

<b>ORG CODE</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>11700</b>		<b>TOWN CLERK</b>	
	<b>41110</b>	<b>REG FULL TIME</b>	<b>\$ 184,732</b>
	<b>41120</b>	<b>REG PART TIME</b>	<b>\$ 29,072</b>
	<b>41210</b>	<b>OT - REG</b>	<b>\$ 3,000</b>
	<b>41121</b>	<b>ELECTION WORKERS</b>	<b>\$ 6,000</b>
	<b>41130</b>	<b>TRAIN - REG</b>	
	<b>41211</b>	<b>HOL - OT</b>	
	<b>41212</b>	<b>HOL 2X OT</b>	
	<b>41213</b>	<b>HOL 3X OT</b>	
	<b>41214</b>	<b>OUTSIDE DETAILS</b>	
	<b>41215</b>	<b>ON CALL OT</b>	
	<b>41216</b>	<b>FORCE CALL IN</b>	
	<b>41217</b>	<b>ON CALLS / STRAIGHT T</b>	
	<b>41218</b>	<b>PER DIEM / STRAIGHT T</b>	
	<b>41219</b>	<b>OUTSIDE DET - STRAIGHT T</b>	
	<b>41220</b>	<b>OT - COURT</b>	
	<b>41230</b>	<b>TRAIN - OT</b>	
	<b>TOTAL WAGES</b>		<b>\$ 222,804</b>
	<b>HEALTH</b>	<b>HEALTH INSURANCE</b>	<b>\$ 26,821</b>
	<b>DENTAL</b>	<b>DENTAL INSURANCE</b>	<b>\$ 1,561</b>
	<b>FICA/MED</b>	<b>FICA/MED INSURANCE</b>	<b>\$ 18,450</b>
	<b>W COMP</b>	<b>W COMP INSURANCE</b>	<b>\$ 780</b>
	<b>457 COMP</b>	<b>457 COMP INSURANCE</b>	<b>\$ 11,084</b>
	<b>MPERS</b>	<b>MPERS INSURANCE</b>	
	<b>INS BUY OUT</b>	<b>INS BUY OUT INSURANCE</b>	<b>\$ 7,290</b>
	<b>TOTAL BENEFITS</b>		<b>\$ 65,986</b>
	<b>TOTAL WAGES &amp; BENEFITS</b>		<b>\$ 288,790</b>

**3 FULL TIME  
1 PART TIME**

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PROJECTION: 20221 TOWN OF WINDHAM - FY 22 OPERATING BUDGET

ACCOUNTS FOR:  
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2022	MANAGER
11700	TOWN CLERK					
11700	41110 - REGULAR FULL-TIME		1.00	184,731.00	184,731.00	184,731.00 *
	Annual salaries and wages for the Town Clerk and two full-time Deputy Town Clerks.					
11700	41120 - REGULAR PART-TIME		1.00	29,072.00	29,072.00	29,072.00 *
	Annual wage for one part-time Deputy Clerk position at 24 hours per week					
11700	41121 - ELECTION WORKERS		1.00	6,000.00	6,000.00	6,000.00 *
	To pay the Warden, Dep. Warden, Election Clerks and the Registrar of Voters who work on elections.					
11700	41210 - OVERTIME-REGULAR		1.00	3,000.00	3,000.00	3,000.00 *
	Overtime compensation typically to cover election time events.					
11700	43100 - GENERAL SUPPLIES & MATERIALS		1.00	3,000.00	3,000.00	3,000.00 *
	This account is for all typical office supplies and materials.					
11700	43610 - BOOKS,MAPS,PUBLICATIONS		1.00	2,500.00	2,500.00	2,500.00 *
	Restoration and binding of old birth, death, marriage books, and other town records. The goal is to restore one book a year. This line also pays for binding the yearly book of Town Council Minutes, and office manuals. I will only be doing the Minute's book from 2020 before 6/2020 as the other large book being done is coming out of the Capital acct.					

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PROJECTION: 20221 TOWN OF WINDHAM - FY 22 OPERATING BUDGET

ACCOUNTS FOR:  
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2022	MANAGER
11700	43710 - POSTAGE		1.00	2,600.00		2,600.00 *
	Mailing absentee ballots, dog notices, birth & marriage letters, and voter registration notices.					
11700	44400 - PROFESSIONAL SERVICES		1.00	6,270.00		6,270.00 *
	Programming memory sticks for elections, leasing extra voting machines, memory sticks, ballot bins when necessary, and programming for the 2 Express Voting machines for every election, and any other related election expenses.					
11700	45330 - EQUIPMENT MAINTENANCE SERVICES		1.00	900.00		900.00 *
	Maintenance and support on typewriters and voting machines.					
11700	46210 - TELEPHONE & DATA - LANDLINE		1.00	804.00		804.00 *
	Telephone service in the office. Fairpoint Data Lines. New Fairpoint Data line configuration.					
11700	46310 - ADVERTISING		1.00	5,300.00		5,300.00 *
	Legal ads in the Portland Press Herald & non-legal ads/notices in the local Windham papers for Dog notices, Election notices, Town Meeting, etc.					

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PROJECTION: 20221 TOWN OF WINDHAM - FY 22 OPERATING BUDGET

ACCOUNTS FOR:  
GENERAL FUND

	VENDOR	QUANTITY	UNIT COST	2022	MANAGER
11700 46410 - TRAVEL EXPENSES		1.00	2,500.00		2,500.00 *
Food for election workers, absentee voting mileage & meetings the Clerk & Deputies attend.					
11700 46510 - PRINTING		1.00	5,000.00		5,000.00 *
Printing ballots, voter registration cards, dog notice cards, business cards, etc.					
11700 46910 - TRAINING/CONFERENCES		1.00	1,200.00		1,200.00 *
Annual attendance for the Clerk & Deputies attending the Elections Conf. for Title 21-A, Title 30-A, Clerk's Networking Day, classes on vital records, business licensing, & auto registration classes, MTCCA Annual Mtg. & New England Clerk's Conf. Pam & Stephanie have a lot of classes they need to attend. I added \$200 to this line. I don't expect to use any money for this line before June 30, 2020.					
11700 46920 - MEMBERSHIPS		1.00	280.00		280.00 *
Memberships to CCMCA, MTCCA & NEACTC for the Clerk & 3 Deputy Clerks. The dues increased for the CCMCA.					
11700 47430 - OTHER EQUIPMENT & MACHINERY					.00
TOTAL TOWN CLERK					253,157.00
TOTAL GENERAL FUND					253,157.00
GRAND TOTAL					253,157.00

\*\* END OF REPORT - Generated by Devin Mills \*\*