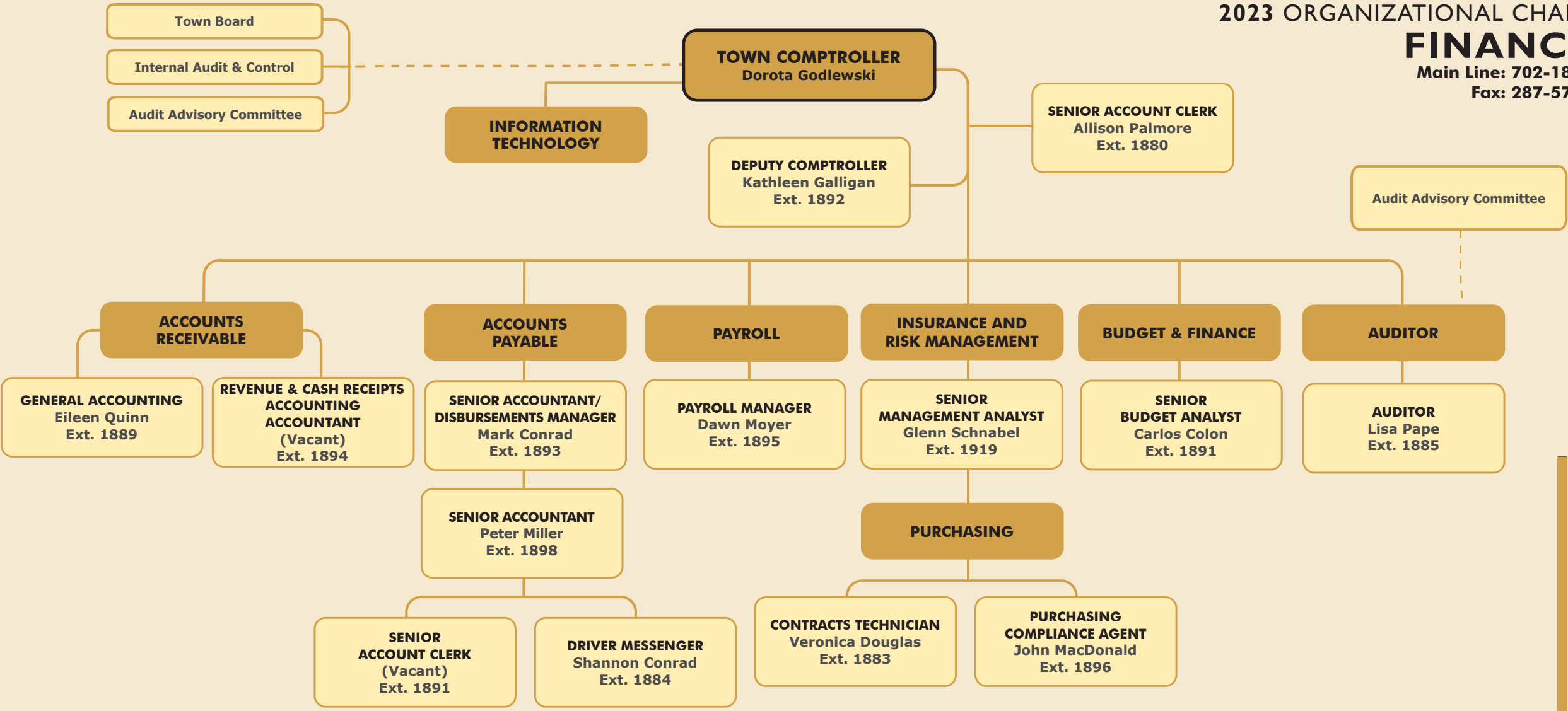


2023 ORGANIZATIONAL CHART

FINANCE

Main Line: 702-1890

Fax: 287-5709

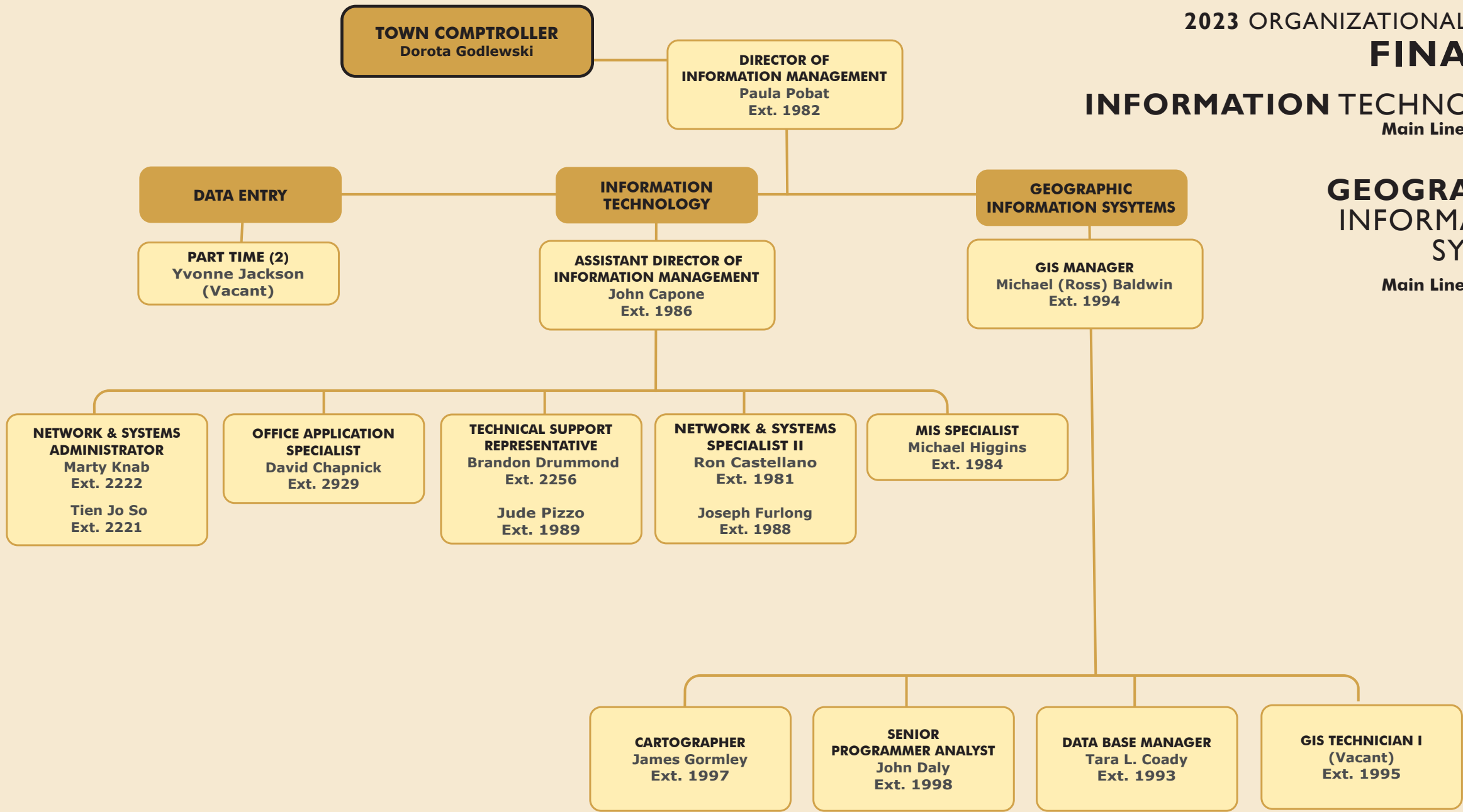


TOWN OF SOUTHAMPTON

2023 ORGANIZATIONAL CHART
FINANCE

INFORMATION TECHNOLOGY
Main Line: 702-1980

GEOGRAPHIC INFORMATION SYSTEMS
Main Line: 702-1990



TOWN COMPTROLLER - SUMMARY

Department: Town Comptroller

Budget Year: 2023
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Dorothy Godlewski

NOTES:

Departmental Mission & Responsibilities:

The Town Comptroller's Office oversees all financial and audit activities for the Town of Southampton. The mission of the Town Comptroller's Office is to:

1. Maintain accurate and complete financial accounting records for all economic events.
2. Establish sound financial policies and procedures.
3. Present timely and useful financial reporting and management information to the Town Supervisor, Town Board, and the general public.
4. Manage the preparation of the Town's Annual Operating and Capital Budgets.
5. Ensure compliance with all Town Board approved Funding and Appropriations.
6. Maximize Cash Management opportunities for all investment and borrowing requirements.
7. Coordinate and maintain records regarding reimbursement for FEMA and grants.
8. Manage the Town's municipal borrowing.
9. Review and approve all Town Board Resolutions.
10. Manage the integrity of all Town financial accounting, budgeting and reporting systems.
11. Prepare and submit annual Tax Warrant in conjunction with the Tax Receiver.
12. Maintain and establish Internal Controls over all fiscal affairs.

The Department is responsible for disbursing and accounting of all operating expenses including expenses for Trustees Freeholder & Commonality for wages, supplies and services, and ensures compliance with the Adopted Budget. The Comptroller manages the financing of the Town's Capital Projects (multi-year construction projects or other asset acquisitions).

The Comptroller's Office manages the preparation of both the Operating and Capital Budgets and records all budget modifications in the Town's financial systems.

In addition, the Comptroller's Office oversees the Budget and Finance, Information Technology, Purchasing, Contracts, Payroll, Audit and Control functions, and Risk Management.

Workload:

The Town Comptroller's Office workload is directly related to the activity of the Town Board, the volume of tax receipts, the activity in the operating departments and capital projects, and the need for budget modifications throughout the year.

Annually, the Town collects in excess of \$386 million in Property Taxes. Upon receipt from the Tax Receiver, the Town Comptroller disburses over \$303 million in taxes to the various School, Library, Ambulance, and Fire Districts, and over \$83 million in property taxes is accounted for in the Town's Operating and Special Districts accounts. In addition, CPF and LIPA payments in lieu of taxes are disbursed annually by the Comptroller's Office.

Department Summary

Department: Town Comptroller

Budget Year: 2023
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Dorothy Godlewski

NOTES:

Accounts Payable- Process and audit approximately 18,500 invoices per year and prepare and mail 7,000 checks to vendors.

Audits Management – Coordinate and support data requests for:

- Independent Town Financial Audit
- Independent CPF Financial & Compliance Audit

Respond to the findings and recommendation of the:

- Town wide State Comptroller Audit (NYS Comptroller's Office)
- Annual Financial Report (Nawrocki Smith)
- CPF State Comptroller Audit (NYS Comptroller's Office)

Budget preparation and management- Prepare annual operating budget of approximately \$167 million for over 127 Cost Centers, across 14 Tax Districts, while effectively controlling taxpayer monies. Identifies and records approximately 200 Budget modification requests annually, resulting in various entries to the general ledger accounts.

Cash Management - Manage cash in approximately 40 bank accounts to maximize interest earnings. Perform approximately 480 manual bank reconciliations per year.

Capital Project Control – Provides and manages funding for all active Town multi-year capital projects.

Contracts- Create and prepare all bid packages, contracts, resolutions, and extensions as requested from various departments, approximately 40 bid packages are created annually and 350 contracts are executed and reviewed each year.

General Accounting – Identify, prepare and post manually an average of 3,300 journal entry batches each year.

Grants- Assist departments with grant application, financial reporting, and documentation as requested by department. Maintain and manage an inventory of approximately 80 grants that are still outstanding.

Payroll- Processes payroll for approximately 530 full time employees, 100 part-time year-round employees and approximately 300 temporary seasonal staff. Remit all payroll liabilities and file all quarterly reports, as required. Process, code and audit over 530 timesheets monthly, 100 timecards weekly and over 300 seasonal timecards weekly to ensure credits and charges are correct.

PILOT Remittances- Prepare and remit Community Preservation Fund & LIPA payments in lieu of taxes to School, Library, Ambulance, and Fire Districts, for a total of 27 separate payments.

Department Summary

Department: Town Comptroller

Budget Year: 2023
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Dorothy Godlewski

Purchasing- Review, check against budget and approve approximately 2,000 Purchase Orders annually.

Restricted Funds – Ensure compliance with over \$4 million of Restricted Funds.

Tax Warrant Preparation- Prepare the annual Suffolk County Tax Warrant in conjunction with the Tax Receiver.

Tax Remittances- Prepare and remit approximately 18 tax remittances received from the Tax Receiver for School, Fire and Ambulance Districts.

Town Board Resolutions- Review and approve for fiscal and budgetary impact, approximately 1,200 resolutions annually. Over 160 Town Board Resolutions are initiated by the Town Comptroller's Office.

Vendors- Review and establish new vendors as requested by departments and change vendor information in the financial system. Maintain and manage over 7,800 vendor files.

NOTES:

Department Summary

Department: Town Comptroller

Budget Year: 2023
Division: Finance Department
Tax District: Full Town

Cost Center #: 1315
Manager: Dorothy Godlewski

NOTES:

Goals & Objectives:

1. Review, revise as required, and document financial policies and procedures.
2. Consolidate cash receipts to enhance control of cash.
3. Enhance implementation of Financial Systems.
4. Continue to accurately record vendor information for correct payment.
5. Convert as many vendors as possible to electronic payments.
6. Develop automated interfaces between the Town's various Revenue systems and the Great Plains General Ledger.
7. Provide Governmental Accounting Training and Financial Systems Training for all Staff in the Comptroller's Office.
8. Continue to enter all active contracts, amendments, extensions, lease and license agreements, and bid packages into Procureware.
9. Scan all invoices and journal entries to Vasion
10. Implement all new financial pronouncements issued by Governmental Accounting Standards Board ("GASB")

Legal Authority:

The Town Comptroller's Office is authorized under Section 20 (3) (b) and Section 34 of New York State Town Law.

Employee Compensation & Benefits Schedule

| Position | Class/Grade/Step | Base Salary | Longevity | Other Comp | Total Comp | Medical Benefits | Employer FICA | Retirement | Other Benefits | Total Benefits | Total Comp. & Benefits | Yrs Srv 1/1/23 | Alloc. % |
|--------------------------------------|--|------------------|---------------|---------------|------------------|------------------|---------------|----------------|----------------|----------------|------------------------|----------------|----------|
| Finance Department | | | | | | | | | | | | | |
| Finance Department | | | | | | | | | | | | | |
| Town Comptroller - 1315 | | | | | | | | | | | | | |
| Town Comptroller | ADMINISTRATIVE | 152,940 | 5,998 | 0 | 158,938 | 33,954 | 8,935 | 18,508 | 1,172 | 62,569 | 221,507 | 14.6 | 100.0 |
| Deputy Comptroller | ADMINSUPPORT | 104,000 | 3,060 | 0 | 107,060 | 33,954 | 8,180 | 12,467 | 799 | 55,400 | 162,460 | 11.1 | 100.0 |
| Senior Accountant | ADMINSUPPORT | 101,903 | 3,058 | 2,934 | 107,895 | 33,954 | 8,192 | 12,563 | 793 | 55,503 | 163,398 | 14.3 | 100.0 |
| Accountant | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 5 | 74,145 | 4,449 | 0 | 78,594 | 32,664 | 6,035 | 9,151 | 582 | 48,433 | 127,026 | 10.7 | 100.0 |
| Accountant - Vacant | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1 | 66,304 | 0 | 0 | 66,304 | 32,664 | 5,093 | 7,722 | 509 | 45,988 | 112,292 | | 100.0 |
| Contracts Technician | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - D / Step 2 | 55,624 | 0 | 0 | 55,624 | 15,060 | 4,272 | 6,478 | 430 | 26,241 | 81,865 | 1.3 | 100.0 |
| Driver Messenger | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - A / Step 6 | 46,489 | 0 | 2,986 | 49,475 | 1,620 | 3,799 | 5,761 | 372 | 11,552 | 61,028 | 0.7 | 100.0 |
| Purchasing Agent | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 8 | 68,257 | 4,095 | 0 | 72,352 | 32,664 | 5,556 | 8,425 | 538 | 47,182 | 119,534 | 9.7 | 100.0 |
| Senior Accountant | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - K / Step 3 | 84,021 | 0 | 0 | 84,021 | 32,664 | 6,453 | 9,785 | 641 | 49,543 | 133,564 | 0.4 | 100.0 |
| Senior Budget Analyst | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 1 | 70,167 | 0 | 0 | 70,167 | 32,664 | 5,389 | 8,172 | 538 | 46,763 | 116,930 | 0.3 | 100.0 |
| Senior Account Clerk - Vacant | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - G / Step 1 | 66,304 | 0 | 0 | 66,304 | 32,664 | 5,093 | 7,722 | 509 | 45,988 | 112,292 | | 100.0 |
| Senior Account Clerk Typist | CSEA40HOUR-NEW / CSEA40HOUR-NEW - E / Step 4 | 62,275 | 6,227 | 0 | 68,502 | 32,664 | 5,259 | 7,975 | 500 | 46,399 | 114,901 | 21.2 | 100.0 |
| Payroll Manager | CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 4 | 82,716 | 6,617 | 6,899 | 96,232 | 1,620 | 7,387 | 11,201 | 677 | 20,885 | 117,118 | 16.3 | 100.0 |
| Total Town Comptroller - 1315 | | 1,035,146 | 33,505 | 12,819 | 1,081,470 | 348,810 | 79,644 | 125,931 | 8,061 | 562,446 | 1,643,916 | | |

NOTES:

Town of Southampton

2023 Tentative Budget

Town Comptroller - 1315

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|-------------------------------------|----------------------------------|---------------------|------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| Real Property Taxes: | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 1,644,862 | 1,621,675 | 1,791,387 | 1,678,893 | 1,567,117 | 1,811,277 | 1,818,465 | 139,572 | 8.31% | 1,850,985 | 1,861,278 | 42,813 | 2.35% |
| | Total Real Property Taxes | 1,644,862 | 1,621,675 | 1,791,387 | 1,678,893 | 1,567,117 | 1,811,277 | 1,818,465 | 139,572 | 8.31% | 1,850,985 | 1,861,278 | 42,813 | 2.35% |
| Other Revenue: | | | | | | | | | | | | | | |
| 1523 | Alarm Billing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| 2210 | Intergovernmental Revenue | 10,000 | 10,000 | 10,000 | 10,000 | 5,000 | 10,000 | 10,000 | 0 | 0.00% | 10,000 | 10,000 | 0 | 0.00% |
| 2770 | Miscellaneous | 35,000 | 35,922 | 35,000 | 35,000 | 4,823 | 35,000 | 35,000 | 0 | 0.00% | 30,000 | 30,000 | (5,000) | (14.29%) |
| | Total Other Revenue | 45,000 | 45,922 | 45,000 | 45,000 | 9,823 | 45,000 | 45,000 | 0 | 0.00% | 40,000 | 40,000 | (5,000) | (11.11%) |
| | Total Revenue | 1,689,862 | 1,667,597 | 1,836,387 | 1,723,893 | 1,576,940 | 1,856,277 | 1,863,465 | 139,572 | 8.10% | 1,890,985 | 1,901,278 | 37,813 | 2.03% |
| Salaries: | | | | | | | | | | | | | | |
| 6100 | Salaries | 943,247 | 894,448 | 1,032,574 | 911,003 | 607,827 | 1,028,546 | 1,035,146 | (124,143) | (13.63%) | 1,061,358 | 1,070,420 | (35,274) | (3.41%) |
| 6101 | Overtime | 0 | 618 | 0 | 3,000 | 249 | 0 | 0 | 3,000 | 100.00% | 0 | 0 | 0 | 0.00% |
| 6103 | Accumulated Sick/Personal Days | 3,463 | 3,647 | 2,799 | 2,799 | 2,683 | 2,934 | 2,934 | (135) | (4.82%) | 2,934 | 2,934 | 0 | 0.00% |
| 6105 | Part Time Salaries | 0 | 0 | 0 | 20,000 | 1,055 | 0 | 0 | 20,000 | 100.00% | 0 | 0 | 0 | 0.00% |
| 6110 | Longevity | 33,248 | 35,977 | 41,227 | 41,227 | 8,404 | 33,260 | 33,505 | 7,722 | 18.73% | 33,911 | 34,355 | (851) | (2.54%) |
| 6127 | Cash in Lieu of Health Benefits | 14,649 | 13,061 | 12,124 | 12,124 | 6,633 | 9,885 | 9,885 | 2,239 | 18.47% | 9,885 | 9,885 | 0 | 0.00% |
| | Total Salaries | 994,607 | 947,751 | 1,088,724 | 990,153 | 626,851 | 1,074,625 | 1,081,470 | (91,317) | (9.22%) | 1,108,088 | 1,117,595 | (36,125) | (3.34%) |
| Employee Benefits - Current: | | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 139,871 | 136,034 | 126,044 | 126,044 | 97,810 | 125,134 | 125,931 | 113 | 0.09% | 129,031 | 130,138 | (4,207) | (3.34%) |
| 6830 | FICA Tax Expenditure | 71,783 | 68,248 | 77,960 | 74,339 | 46,271 | 79,347 | 79,644 | (5,305) | (7.14%) | 81,449 | 81,860 | (2,216) | (2.78%) |
| 6835 | MTA Tax | 3,394 | 3,105 | 3,716 | 3,414 | 1,916 | 3,668 | 3,691 | (277) | (8.12%) | 3,782 | 3,814 | (123) | (3.34%) |

Town of Southampton

2023 Tentative Budget

Town Comptroller - 1315

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|--|--------------------------------------|---------------------|------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| 6840 | Worker's Compensation | 3,756 | 3,459 | 4,204 | 4,204 | 3,301 | 4,114 | 4,141 | 64 | 1.51% | 4,245 | 4,282 | (141) | (3.41%) |
| 6860 | Medical Insurance - Active Employees | 248,232 | 228,761 | 303,624 | 293,624 | 154,601 | 327,750 | 327,750 | (34,126) | (11.62%) | 327,750 | 327,750 | 0 | 0.00% |
| 6865 | Dental & Optical | 16,560 | 16,749 | 20,436 | 20,436 | 10,809 | 21,060 | 21,060 | (624) | (3.05%) | 21,060 | 21,060 | 0 | 0.00% |
| 6875 | Disability | 209 | 49 | 229 | 229 | 19 | 229 | 229 | 0 | 0.00% | 229 | 229 | 0 | 0.00% |
| Total Employee Benefits - Current | | 483,805 | 456,405 | 536,214 | 522,291 | 314,726 | 561,302 | 562,446 | (40,155) | (7.69%) | 567,546 | 569,133 | (6,687) | (1.19%) |
| Total Employee Costs | | 1,478,412 | 1,404,156 | 1,624,937 | 1,512,443 | 941,577 | 1,635,927 | 1,643,916 | (131,472) | (8.69%) | 1,675,634 | 1,686,728 | (42,812) | (2.60%) |
| Contractual: | | | | | | | | | | | | | | |
| 6400 | Contracts - Other | 53,000 | 24,000 | 53,000 | 45,150 | 13,800 | 55,000 | 55,000 | (9,850) | (21.82%) | 55,000 | 55,000 | 0 | 0.00% |
| 6401 | Contracts | 32,600 | 37,606 | 32,600 | 40,750 | 32,480 | 38,000 | 38,000 | 2,750 | 6.75% | 33,000 | 33,000 | 5,000 | 13.16% |
| 6403 | Gasoline | 2,500 | 884 | 2,500 | 2,500 | 861 | 2,500 | 2,000 | 500 | 20.00% | 2,500 | 2,000 | 0 | 0.00% |
| 6411 | Printing and Stationery | 3,000 | 1,965 | 3,000 | 3,000 | 2,046 | 3,000 | 3,000 | 0 | 0.00% | 3,000 | 3,000 | 0 | 0.00% |
| 6412 | Publications | 3,000 | 2,973 | 3,000 | 2,700 | 1,996 | 3,000 | 3,000 | (300) | (11.11%) | 3,000 | 3,000 | 0 | 0.00% |
| 6416 | Travel, Dues and Related | 6,950 | 1,930 | 6,950 | 6,450 | 2,257 | 6,950 | 6,950 | (500) | (7.75%) | 6,950 | 6,950 | 0 | 0.00% |
| 6420 | Other | 1,000 | 1,404 | 1,000 | 1,600 | 1,145 | 1,000 | 1,000 | 600 | 37.50% | 1,000 | 1,000 | 0 | 0.00% |
| 6425 | Office Supplies | 1,500 | 1,189 | 1,500 | 1,500 | 862 | 1,500 | 1,500 | 0 | 0.00% | 1,500 | 1,500 | 0 | 0.00% |
| 6426 | Supplies - Other | 1,200 | 506 | 1,200 | 200 | 0 | 1,200 | 1,200 | (1,000) | (500.00%) | 1,200 | 1,200 | 0 | 0.00% |
| 6444 | Mileage Reimbursement | 200 | 50 | 200 | 200 | 0 | 200 | 200 | 0 | 0.00% | 200 | 200 | 0 | 0.00% |
| 6450 | Schools & Training | 3,000 | 379 | 3,000 | 2,100 | 248 | 3,000 | 3,000 | (900) | (42.86%) | 3,000 | 3,000 | 0 | 0.00% |
| 6477 | Copier Leases | 1,500 | 2,469 | 1,500 | 3,300 | 1,784 | 3,000 | 2,700 | 600 | 18.18% | 3,000 | 2,700 | 0 | 0.00% |
| 6490 | Consultants | 102,000 | 36,131 | 102,000 | 102,000 | 33,094 | 102,000 | 102,000 | 0 | 0.00% | 102,000 | 102,000 | 0 | 0.00% |
| Total Contractual | | 211,450 | 111,486 | 211,450 | 211,450 | 90,574 | 220,350 | 219,550 | (8,100) | (3.83%) | 215,350 | 214,550 | 5,000 | 2.28% |
| Total Expenditures | | 1,689,862 | 1,515,642 | 1,836,387 | 1,723,893 | 1,032,151 | 1,856,277 | 1,863,466 | (139,572) | (8.10%) | 1,890,984 | 1,901,278 | (37,812) | (2.03%) |

Town of Southampton

2023 Tentative Budget

Town Comptroller - 1315

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/ 2022 Amended Difference | 2023 Tentative/ 2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/ 2023 Tentative Difference | 2024 Tentative/ 2023 Tentative % of Change |
|--------------|-----------------------|---------------------------|----------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|---|--|-----------------------------|-----------------------------|---|--|
| | Net Surplus (Deficit) | 0 | 151,955 | 0 | 0 | 544,788 | 0 | 0 | | | 0 | 0 | | |
| | Net Surplus (Deficit) | 0 | 151,955 | 0 | 0 | 544,788 | 0 | 0 | | | 0 | 0 | | |

AUDIT & CONTROL - SUMMARY

Department: Audit & Control

Budget Year: 2023
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Dorothy Godlewski

NOTES:

Departmental Mission & Responsibilities:

The principle responsibility of the Division of Audit and Control is to identify, monitor and manage risk in the Town by assessing the internal control systems. Also, to furnish improvement recommendations to ensure the reliability and integrity of financial and operational information, effectiveness and efficiency of operations, safeguard of assets and compliance with laws and regulations.

The required annual audit of the Town's records by an independent accounting firm will be funded and arranged through the Audit Committee and Town Board. The Division of Audit and Control will provide assistance to the Comptroller in coordinating the audit process, to facilitate the speedy completion of the Town's audits with minimal impact on Town operations and to enable the Town to reduce audit costs.

The Division of Audit and Control ensures implementation of the Corrective Action Plan, in response to the NYS Comptroller's Audit, as well as recommendations in other consultant studies, are proceeding. As part of this process, the Division of Audit and Control is working with departments throughout the Town to develop and promulgate policies and procedures for internal controls, procurement, and operations (including use of Town owned cellular equipment, technology and vehicles; travel reimbursement; etc.)

Workload:

Department Summary

Department: Audit & Control

Budget Year: 2023
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Dorothy Godlewski

NOTES:

1. Assist Town departments and divisions by providing audit, financial reconciliation and analytic assistance on special projects.
2. Draft, revise, and analyze Town-wide policies and procedures, in response to requests from the Town Board; provides special project analysis and support services; works with the Town Comptroller and selected consultants to analyze, correct, and improve the Town's financial and audit systems.
3. Implement Rockton Auditor to review and analyze any payroll changes.
4. Act as liaison between the independent auditor and department and division managers. Assist Town Comptroller staff to timely provide documentation required by independent auditors.
5. Assist Comptroller's Office in gathering requested information and researching and/or reviewing old records, where required.
6. Review and recommend policy changes, as needed.
7. Assist in addressing audit findings and developing corrective action plans.
8. Coordinate and complete internal, independent, and forensic audits that are recommend by the Town's Audit Advisory Committee and Town Comptroller.
9. Audit Advisory Committee Support –Schedules quarterly meetings of the Audit Committee and at such other times that the Chair of the Audit Advisory Committee determines is necessary. Administrative support for the Committee is provided by the Office of the Comptroller, which also shall prepare records management, prepare minutes and agendas, review internal audit reports and findings, and receive and distribute correspondence on behalf of the Committee. Notice of the meetings shall be electronically mailed to each member of the Committee by the Comptroller. The Comptroller provides all necessary information and documents to the Audit Committee in connection with the Town's financial statements; progress of active and ongoing audits and those firms or staff responsible for conducting the same; completed audit reports and data compilation.
10. Reviews and audits approximately 18,500 invoices per year from all departments for validity and accuracy.
11. Analysis and review the health insurance each quarter for inaccuracies or any changes made.
12. Assisting the Accountant with the Records Management for the Comptroller's Office. Review journal entries to make sure they are scanned in. Help with year-end records management of accounts payable documents and journal entries.
13. Review payroll batches each pay period for accuracy.

Department Summary

Department: Audit & Control

Budget Year: 2023
Division: Finance Department
Tax District: Full Town

Cost Center #: 1320
Manager: Dorothy Godlewski

NOTES:

Goals & Objectives:

1. Identify and eliminate fraud, waste, and abuse through auditing activities, risk management activities and monitoring activities.
2. Increase efficiency through the creation and implementation of standard procedures and policies: standardization of policies and procedures will reduce the time spent by departments in creating/recreating procedures for routine tasks and allows a department to focus on primary mission.
3. Increase productivity through the measurement, analysis, and possible redesign of business process and business units.
4. Assist in developing responses and corrective action plans for items addressed in the annual audit and management's letter in response.
5. Assist the Comptroller's Office in carrying out Town-wide financial / procedural policies with department heads and staff.
6. Provide recommendations to the Board on specific audit related concerns.

Legal Authority:

The Independent Audit cost center was established in accordance with the Supervisor's authority as the Town's Budget Officer.

Employee Compensation & Benefits Schedule

| Position | Class/Grade/Step | Base Salary | Longevity | Other Comp | Total Comp | Medical Benefits | Employer FICA | Retirement | Other Benefits | Total Benefits | Total Comp. & Benefits | Yrs Srv 1/1/23 | Alloc. % |
|---|--|---------------|--------------|------------|---------------|------------------|---------------|--------------|----------------|----------------|------------------------|----------------|----------|
| Finance Department | | | | | | | | | | | | | |
| Finance Department | | | | | | | | | | | | | |
| Audit & Control - 1320 | | | | | | | | | | | | | |
| Auditor | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - H / Step 3 | 72,140 | 2,886 | 0 | 75,026 | 32,664 | 5,762 | 8,736 | 562 | 47,724 | 122,750 | 6.2 | 100.0 |
| Total Audit & Control - 1320 | | 72,140 | 2,886 | 0 | 75,026 | 32,664 | 5,762 | 8,736 | 562 | 47,724 | 122,750 | | |

NOTES:

Town of Southampton

2023 Tentative Budget

Audit & Control - 1320

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|-------------------------------------|--|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| Real Property Taxes: | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 274,542 | 274,542 | 275,925 | 275,925 | 258,708 | 288,830 | 315,250 | 39,325 | 14.25% | 292,302 | 298,785 | (16,465) | (5.22%) |
| | Total Real Property Taxes | 274,542 | 274,542 | 275,925 | 275,925 | 258,708 | 288,830 | 315,250 | 39,325 | 14.25% | 292,302 | 298,785 | (16,465) | (5.22%) |
| | Total Revenue | 274,542 | 274,542 | 275,925 | 275,925 | 258,708 | 288,830 | 315,250 | 39,325 | 14.25% | 292,302 | 298,785 | (16,465) | (5.22%) |
| Salaries: | | | | | | | | | | | | | | |
| 6100 | Salaries | 64,487 | 64,489 | 66,691 | 66,691 | 46,402 | 71,002 | 72,140 | (5,450) | (8.17%) | 73,783 | 74,971 | (2,831) | (3.92%) |
| 6110 | Longevity | 0 | 0 | 0 | 0 | 0 | 2,840 | 2,886 | (2,886) | (100.00%) | 2,951 | 2,999 | (113) | (3.92%) |
| | Total Salaries | 64,487 | 64,489 | 66,691 | 66,691 | 46,402 | 73,843 | 75,026 | (8,335) | (12.50%) | 76,735 | 77,970 | (2,944) | (3.92%) |
| Employee Benefits - Current: | | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 9,076 | 8,827 | 7,733 | 7,733 | 6,001 | 8,599 | 8,736 | (1,004) | (12.98%) | 8,935 | 9,079 | (343) | (3.92%) |
| 6830 | FICA Tax Expenditure | 4,956 | 4,708 | 5,123 | 5,123 | 3,370 | 5,671 | 5,762 | (639) | (12.47%) | 5,893 | 5,988 | (226) | (3.92%) |
| 6835 | MTA Tax | 220 | 209 | 228 | 228 | 140 | 252 | 256 | (28) | (12.47%) | 262 | 266 | (10) | (3.92%) |
| 6840 | Worker's Compensation | 297 | 273 | 273 | 273 | 215 | 284 | 289 | (15) | (5.53%) | 295 | 300 | (11) | (3.92%) |
| 6860 | Medical Insurance - Active Employees | 27,108 | 26,649 | 27,288 | 27,288 | 21,326 | 31,044 | 31,044 | (3,756) | (13.76%) | 31,044 | 31,044 | 0 | 0.00% |
| 6865 | Dental & Optical | 1,380 | 1,517 | 1,572 | 1,572 | 1,134 | 1,620 | 1,620 | (48) | (3.05%) | 1,620 | 1,620 | 0 | 0.00% |
| 6875 | Disability | 17 | 0 | 18 | 18 | 0 | 18 | 18 | 0 | 0.00% | 18 | 18 | 0 | 0.00% |
| | Total Employee Benefits - Current | 43,054 | 42,184 | 42,234 | 42,234 | 32,186 | 47,487 | 47,724 | (5,490) | (13.00%) | 48,067 | 48,315 | (590) | (1.24%) |
| | Total Employee Costs | 107,542 | 106,673 | 108,925 | 108,925 | 78,589 | 121,330 | 122,750 | (13,825) | (12.69%) | 124,802 | 126,285 | (3,534) | (2.88%) |
| Contractual: | | | | | | | | | | | | | | |
| 6400 | Contracts - Other | 160,000 | 150,000 | 160,000 | 160,000 | 145,000 | 160,000 | 165,000 | (5,000) | (3.12%) | 160,000 | 165,000 | 0 | 0.00% |

Town of Southampton

2023 Tentative Budget

Audit & Control - 1320

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|--------------|------------------------------|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| 6490 | Consultants | 7,000 | 0 | 7,000 | 7,000 | 0 | 7,500 | 27,500 | (20,500) | (292.86%) | 7,500 | 7,500 | 20,000 | 72.73% |
| | Total Contractual | 167,000 | 150,000 | 167,000 | 167,000 | 145,000 | 167,500 | 192,500 | (25,500) | (15.27%) | 167,500 | 172,500 | 20,000 | 10.39% |
| | Total Expenditures | 274,542 | 256,673 | 275,925 | 275,925 | 223,589 | 288,830 | 315,250 | (39,325) | (14.25%) | 292,302 | 298,785 | 16,465 | 5.22% |
| | Net Surplus (Deficit) | 0 | 17,869 | 0 | 0 | 35,119 | 0 | 0 | | | 0 | 0 | | |
| | Net Surplus (Deficit) | 0 | 17,869 | 0 | 0 | 35,119 | 0 | 0 | | | 0 | 0 | | |

RISK MANAGEMENT - SUMMARY

Department: Risk Management

Budget Year: 2023
Division: Finance Department
Tax District: Full Town

Cost Center #: 1610
Manager: Dorothy Godlewski

NOTES:

Departmental Mission & Responsibilities:

The insurance and risk management division analyzes and manages the Town's insurance portfolio to ensure it provides adequate coverage to protect the Town from events that trigger a repair cost (e.g. fire, flood), as well as claims and litigation brought against the Town. The portfolio includes the following insurances: various liability insurances (general, public officials, law enforcement, automobile, cyber, pollution, marine operators, and excess/umbrella), various property insurances (general property, hull and machinery, inland marine, and boiler and machinery), several flood insurance policies, a crime protection policy, and worker's insurances (disability and workers compensation).

The division works with Town Attorney's office to ensure claims against the Town are handled properly, and works with the Town's division of Employee Safety and Training to ensure all workers compensation injury claims are handled properly.

The division analyzes incidents, accidents, claims, and losses to determine causes, and then formulates and implements plans and procedures to mitigate these situations, leading to a decrease in both employee work injuries and employee actions that lead to legal action being taken against the Town.

Workload:

Review and maintain the Town's insurance program, in consultation with the Town's insurance broker.
Review liability claims against the Town and provide information and advice to the Town Attorney's office to ensure proper handling of those claims.
Coordinate and oversee meetings of the Town's Safety and Risk Management Committee.
Work with the Town's Safety Officer to ensure compliance with PESH regulations regarding workplace and employee safety.
Work with the Town's Employee Ombudsman to administer the Town's return to work program, to minimize employee time lost due to workplace injury.
Review and analyze litigation against the Town to uncover causes and formulate and execute a mitigation plan to decrease the frequency and severity of employee actions that lead to claims against the Town.
Review and analyze employee work injuries to uncover causes and formulate and execute a mitigation plan to decrease the frequency and severity of employee work injuries.

Goals & Objectives:

Consistently improve workplace and employee safety in order to:

1. Reduce the frequency and severity of workplace injuries compared with the prior year;
2. Reduce the Town's workers compensation injury experience rating (modification factor) compared with the prior year;
3. Reduce the Town's cost of workers compensation insurance compared with the prior year;
4. Reduce the Town's cost of its liability insurances (general, auto, public officials, law enforcement) compared with the prior year.

Legal Authority:

Town Code Chapter 27.

Employee Compensation & Benefits Schedule

| Position | Class/Grade/Step | Base Salary | Longevity | Other Comp | Total Comp | Medical Benefits | Employer FICA | Retirement | Other Benefits | Total Benefits | Total Comp. & Benefits | Yrs Srv 1/1/23 | Alloc. % |
|-------------------------------------|------------------|---------------|--------------|------------|---------------|------------------|---------------|---------------|----------------|----------------|------------------------|----------------|----------|
| Finance Department | | | | | | | | | | | | | |
| Finance Department | | | | | | | | | | | | | |
| Risk Management - 1610 | | | | | | | | | | | | | |
| Senior Management Analyst | ADMINISTRATIVE | 94,503 | 2,806 | 0 | 97,309 | 32,664 | 7,473 | 11,332 | 728 | 52,196 | 149,505 | 7.8 | 100.0 |
| Total Risk Management - 1610 | | 94,503 | 2,806 | 0 | 97,309 | 32,664 | 7,473 | 11,332 | 728 | 52,196 | 149,505 | | |

NOTES:

Town of Southampton

2023 Tentative Budget

Risk Management - 1610

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|-------------------------------------|--|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| Real Property Taxes: | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 128,996 | 130,496 | 142,793 | 142,793 | 133,883 | 150,304 | 151,005 | 8,212 | 5.75% | 153,111 | 153,842 | 2,837 | 1.88% |
| | Total Real Property Taxes | 128,996 | 130,496 | 142,793 | 142,793 | 133,883 | 150,304 | 151,005 | 8,212 | 5.75% | 153,111 | 153,842 | 2,837 | 1.88% |
| | Total Revenue | 128,996 | 130,496 | 142,793 | 142,793 | 133,883 | 150,304 | 151,005 | 8,212 | 5.75% | 153,111 | 153,842 | 2,837 | 1.88% |
| Salaries: | | | | | | | | | | | | | | |
| 6100 | Salaries | 78,030 | 80,530 | 89,669 | 89,669 | 64,932 | 93,503 | 94,503 | (4,833) | (5.39%) | 95,840 | 96,865 | (2,363) | (2.50%) |
| 6110 | Longevity | 2,341 | 2,416 | 3,587 | 3,587 | 0 | 2,806 | 2,806 | 781 | 21.77% | 2,806 | 2,806 | 0 | 0.00% |
| | Total Salaries | 80,371 | 82,946 | 93,256 | 93,256 | 64,932 | 96,309 | 97,309 | (4,053) | (4.35%) | 98,646 | 99,671 | (2,363) | (2.43%) |
| Employee Benefits - Current: | | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 11,310 | 11,000 | 10,812 | 10,812 | 8,390 | 11,215 | 11,332 | (520) | (4.81%) | 11,487 | 11,607 | (275) | (2.43%) |
| 6830 | FICA Tax Expenditure | 6,176 | 6,120 | 7,162 | 7,162 | 4,788 | 7,396 | 7,473 | (311) | (4.34%) | 7,576 | 7,654 | (181) | (2.43%) |
| 6835 | MTA Tax | 274 | 272 | 318 | 318 | 200 | 329 | 332 | (14) | (4.34%) | 337 | 340 | (8) | (2.43%) |
| 6840 | Worker's Compensation | 359 | 331 | 368 | 368 | 289 | 374 | 378 | (10) | (2.82%) | 383 | 387 | (9) | (2.50%) |
| 6860 | Medical Insurance - Active Employees | 27,108 | 26,649 | 27,288 | 27,288 | 21,326 | 31,044 | 31,044 | (3,756) | (13.76%) | 31,044 | 31,044 | 0 | 0.00% |
| 6865 | Dental & Optical | 1,380 | 1,517 | 1,572 | 1,572 | 1,134 | 1,620 | 1,620 | (48) | (3.05%) | 1,620 | 1,620 | 0 | 0.00% |
| 6875 | Disability | 17 | 9 | 18 | 18 | 5 | 18 | 18 | 0 | 0.00% | 18 | 18 | 0 | 0.00% |
| | Total Employee Benefits - Current | 46,625 | 45,898 | 47,537 | 47,537 | 36,132 | 51,996 | 52,196 | (4,659) | (9.80%) | 52,465 | 52,671 | (474) | (0.91%) |
| | Total Employee Costs | 126,996 | 128,844 | 140,793 | 140,793 | 101,064 | 148,304 | 149,505 | (8,712) | (6.19%) | 151,111 | 152,342 | (2,837) | (1.90%) |
| Contractual: | | | | | | | | | | | | | | |
| 6416 | Travel, Dues and Related | 2,000 | 263 | 2,000 | 2,000 | 165 | 2,000 | 1,500 | 500 | 25.00% | 2,000 | 1,500 | 0 | (0.02%) |

Town of Southampton

2023 Tentative Budget

Risk Management - 1610

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | | | | | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|--------------|------------------------------|---------------------|-------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| | | | | | | | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | | | | |
| 6420 | Other | 0 | 77 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| | Total Contractual | 2,000 | 340 | 2,000 | 2,000 | 165 | 2,000 | 1,500 | 500 | 25.00% | 2,000 | 1,500 | 0 | (0.02%) |
| | Total Expenditures | 128,996 | 129,183 | 142,793 | 142,793 | 101,229 | 150,304 | 151,005 | (8,212) | (5.75%) | 153,111 | 153,842 | (2,837) | (1.88%) |
| | Net Surplus (Deficit) | 0 | 1,313 | 0 | 0 | 32,654 | 0 | 0 | | | 0 | 0 | | |
| | Net Surplus (Deficit) | 0 | 1,313 | 0 | 0 | 32,654 | 0 | 0 | | | 0 | 0 | | |

INFORMATION TECHNOLOGY - SUMMARY

Department: Information Technology

Budget Year: 2023

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1680

Manager: Paula Pobat

NOTES:

Departmental Mission & Responsibilities:

The mission and responsibility of the Division of Information Technology is to provide the necessary and most effective technology tools to supported users, in order to enable them to perform their responsibilities in the most efficient manner possible and to assist them in providing the best service to the Town's constituents.

Workload:

The Information Technology workload involves the administration, support and management of the Town's local and wide area networks including all computer and network hardware, computer software for network management and departmental functionality, network infrastructure, peripherals, telephone systems and communication lines. Information Technology supports 550 workstations at 26 locations.

Goals & Objectives:

1. To continue the development, evaluation and enhancement of the functionality of the Town's software packages to improve/simplify processes and maximize efficiency.
2. Upgrade the Town's Land Management, Tax Collection and Assessment Software to the latest OpenForms Version to increase efficiencies and ease of data availability.
3. Upgrade the Town's network infrastructure backbone by replacing end of life equipment.
4. Expand constituent online engagement through expansion of ePermitting and online meeting portals.
5. Accomplish the goals outlined for the subunits under departmental oversight of the Information Technology Division.

Legal Authority:

Established pursuant to Southampton Town Board resolution.

Employee Compensation & Benefits Schedule

| Position | Class/Grade/Step | Base Salary | Longevity | Other Comp | Total Comp | Medical Benefits | Employer FICA | Retirement | Other Benefits | Total Benefits | Total Comp. & Benefits | Yrs Srv 1/1/23 | Alloc. % |
|--|--|----------------|---------------|---------------|----------------|------------------|---------------|----------------|----------------|----------------|------------------------|----------------|----------|
| Information Technology Division | | | | | | | | | | | | | |
| Information Technology Summary | | | | | | | | | | | | | |
| Information Technology - 1680 | | | | | | | | | | | | | |
| Assistant Director of Information Manage | ADMINISTRATIVE | 114,240 | 5,712 | 2,417 | 122,369 | 15,588 | 8,403 | 14,248 | 892 | 39,131 | 161,500 | 31.3 | 100.0 |
| Director of Info Management | ADMINISTRATIVE | 137,640 | 6,732 | 3,560 | 147,932 | 33,954 | 8,775 | 17,224 | 1,073 | 61,026 | 208,958 | 33.7 | 100.0 |
| MIS Specialist | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 7 | 63,663 | 2,547 | 0 | 66,210 | 15,060 | 5,085 | 7,710 | 498 | 28,353 | 94,562 | 6.0 | 100.0 |
| Office Applications Specialist | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 6 | 62,906 | 2,516 | 0 | 65,422 | 32,664 | 5,024 | 7,618 | 493 | 45,799 | 111,221 | 5.6 | 100.0 |
| Technical Support Representative | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 2 | 59,477 | 0 | 0 | 59,477 | 32,664 | 4,568 | 6,927 | 459 | 44,618 | 104,094 | 1.6 | 100.0 |
| Technical Support Representative | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - E / Step 4 | 61,199 | 0 | 0 | 61,199 | 32,664 | 4,700 | 7,128 | 471 | 44,963 | 106,163 | 3.5 | 100.0 |
| Network & System Administrator | CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6 | 85,149 | 8,515 | 0 | 93,664 | 16,548 | 7,191 | 10,904 | 678 | 35,322 | 128,985 | 21.7 | 100.0 |
| Network & System Specialist II | CSEA40HOUR-NEW / CSEA40HOUR-NEW - I / Step 4 | 78,571 | 7,857 | 6,899 | 93,328 | 1,620 | 7,164 | 10,862 | 650 | 20,296 | 113,624 | 20.6 | 100.0 |
| Network & Systems Specialist II | CSEA40HOUR-NEW / CSEA40HOUR-NEW - I / Step 2 | 75,606 | 6,049 | 0 | 81,655 | 16,548 | 6,270 | 9,507 | 599 | 32,924 | 114,579 | 15.5 | 100.0 |
| Network Systems Administrator | CSEA40HOUR-NEW / CSEA40HOUR-NEW - J / Step 6 | 85,149 | 8,515 | 6,899 | 100,563 | 1,620 | 7,719 | 11,705 | 701 | 21,745 | 122,308 | 21.4 | 100.0 |
| Total Information Technology - 1680 | | 823,601 | 48,442 | 19,775 | 891,818 | 198,930 | 64,898 | 103,833 | 6,514 | 374,175 | 1,265,993 | | |

NOTES:

Town of Southampton

2023 Tentative Budget

Information Technology - 1680

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|--------------|--------------------------------------|---------------------|------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| | Real Property Taxes: | | | | | | | | | | | | | |
| 1001 | Property Taxes | 2,026,374 | 2,020,845 | 2,128,846 | 2,128,846 | 1,996,011 | 2,256,336 | 2,275,470 | 146,624 | 6.89% | 2,318,985 | 2,347,336 | 71,866 | 3.16% |
| | Total Real Property Taxes | 2,026,374 | 2,020,845 | 2,128,846 | 2,128,846 | 1,996,011 | 2,256,336 | 2,275,470 | 146,624 | 6.89% | 2,318,985 | 2,347,336 | 71,866 | 3.16% |
| | Other Revenue: | | | | | | | | | | | | | |
| 2228 | Revenue from Other Governments | 58,081 | 72,980 | 63,322 | 63,322 | 68,167 | 68,000 | 68,000 | 4,678 | 7.39% | 70,000 | 70,000 | 2,000 | 2.94% |
| 2770 | Miscellaneous | 0 | 4,242 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| | Total Other Revenue | 58,081 | 77,222 | 63,322 | 63,322 | 68,167 | 68,000 | 68,000 | 4,678 | 7.39% | 70,000 | 70,000 | 2,000 | 2.94% |
| | Total Revenue | 2,084,455 | 2,098,067 | 2,192,168 | 2,192,168 | 2,064,178 | 2,324,336 | 2,343,470 | 151,302 | 6.90% | 2,388,985 | 2,417,336 | 73,866 | 3.15% |
| | Salaries: | | | | | | | | | | | | | |
| 6100 | Salaries | 755,762 | 730,215 | 776,399 | 776,399 | 562,601 | 816,456 | 823,601 | (47,202) | (6.08%) | 839,897 | 850,270 | (26,670) | (3.24%) |
| 6101 | Overtime | 5,000 | 124 | 5,000 | 5,000 | 0 | 5,000 | 3,000 | 2,000 | 40.00% | 5,000 | 3,000 | 0 | 0.00% |
| 6103 | Accumulated Sick/Personal Days | 8,342 | 8,393 | 8,850 | 8,850 | 7,243 | 5,977 | 5,977 | 2,873 | 32.46% | 5,977 | 5,977 | 0 | 0.00% |
| 6110 | Longevity | 33,614 | 35,213 | 39,684 | 39,684 | 0 | 48,005 | 48,442 | (8,758) | (22.07%) | 48,945 | 49,671 | (1,229) | (2.54%) |
| 6127 | Cash in Lieu of Health Benefits | 14,649 | 11,771 | 12,124 | 12,124 | 6,633 | 13,798 | 13,798 | (1,674) | (13.81%) | 13,798 | 13,798 | 0 | 0.00% |
| | Total Salaries | 817,368 | 785,716 | 842,057 | 842,057 | 576,477 | 889,236 | 894,818 | (52,761) | (6.27%) | 913,618 | 922,717 | (27,899) | (3.12%) |
| | Employee Benefits - Current: | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 114,300 | 111,164 | 97,027 | 97,027 | 75,293 | 102,950 | 103,833 | (6,806) | (7.01%) | 105,789 | 107,082 | (3,249) | (3.13%) |
| 6830 | FICA Tax Expenditure | 59,996 | 58,818 | 61,288 | 61,288 | 42,896 | 64,503 | 64,898 | (3,610) | (5.89%) | 65,988 | 66,649 | (1,750) | (2.70%) |
| 6835 | MTA Tax | 2,774 | 2,609 | 2,857 | 2,857 | 1,797 | 3,018 | 3,043 | (187) | (6.53%) | 3,101 | 3,139 | (95) | (3.13%) |
| 6840 | Worker's Compensation | 3,477 | 3,202 | 3,183 | 3,183 | 2,500 | 3,266 | 3,294 | (111) | (3.49%) | 3,360 | 3,401 | (107) | (3.24%) |
| 6860 | Medical Insurance - Active Employees | 132,000 | 138,230 | 160,908 | 160,908 | 125,443 | 182,730 | 182,730 | (21,822) | (13.56%) | 182,730 | 182,730 | 0 | 0.00% |

Town of Southampton

2023 Tentative Budget

Information Technology - 1680

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|--------------|--|---------------------|------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| 6865 | Dental & Optical | 13,800 | 14,343 | 15,720 | 15,720 | 11,342 | 16,200 | 16,200 | (480) | (3.05%) | 16,200 | 16,200 | 0 | 0.00% |
| 6875 | Disability | 174 | 20 | 176 | 176 | 10 | 176 | 176 | 0 | 0.00% | 176 | 176 | 0 | 0.00% |
| | Total Employee Benefits - Current | 326,520 | 328,386 | 341,159 | 341,159 | 259,281 | 372,843 | 374,175 | (33,016) | (9.68%) | 377,344 | 379,376 | (5,201) | (1.39%) |
| | Total Employee Costs | 1,143,888 | 1,114,102 | 1,183,216 | 1,183,216 | 835,757 | 1,262,079 | 1,268,993 | (85,777) | (7.25%) | 1,290,962 | 1,302,093 | (33,100) | (2.61%) |
| | Equipment: | | | | | | | | | | | | | |
| 6202 | Software | 4,000 | 3,820 | 4,000 | 4,000 | 492 | 4,000 | 4,000 | 0 | 0.00% | 4,000 | 4,000 | 0 | 0.00% |
| | Total Equipment | 4,000 | 3,820 | 4,000 | 4,000 | 492 | 4,000 | 4,000 | 0 | 0.00% | 4,000 | 4,000 | 0 | 0.00% |
| | Contractual: | | | | | | | | | | | | | |
| 6401 | Contracts | 705,777 | 654,225 | 769,162 | 791,162 | 659,772 | 824,967 | 842,187 | (51,025) | (6.45%) | 838,483 | 855,703 | (13,516) | (1.60%) |
| 6406 | Repair Equipment | 300 | 0 | 300 | 300 | 0 | 300 | 300 | 0 | 0.00% | 300 | 300 | 0 | 0.00% |
| 6415 | Telephone | 7,500 | 3,742 | 7,500 | 7,500 | 2,482 | 5,000 | 5,000 | 2,500 | 33.33% | 5,000 | 5,000 | 0 | 0.00% |
| 6416 | Travel, Dues and Related | 2,000 | 380 | 2,000 | 0 | 0 | 2,000 | 2,000 | (2,000) | (100.00%) | 2,000 | 2,000 | 0 | 0.00% |
| 6423 | Small Equipment (Non-Capital) | 43,500 | 37,796 | 50,000 | 37,000 | 21,563 | 50,000 | 45,000 | (8,000) | (21.62%) | 50,000 | 50,000 | (5,000) | (11.11%) |
| 6425 | Office Supplies | 1,000 | 513 | 1,000 | 1,000 | 687 | 1,000 | 1,000 | 0 | 0.00% | 1,000 | 1,000 | 0 | 0.00% |
| 6439 | Computer Supplies | 35,000 | 29,487 | 35,000 | 35,000 | 18,802 | 35,000 | 35,000 | 0 | 0.00% | 35,000 | 35,000 | 0 | 0.00% |
| 6450 | Schools & Training | 3,000 | 0 | 3,000 | 3,000 | 378 | 3,000 | 3,000 | 0 | 0.00% | 3,000 | 3,000 | 0 | 0.00% |
| 6466 | Telephone - Wireless | 6,000 | 6,098 | 6,000 | 6,000 | 3,707 | 6,000 | 6,000 | 0 | 0.00% | 6,000 | 6,000 | 0 | 0.00% |
| 6477 | Copier Leases | 0 | 626 | 3,000 | 3,000 | 1,253 | 3,000 | 3,000 | 0 | 0.00% | 3,000 | 3,000 | 0 | 0.00% |
| 6490 | Consultants | 132,490 | 112,411 | 127,990 | 120,990 | 80,665 | 127,990 | 127,990 | (7,000) | (5.79%) | 150,240 | 150,240 | (22,250) | (17.38%) |
| | Total Contractual | 936,567 | 845,278 | 1,004,952 | 1,004,952 | 789,310 | 1,058,257 | 1,070,477 | (65,525) | (6.52%) | 1,094,023 | 1,111,243 | (40,766) | (3.81%) |
| | Total Expenditures | 2,084,455 | 1,963,200 | 2,192,168 | 2,192,168 | 1,625,559 | 2,324,336 | 2,343,470 | (151,302) | (6.90%) | 2,388,985 | 2,417,336 | (73,866) | (3.15%) |

Town of Southampton
2023 Tentative Budget
 Information Technology - 1680

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|--------------|-----------------------|---------------------|-------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| | Net Surplus (Deficit) | 0 | 134,867 | 0 | 0 | 438,619 | 0 | 0 | | | 0 | 0 | | |
| | Net Surplus (Deficit) | 0 | 134,867 | 0 | 0 | 438,619 | 0 | 0 | | | 0 | 0 | | |

DATA ENTRY - SUMMARY

Department: Data Entry

Budget Year: 2023

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1685

Manager: Paula Pobat

NOTES:

Departmental Mission & Responsibilities:

The mission of Data Entry is to provide centralized services to process the functions of Town Departments in a highly efficient environment. Data Entry is responsible for accurately and quickly entering departmental information such as applications, permits and certificates, as well as scanning documents for various departments. Data Entry is also responsible for additional support for departments during overflow periods.

Workload:

Data Entry performs work-flow processing for Land Management, provides support for other departments such as Trustees and Code Enforcement and assistance with special projects, when needed. Per year Data Entry processes approximately 17,000 Land Management Transactions, 10,000 pieces for scanning and indexing.

Goals & Objectives:

1. To continue to fulfill the Town's mission to make electronic documents available to departments, eliminating paper copies.
2. To streamline current activities in permitting processes to provide a quicker turnaround time for workloads.

Legal Authority:

Town Code Chapter 27.

Employee Compensation & Benefits Schedule

| Position | Class/Grade/Step | Base Salary | Longevity | Other Comp | Total Comp | Medical Benefits | Employer FICA | Retirement | Other Benefits | Total Benefits | Total Comp. & Benefits | Yrs Srv 1/1/23 | Alloc. % |
|--|------------------|---------------|-----------|------------|---------------|------------------|---------------|------------|----------------|----------------|------------------------|----------------|----------|
| Information Technology Division | | | | | | | | | | | | | |
| Information Technology Summary | | | | | | | | | | | | | |
| Data Entry - 1685 | | | | | | | | | | | | | |
| Data Entry Operator Part Time | PART-TIME | 14,000 | 0 | 0 | 14,000 | 0 | 1,075 | 0 | 121 | 1,197 | 15,197 | | 100.0 |
| Data Entry Operator Part Time | PART-TIME | 14,000 | 0 | 0 | 14,000 | 0 | 1,075 | 0 | 121 | 1,197 | 15,197 | | 100.0 |
| Total Data Entry - 1685 | | 28,000 | 0 | 0 | 28,000 | 0 | 2,151 | 0 | 243 | 2,393 | 30,393 | | |

NOTES:

Town of Southampton

2023 Tentative Budget

Data Entry - 1685

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|-------------------------------------|--|---------------------|---------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| Real Property Taxes: | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 33,896 | 33,896 | 36,122 | 28,122 | 33,868 | 36,840 | 30,393 | 2,271 | 8.08% | 36,840 | 30,393 | 0 | 0.00% |
| | Total Real Property Taxes | 33,896 | 33,896 | 36,122 | 28,122 | 33,868 | 36,840 | 30,393 | 2,271 | 8.08% | 36,840 | 30,393 | 0 | 0.00% |
| | Total Revenue | 33,896 | 33,896 | 36,122 | 28,122 | 33,868 | 36,840 | 30,393 | 2,271 | 8.08% | 36,840 | 30,393 | 0 | 0.00% |
| Salaries: | | | | | | | | | | | | | | |
| 6100 | Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| 6105 | Part Time Salaries | 31,212 | 15,141 | 33,280 | 25,280 | 13,800 | 33,946 | 28,000 | (2,720) | (10.76%) | 33,946 | 28,000 | 0 | 0.00% |
| | Total Salaries | 31,212 | 15,141 | 33,280 | 25,280 | 13,800 | 33,946 | 28,000 | (2,720) | (10.76%) | 33,946 | 28,000 | 0 | 0.00% |
| Employee Benefits - Current: | | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| 6830 | FICA Tax Expenditure | 2,399 | 1,412 | 2,556 | 2,556 | 1,056 | 2,607 | 2,151 | 406 | 15.87% | 2,607 | 2,151 | 0 | 0.00% |
| 6835 | MTA Tax | 107 | 63 | 114 | 114 | 44 | 116 | 96 | 18 | 15.88% | 116 | 96 | 0 | 0.00% |
| 6840 | Worker's Compensation | 144 | 132 | 136 | 136 | 107 | 136 | 112 | 24 | 17.91% | 136 | 112 | 0 | 0.00% |
| 6875 | Disability | 35 | 13 | 35 | 35 | 6 | 35 | 35 | 0 | 0.00% | 35 | 35 | 0 | 0.00% |
| | Total Employee Benefits - Current | 2,684 | 1,620 | 2,842 | 2,842 | 1,213 | 2,894 | 2,393 | 448 | 15.78% | 2,894 | 2,393 | 0 | 0.00% |
| | Total Employee Costs | 33,896 | 16,761 | 36,122 | 28,122 | 15,013 | 36,840 | 30,393 | (2,272) | (8.08%) | 36,840 | 30,393 | 0 | 0.00% |
| | Total Expenditures | 33,896 | 16,761 | 36,122 | 28,122 | 15,013 | 36,840 | 30,393 | (2,272) | (8.08%) | 36,840 | 30,393 | 0 | 0.00% |
| | Net Surplus (Deficit) | 0 | 17,135 | 0 | 0 | 18,855 | 0 | 0 | | | 0 | 0 | | |

Town of Southampton

2023 Tentative Budget

Data Entry - 1685

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/ 2022 Amended Difference | 2023 Tentative/ 2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/ 2023 Tentative Difference | 2024 Tentative/ 2023 Tentative % of Change |
|--------------|-----------------------|---------------------------|----------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|---|--|-----------------------------|-----------------------------|---|--|
| | Net Surplus (Deficit) | 0 | 17,135 | 0 | 0 | 18,855 | 0 | 0 | | | 0 | 0 | | |

G.I.S. - SUMMARY

Department: G. I. S.

Budget Year: 2023

Division: Information Technology Division

Tax District: Full Town

Cost Center #: 1682

Manager: Ross Baldwin

NOTES:

Departmental Mission & Responsibilities:

The mission of Geographic Information Systems Division (GIS) is to support the activities of the Town of Southampton and its citizens by providing and maintaining accurate, current and complete geospatial data, as well as leveraging the knowledge contained in this information by using a set of procedures and techniques collectively referred to as Geographical Information Systems (GIS). By providing GIS resources, Town staff and citizens are able to make decisions impacting the future of the Town of Southampton in an informed and logical manner. The GIS Division is continually researching innovative ways of improving the Town's GIS to assist and enhance analysis as well as improve employee productivity.

The GIS Division is responsible for the research, design, implementation and integration of GIS, GPS, Pictometry, NearMap, Govern, AirWatch MDM, and various other technologies that enhance the productivity for all Town related activities.

Workload:

The Geographic Information Systems (GIS) Division workload includes the administration, support, and management of the Town's Geographic Information Systems, supporting approximately 125 desktop users, numerous mobile users, and 500 ePortal users at various locations. The Division is also responsible for the administration, support and management of Pictometry Online and NearMap

Goals & Objectives:

1. To increase GIS usage among field staff through mobile solutions.
2. Increase utilization of GIS data to assist Town stakeholders in critical decision making processes.
3. Develop GIS applications that are cross platform/cross browser compatible.
4. Oversee the deployment of mobile devices to assist in IT initiatives.
5. Continue the implementation of online applications for electronic permitting, bill payments, and issue reporting to provide more convenience for consistent interaction with Town Departments.
6. Provide GIS support for the Town's Police Department applications.

Legal Authority:

Town Code Chapter 27.

2023 Geographic Information Systems Fee Schedule

| Fee Schedule | 2023 Fee Schedule | Proposed Increase |
|---|-------------------|-------------------|
| The Southampton Town GIS ePortal is an internet application that allows you to access data about properties within the Town. Information regarding taxes, permits, mass appraisal, sales, as well as access to scanned images such as surveys, Certificate of Occupancy, Certificate of Compliance, and permits are also available. There is also a mapping component that allows subscribers to search any parcel within the Town and view it either as a base map, aerial image, or aerial oblique image. | | |
| Annual Subscription | \$350 | |
| Semi-Annual | \$225 | |
| Quarterly | \$140 | |
| Monthly | \$60 | |
| Daily | \$10 | |
| Access to the GIS ePortal is available at Town Hall-eDoc Center (located in the Town Hall lobby) and/or at your local Library | FREE | |
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NOTES:

Employee Compensation & Benefits Schedule

| Position | Class/Grade/Step | Base Salary | Longevity | Other Comp | Total Comp | Medical Benefits | Employer FICA | Retirement | Other Benefits | Total Benefits | Total Comp. & Benefits | Yrs Srv 1/1/23 | Alloc. % |
|--|--|----------------|---------------|------------|----------------|------------------|---------------|---------------|----------------|----------------|------------------------|----------------|----------|
| Information Technology Division | | | | | | | | | | | | | |
| Information Technology Summary | | | | | | | | | | | | | |
| G. I. S. - 1682 | | | | | | | | | | | | | |
| Geographic Info Sys Manager | ADMINISTRATIVE | 107,610 | 5,381 | 0 | 112,991 | 33,954 | 8,266 | 13,157 | 834 | 56,211 | 169,202 | 15.1 | 100.0 |
| Senior Programmer Analyst | ADMINSUPPORT | 84,375 | 3,376 | 0 | 87,751 | 15,588 | 6,713 | 10,179 | 316 | 32,796 | 120,548 | 15.3 | 100.0 |
| Geographic Information Systems Technician I - Vacant | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - C / Step 1 | 50,968 | 0 | 0 | 50,968 | 32,664 | 3,915 | 5,936 | 395 | 42,910 | 93,878 | | 100.0 |
| Cartographer | CSEA40HOUR-NEW / CSEA40HOUR-NEW - K / Step 6 | 89,325 | 7,146 | 0 | 96,471 | 32,664 | 7,407 | 11,232 | 704 | 52,008 | 148,478 | 15.8 | 100.0 |
| Data Base Manager | CSEA40HOUR-NEW / CSEA40HOUR-NEW - M / Step 2 | 91,329 | 9,133 | 0 | 100,462 | 32,664 | 7,713 | 11,696 | 726 | 52,799 | 153,261 | 23.2 | 100.0 |
| Total G. I. S. - 1682 | | 423,607 | 25,036 | 0 | 448,643 | 147,534 | 34,014 | 52,200 | 2,975 | 236,724 | 685,367 | | |

NOTES:

Town of Southampton

2023 Tentative Budget

G. I. S. - 1682

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 Requested Budget | 2023 Tentative Budget | 2023 Tentative/2022 Amended Difference | 2023 Tentative/2022 Amended % of Change | 2024 Requested Budget | 2024 Tentative Budget | 2024 Tentative/2023 Tentative Difference | 2024 Tentative/2023 Tentative % of Change |
|-------------------------------------|--------------------------------------|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|--|---|-----------------------|-----------------------|--|---|
| Real Property Taxes: | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 540,974 | 540,974 | 542,188 | 535,188 | 508,357 | 608,220 | 597,167 | 61,979 | 11.58% | 623,002 | 605,645 | 8,478 | 1.42% |
| | Total Real Property Taxes | 540,974 | 540,974 | 542,188 | 535,188 | 508,357 | 608,220 | 597,167 | 61,979 | 11.58% | 623,002 | 605,645 | 8,478 | 1.42% |
| Other Revenue: | | | | | | | | | | | | | | |
| 2701 | Miscellaneous Tax Receipts | 0 | 48 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| 2775 | Professional Fees | 120,000 | 158,355 | 130,000 | 130,000 | 82,140 | 130,000 | 140,000 | 10,000 | 7.69% | 130,000 | 150,000 | 10,000 | 7.14% |
| | Total Other Revenue | 120,000 | 158,403 | 130,000 | 130,000 | 82,140 | 130,000 | 140,000 | 10,000 | 7.69% | 130,000 | 150,000 | 10,000 | 7.14% |
| | Total Revenue | 660,974 | 699,377 | 672,188 | 665,188 | 590,497 | 738,220 | 737,167 | 71,979 | 10.82% | 753,002 | 755,645 | 18,478 | 2.51% |
| Salaries: | | | | | | | | | | | | | | |
| 6100 | Salaries | 393,939 | 393,935 | 404,713 | 397,713 | 289,144 | 421,603 | 423,607 | (25,894) | (6.51%) | 432,871 | 436,766 | (13,158) | (3.11%) |
| 6110 | Longevity | 18,076 | 19,753 | 21,964 | 21,964 | 0 | 24,835 | 25,036 | (3,072) | (13.99%) | 25,237 | 25,627 | (591) | (2.36%) |
| 6127 | Cash in Lieu of Health Benefits | 2,603 | 2,580 | 2,658 | 2,658 | 957 | 0 | 0 | 2,658 | 100.00% | 0 | 0 | 0 | 0.00% |
| | Total Salaries | 414,618 | 416,267 | 429,335 | 422,335 | 290,101 | 446,438 | 448,643 | (26,308) | (6.23%) | 458,108 | 462,393 | (13,749) | (3.06%) |
| Employee Benefits - Current: | | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 58,291 | 56,692 | 49,730 | 49,730 | 38,591 | 51,943 | 52,200 | (2,470) | (4.97%) | 53,301 | 53,800 | (1,600) | (3.07%) |
| 6830 | FICA Tax Expenditure | 31,829 | 31,156 | 32,867 | 32,867 | 21,632 | 33,845 | 34,014 | (1,147) | (3.49%) | 34,573 | 34,902 | (888) | (2.61%) |
| 6835 | MTA Tax | 1,415 | 1,385 | 1,464 | 1,464 | 911 | 1,522 | 1,530 | (66) | (4.49%) | 1,562 | 1,577 | (47) | (3.07%) |
| 6840 | Worker's Compensation | 1,448 | 1,334 | 1,328 | 1,328 | 1,043 | 1,349 | 1,357 | (29) | (2.15%) | 1,386 | 1,401 | (44) | (3.26%) |
| 6860 | Medical Insurance - Active Employees | 94,236 | 92,744 | 95,064 | 95,064 | 78,141 | 139,434 | 139,434 | (44,370) | (46.67%) | 139,434 | 139,434 | 0 | 0.00% |
| 6865 | Dental & Optical | 6,900 | 7,585 | 7,860 | 7,860 | 5,538 | 8,100 | 8,100 | (240) | (3.05%) | 8,100 | 8,100 | 0 | 0.00% |

Town of Southampton

2023 Tentative Budget

G. I. S. - 1682

| Account Code | Description | 2021 Adopted Budget | 2021 Actual | 2022 Adopted Budget | 2022 Amended Budget | 2022 Dec YTD Actual | 2023 | | 2023 | | 2024 Requested Budget | 2024 Tentative Budget | 2024 | |
|--------------|--|---------------------|----------------|---------------------|---------------------|---------------------|------------------|------------------|-----------------------------------|------------------------------------|-----------------------|-----------------------|-------------------------------------|--------------------------------------|
| | | | | | | | Requested Budget | Tentative Budget | Tentative/2022 Amended Difference | Tentative/2022 Amended % of Change | | | Tentative/2023 Tentative Difference | Tentative/2023 Tentative % of Change |
| 6875 | Disability | 87 | 19 | 88 | 88 | 10 | 88 | 88 | 0 | 0.00% | 88 | 88 | 0 | 0.00% |
| | Total Employee Benefits - Current | 194,206 | 190,913 | 188,402 | 188,402 | 145,866 | 236,282 | 236,724 | (48,321) | (25.65%) | 238,445 | 239,303 | (2,579) | (1.09%) |
| | Total Employee Costs | 608,824 | 607,180 | 617,738 | 610,738 | 435,967 | 682,720 | 685,367 | (74,629) | (12.22%) | 696,552 | 701,695 | (16,328) | (2.38%) |
| | Equipment: | | | | | | | | | | | | | |
| 6202 | Software | 1,800 | 0 | 1,800 | 1,800 | 0 | 2,000 | 1,800 | 0 | 0.00% | 2,000 | 2,000 | (200) | (11.11%) |
| | Total Equipment | 1,800 | 0 | 1,800 | 1,800 | 0 | 2,000 | 1,800 | 0 | 0.00% | 2,000 | 2,000 | (200) | (11.11%) |
| | Contractual: | | | | | | | | | | | | | |
| 6401 | Contracts | 27,350 | 20,851 | 29,550 | 29,550 | 21,627 | 30,100 | 30,100 | (550) | (1.86%) | 31,050 | 31,050 | (950) | (3.16%) |
| 6411 | Printing and Stationery | 4,000 | 238 | 4,000 | 4,000 | 612 | 4,000 | 3,000 | 1,000 | 25.00% | 4,000 | 4,000 | (1,000) | (33.33%) |
| 6416 | Travel, Dues and Related | 3,000 | 0 | 3,000 | 3,000 | 0 | 3,000 | 2,500 | 500 | 16.67% | 3,000 | 2,500 | 0 | 0.00% |
| 6420 | Other | 3,600 | 3,925 | 3,700 | 3,700 | 1,979 | 4,000 | 4,000 | (300) | (8.11%) | 4,000 | 4,000 | 0 | 0.00% |
| 6423 | Small Equipment (Non-Capital) | 8,000 | 8,918 | 8,000 | 8,000 | 3,641 | 8,000 | 8,000 | 0 | 0.00% | 8,000 | 8,000 | 0 | 0.00% |
| 6425 | Office Supplies | 400 | 0 | 400 | 400 | 0 | 400 | 400 | 0 | 0.00% | 400 | 400 | 0 | (0.04%) |
| 6450 | Schools & Training | 4,000 | 0 | 4,000 | 4,000 | 750 | 4,000 | 2,000 | 2,000 | 50.00% | 4,000 | 2,000 | 0 | 0.00% |
| | Total Contractual | 50,350 | 33,932 | 52,650 | 52,650 | 28,608 | 53,500 | 50,000 | 2,650 | 5.03% | 54,450 | 51,950 | (1,950) | (3.90%) |
| | Total Expenditures | 660,974 | 641,112 | 672,188 | 665,188 | 464,575 | 738,220 | 737,167 | (71,979) | (10.82%) | 753,003 | 755,645 | (18,479) | (2.51%) |
| | Net Surplus (Deficit) | 0 | 58,265 | 0 | 0 | 125,922 | 0 | 0 | | | 0 | 0 | | |
| | Net Surplus (Deficit) | 0 | 58,265 | 0 | 0 | 125,922 | 0 | 0 | | | 0 | 0 | | |