electronically. This will be an on-going effort to preserve the Town's records.
<b>0061B - REGISTRY OF DEEDS</b>	1,155	887	912	1,410	1,140	1,500	1,500	6%	\$90	Recording of deeds and liens at the County Registry of Deeds
<b>0061H CONTRACT SVC - PAYROLL SOFTWARE</b>	13,379	12,832	13,693	15,615	8,165	1,000	1,000	-94%	(\$14,615)	Payroll services had been outsourced. The Treasurer brought payroll in-house through the use of Trio Payroll Software (Cost savings of \$14k + annually)
<b>0061HH CONTRACT SVC - HRA ADMIN</b>	1,998	2,166	3,540	3,400	208	3,500	3,500	3%	\$100	The Town offers a Health Reimbursement Account (HRA) to employees to help fund the cost of health insurance deductible costs. This is the cost of the company that manages the HRA program (Group Dynamics). Single employees receive \$500; Family benefit is \$1000.
<b>0061M BANK/COLLECTION FEES</b>	280	0	272	300	0	300	275	-8%	(\$25)	Account open/close, Late Fees, Admin & Hosting charges etc.
<b>0061N CONTRACT SVC - AUDIT SVC</b>	15,975	10,700	11,850	13,000	5,200	13,000	13,000	0%	\$0	Contract for the annual audit with RHR Smith (\$10,200) plus allowance for additional service as needed. This will be the 4th year of a 5-year contract.
<b>0061P CONTRACT SVC - FLEX SPND</b>	1,338	1,440	1,582	2,115	699	2,200	2,200	4%	\$85	The Town offers a Flexible Spending Account which is paid for entirely by the employee. The FSA funds health, dental costs not covered by insurance, dependent care, etc. The Plan is administered by an outside company (Benefit Strategies)

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<b>0061R CONTRACT - FINANCIAL SOFTWARE</b>	45,245	46,203	53,703	50,000	31,445	65,000	61,000	22%	\$11,000	TRIO software includes annual maintenance of \$10,700 (as compared to \$55,000 MUNIS) and a one time conversion cost of \$50,300
<b>0061S CONTRACT SVC - HR/TRAINING &amp; FACILITATION</b>	0	0	43,603	35,000	22,785	47,000	37,000	6%	\$2,000	This account funds the services of consultants for Human Resources (contract negotiations, training, job searches), Facilitators for staff, elected official, community training, and similar services.
<b>0076C TRAVEL - LODGING &amp; MEALS</b>	1,256	1,774	1,265	1,900	1,140	2,000	2,000	5%	\$100	Includes mileage and lodging for training conferences and classes. The Deputy Clerk/Treasurer will need to attain State certifications for all duties. (combines acct 0076C and 0077)
<b>0080 POSTAGE</b>	9,223	8,252	7,028	11,275	5,269	10,500	10,500	-7%	(\$775)	Postage for Tax Bills, Liens, Town Meetings, Bulk Mail Permit, etc. postage meter, and Post Office Box rental . (Combines accounts 0080, 0080F and 0080H)
<b>0081A PRINTING - GENERAL</b>	819	3,025	917	3,900	3,648	4,500	4,000	3%	\$100	Annual Town Report and other documents that can't be printed in house.
<b>0081C PRINTING - TOWN MEETING</b>	6,661	6,157	4,600	9,250	4,787	6,500	6,500	-30%	(\$2,750)	Includes Election Ballots (ES&S) and Clerk Materials etc. Amount is based on a November and June election.
<b>0081D PRINTING - TAX BILLS</b>	1,783	2,488	1,784	2,000	1,201	2,200	2,200	10%	\$200	Ogunquit mails roughly 2,500 bills twice a year
<b>0082A SUPPLIES - OFFICE</b>	9,634	7,267	6,567	7,590	3,014	7,500	7,500	-1%	(\$90)	Funds office supplies for all departments, funding for bottled water, meals for meetings, etc.
<b>0083D TELEPHONE</b>	7,676	3,588	3,482	4,000	2,559	5,000	5,000	25%	\$1,000	Telephone service for the General Government offices and cell phone.
<b>0084 ADVERTISEMENT</b>	1,532	184	575	825	119	600	600	-27%	(\$225)	Funds the cost of legal notices of hearings and meetings
<b>0138 FURNITURE AND FIXTURES</b>	0	0	100	0	210	1,000	1,000	100%	\$1,000	The Business Office has a need for upgraded equipment due to wear and tear and lack of space. New file cabinets and/storage shelves will help reorganize and provide a better use of space.
<b>0298 GENERAL EXPENSES</b>	3,412	2,627	3,832	3,300	3,047	7,700	7,700	133%	\$4,400	This account funds the annual holiday luncheon, recognitions, awards, plaques, floral arrangements. Now includes Agamenticus Park Taxes \$2,700 paid to the Town of York. This expense had been in the Facilities Budget.
<b>0299 CONTINGENCY</b>	0	0	0	0	0	10,000	10,000	100%	\$10,000	This account funds unanticipated costs that the Select Board thinks are important. If this account is not spent, the funds go into the Unassigned Fund Balance
<b>TOTAL</b>	<b>299,228</b>	<b>205,513</b>	<b>433,310</b>	<b>299,509</b>	<b>135,333</b>	<b>317,600</b>	<b>290,575</b>	<b>-2.98%</b>	<b>(8,934)</b>	

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<b>917 - BUILDING MAINTENANCE</b>										
140 BUILDING MAINTENANCE	0	0	3,229	0	0	0	0			This account is now in the Facilities Dept. budget.
0140F CONTRACTED SERVICES	0	0	17,554	0	14,694.00	0	0			
0140G STAGE CURTAINS	0	0	6,588	0	2,629.13	0	0			
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>27,371</b>	<b>0</b>	<b>17,323</b>	<b>0</b>	<b>0</b>			
<b>GRAND TOTAL GENERAL GOVERNMENT</b>										
	<b>879,380</b>	<b>716,941</b>	<b>974,206</b>	<b>859,039</b>	<b>374,616</b>	<b>889,663</b>	<b>859,039</b>	<b>0.00%</b>	<b>(0)</b>	