

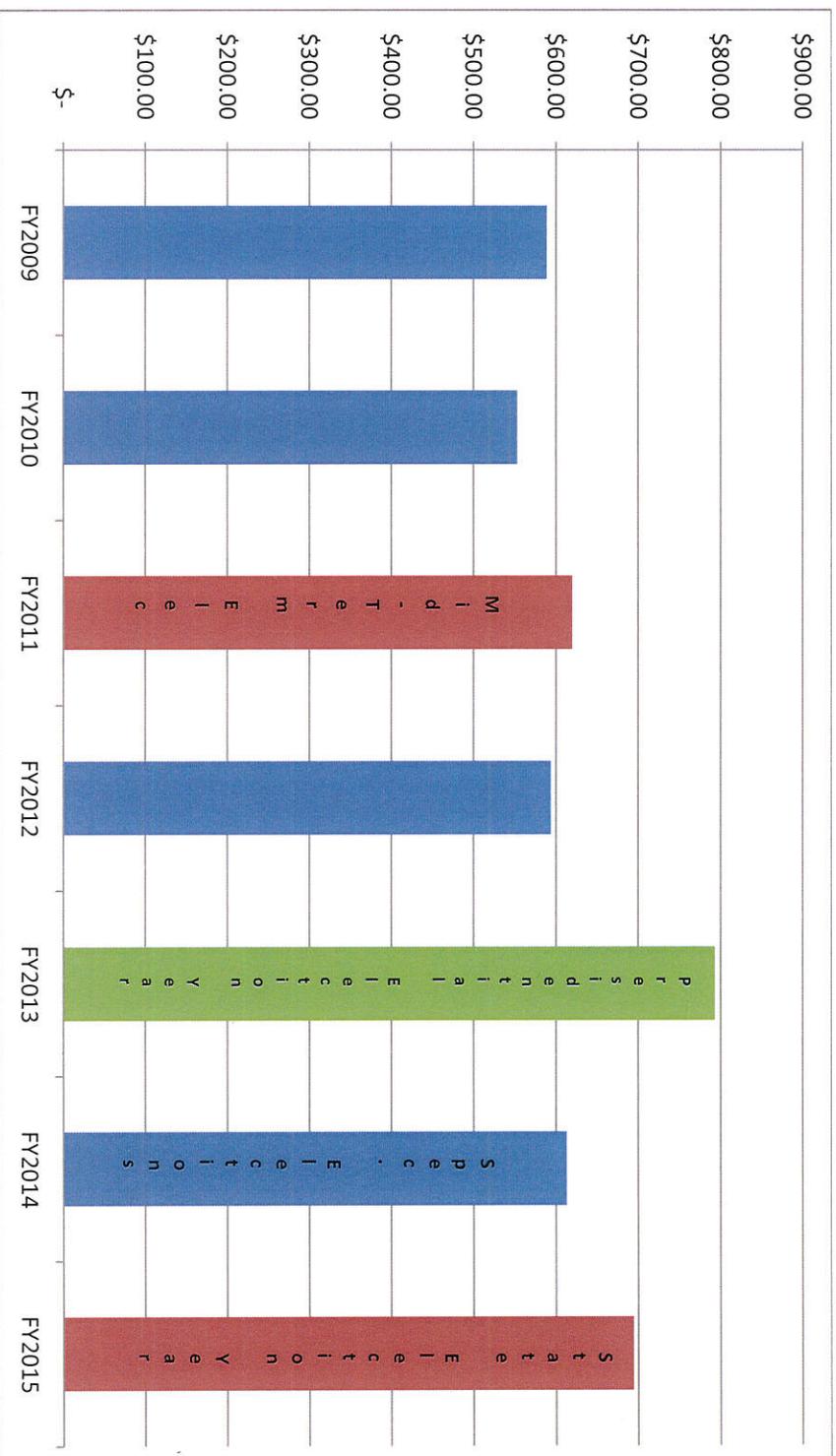
Proposed Budget and Analysis Report for FY2017

| | FY2014 | | | FY2015 | | | FY2016 | | | FY2017 | | | |
|--|------------------|------------------|----------------|------------------|------------------|---------------|------------------|------------------|--------------|------------------|-----------------|---------------|---|
| | Original Budget | Expended | % Inc | Original Budget | Expended | % Inc | Original Budget | Expended YTD | % Inc | Requested | \$ Increase | % Increase | Notes |
| Town Clerk Salaries | | | | | | | | | | | | | |
| 5109 Town Clerk | 34,628.96 | 34,628.88 | 5.90% | 36,371.92 | 36,302.24 | 5.03% | 39,020.18 | 17,803.08 | 7.28% | 40,252.46 | 1,232.28 | 3.16% | G10/S6 - 21 hrs; FY15 retrograde |
| Total Salaries | 34,628.96 | 34,628.88 | 5.90% | 36,371.92 | 36,302.24 | 5.03% | 39,020.18 | 17,803.08 | 7.28% | 40,252.46 | 1,232.28 | 10.67% | |
| Expenses | | | | | | | | | | | | | |
| 5303 Professional Development | 600.00 | 92.72 | 0.00% | 727.00 | 100.00 | 21.17% | 550.00 | 17.00 | (24.35%) | 100.00 | (450.00) | (81.82%) | Please see attached itemization of conference costs for FY17 |
| 5306 Advertising | 50.00 | - | 0.00% | 50.00 | - | 0.00% | 50.00 | - | 0.00% | 50.00 | - | 0.00% | Level-fund |
| 5309 Bookbinding | 160.00 | - | (11.11%) | 320.00 | - | 100.00% | 160.00 | - | (50.00%) | 160.00 | - | 0.00% | One binding of town records |
| 5343 Printing | 200.00 | - | 0.00% | 200.00 | 180.00 | 0.00% | 200.00 | - | 0.00% | 200.00 | - | 0.00% | Census supplies: envelopes |
| 5344 Postage | 620.00 | 612.89 | 0.00% | 650.00 | 706.51 | 4.84% | 750.00 | 79.54 | 15.38% | 916.00 | 166.00 | 22.13% | Please see attached FY17 analysis and year to year FY09-15 c hart Please see attached Election Employees Cost Chart and Voter Trend Chart. There are 3 scheduled elections in FY17, including Presidential Election Nov. |
| 5385 Election Workers | 1,800.00 | 714.25 | (17.66%) | 2,270.00 | 2,284.49 | 26.11% | 2,270.00 | - | 0.00% | 3,250.00 | 980.00 | 43.17% | 2016 |
| 5386 Registrars | 250.00 | 267.50 | 0.00% | 200.00 | 190.00 | (20.00%) | 350.00 | 90.00 | 75.00% | 350.00 | - | 0.00% | This amount will fund work of Registrars throughout the year: spring ATM, fall 0.00% STM & other duties related to petitions, nominations & registration Toner cartridge for large printer (\$77) & other supplies. This has increased due to possible extra supplies needed for a busy election year and one that includes new early voting election procedures. |
| 5420 Office Supplies | 200.00 | 383.37 | 0.00% | 200.00 | 899.21 | 0.00% | 200.00 | 52.35 | 0.00% | 235.00 | 35.00 | 17.50% | |
| 5582 Computer Supplies | 295.00 | 76.87 | 0.00% | 800.00 | - | 171.19% | 295.00 | - | (63.13%) | 2,295.00 | 2,000.00 | 677.97% | NEW Laptop=500, Tech set-up for new laptops=500, Yearly Comp Supplies=295 |
| 5589 Other Supplies | 125.00 | 16.47 | 0.00% | 250.00 | - | 100.00% | 250.00 | - | 0.00% | 250.00 | - | 0.00% | Supplies for elections: pens, pencils, refreshments |
| 592- Dog License Supplies | - | 159.36 | #DIV/0! | - | 160.84 | #DIV/0! | 180.00 | 38.13 | 0.00% | 180.00 | - | 0.00% | Cost of Dog License supplies was \$175.30 in FY15 |
| 5710 In-Store Travel | 250.00 | 77.00 | 0.00% | 95.00 | 77.50 | (62.00%) | 95.00 | - | 0.00% | 890.00 | 795.00 | 836.84% | Please see attached itemization of conference costs for FY17 |
| 5730 Dues and Memberships | 185.00 | 355.00 | 0.00% | 215.00 | 65.00 | 16.22% | 215.00 | 220.00 | 0.00% | 220.00 | 5.00 | 2.33% | MTCAN/EATC/Call Town Clerks Assoc. (\$45) IMWC (\$15) |
| 5741 Bonding | 110.00 | 100.00 | 0.00% | 100.00 | 100.00 | (9.09%) | 100.00 | - | 0.00% | 100.00 | - | 0.00% | Level-fund |
| 5870 Replacement Equipment | 100.00 | - | 0.00% | 100.00 | - | 0.00% | 512.00 | - | 412.00% | 500.00 | (12.00) | (2.34%) | Repair of Ballot box & Town Meeting Secret Ballot Box |
| Total Expenses | 4,945.00 | 2,855.43 | (7.59%) | 6,177.00 | 4,763.55 | 24.91% | 6,177.00 | 497.02 | 0.00% | 9,694.00 | 3,519.00 | 56.97% | |
| Total Department Salaries & Expen | 39,573.96 | 37,484.31 | 4.00% | 42,548.92 | 41,065.79 | 7.52% | 45,197.18 | 18,300.10 | 6.22% | 49,948.46 | 4,751.28 | 10.51% | |
| (Over)/Under Expended | | 2,089.65 | | | 1,483.13 | | | 26,897.08 | | | | | |
| Revenue | | | | | | | | | | | | | |
| 4280 Sale of Voter List-Street List | - | 120.00 | 77.91% | - | 146.00 | 21.67% | - | 5.00 | (141.00) | 583.66 | 583.66 | | Medicare |
| 4374 Town Clerk Certificats | - | - | (100.00%) | - | - | #DIV/0! | - | 57.00 | 57.00 | 36.23 | 36.23 | | Workers Compensation |
| 4376 Certified Copies | - | 579.00 | 332.09% | - | 480.99 | (16.93%) | - | 12.00 | (468.99) | 80.50 | 80.50 | | Unemployment Insurance |
| 4428 Marriage Intentions | - | 390.00 | 27.04% | - | 270.00 | (30.77%) | - | 180.00 | (90.00) | 6,569.56 | 6,569.56 | | % of County Retirement |
| 4439 Town Clerks Fees | - | 242.75 | (41.51%) | - | 24.50 | (89.91%) | - | 49.00 | 24.50 | 17,757.00 | 17,757.00 | | Health Insurance |
| 4448 Fuel Tank License | - | - | #DIV/0! | - | 5.00 | #DIV/0! | - | - | (5.00) | 25,026.95 | 25,026.95 | | (1 family) |
| 4450 DBA License | - | 260.00 | 52.94% | - | 240.00 | (7.69%) | - | 20.00 | (220.00) | | | | |
| 4771 Citations | - | 50.00 | #DIV/0! | - | 100.00 | 100.00% | - | 92.50 | (7.50) | | | | |
| Total Revenue | | 1,591.75 | | | 1,166.49 | | | 323.00 | | | | | |

| | MA Town Clerks Association Conference-Winter | MA Town Clerks Association Conference-Summer |
|-------------------------------|---|---|
| Steamship Round Trip Ticket | \$ 104.00 | \$ 154.00 |
| Mileage Cost (.54 cents/mile) | \$ 145.80 | \$ 33.00 |
| Meals | \$ 90.00 | NA |
| Hotel Room | \$ 119.00 | \$ 244.00 |
| Conference Fee | \$ 50.00 | \$ 50.00 |
| | | |
| TOTAL Costs Per Conference | \$ 508.80 | \$ 481.00 |
| | | |
| | | |
| TOTAL YR COST | | \$ 989.80 |

Town Clerk Postage Expenditure Analysis FY2009-FY2015

| | |
|--------|-----------|
| FY2003 | \$ 382.00 |
| FY2004 | \$ 257.00 |
| FY2005 | \$ 109.00 |
| FY2006 | |
| FY2007 | \$ 359.00 |
| FY2008 | |
| FY2009 | \$ 589.00 |
| FY2010 | \$ 553.00 |
| FY2011 | \$ 620.00 |
| FY2012 | \$ 594.00 |
| FY2013 | \$ 793.00 |
| FY2014 | \$ 613.00 |
| FY2015 | \$ 694.00 |
| FY2016 | \$96.68* |

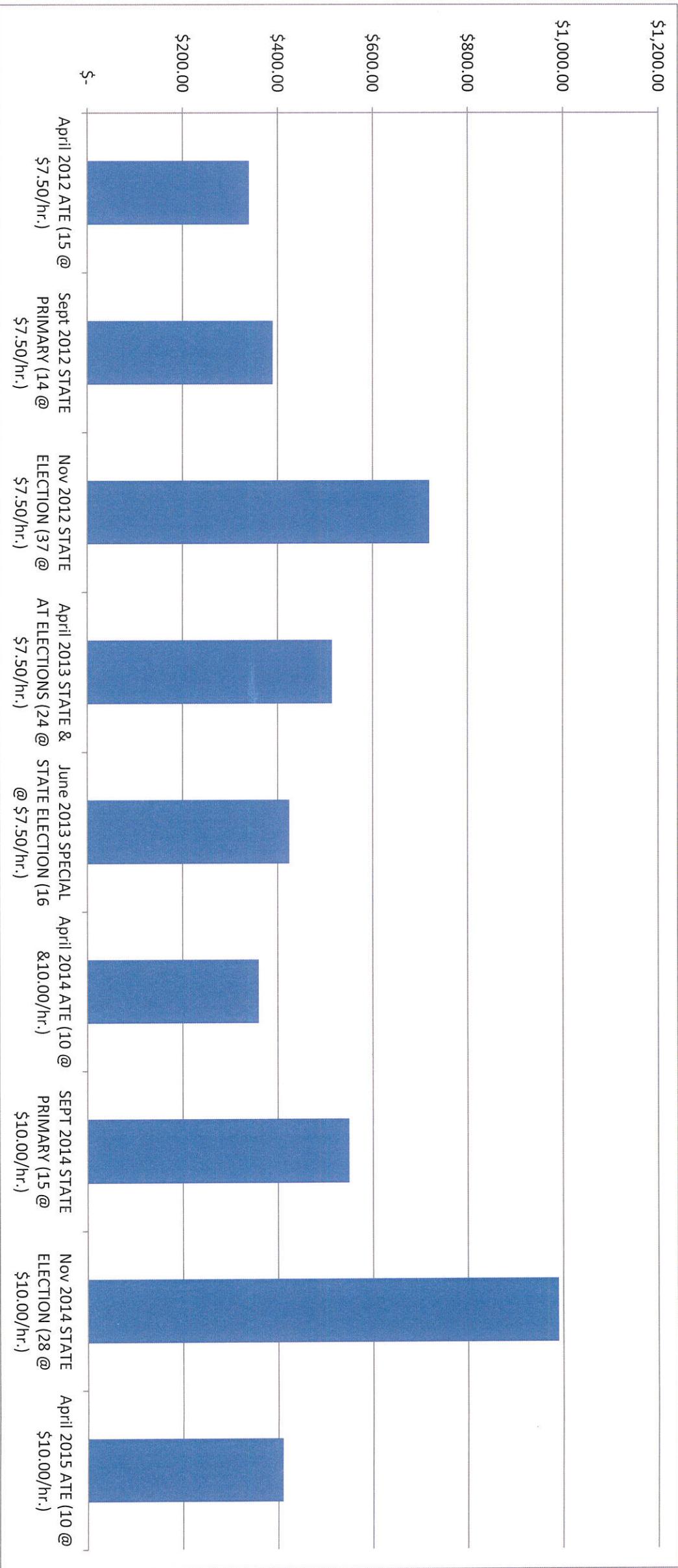


*up to 12/28/2015

FY17 TOWN CLERK DEPT. POSTAGE EXPENDITURE ANALYSIS

| Postage Expenditure Category | Postage Estimate | Notes |
|---|------------------|---|
| Winter 2017 Census Mailing | \$ 333.00 | This amount is based on the current postage rate of .485 cents per piece mailing a total of 646 census envelopes and allowing for some extra cost due to overseas mailings and any re-mailing due to error. |
| Spring 2017 2nd Census Mailing | \$ 73.00 | Postage rate of .485 cents per piece mailing approximately 150 2nd notice census envelopes. |
| Fall 2016 & Spring 2017 Absentee Ballots and other absentee mailings as needed | \$ 275.00 | <p>There are three elections already scheduled during FY17: State Primary in Sept. 2016, State Election in Nov. 2016 and the ATE in April 2017. The State Primary and Election will draw a higher number of voter turnout due to it being a presidential election year. The average number of abs. ballots requested for state elections since 2008 is 154. The average for primaries is 26. The average for ATEs over the same 6 year period is 21 requested. However, in active years the number requested for any of these elections is higher. Prior to the last presidential election, in 2012, 217 abs. ballots were requested. In the 2010 ATE where there was a race for the Board of Selectmen's office, 57 absentee ballots were requested. Early voting for the 2016 November election may alleviate some of the need for abs. mailing but I do not have any information yet to confirm this. Early voting will only occur during the 11 days prior to the election. Last, there is always the possibility of special elections in any given year. Three special elections have been called during my 6 years as Town Clerk.</p> |
| Summer Confirmation Card Mailing (Voter List) | \$ 75.00 | The Town Clerk is required to notify all nonrespondents to the yearly census using the format of a confirmation card. In 2014, the cost was \$72.08. In 2015, the cost was \$55.22. I have budgeted for the larger amount of the last two years to be safe. It is difficult to estimate how many Chilmarkers will not respond to the census mailings in any given year. |
| Acknowledgment Notices & Notices of Removal (Voter Registration) & other election related mailings | \$ 85.00 | The average number of acknowledgement notices and final notices of removal in a year is 110. In busy election years the number is approximately 150. |
| Other Mailings: including DBA license renewals, certified copies, bylaw mailings, Vitals | \$ 75.00 | These mailings occur approximately 3-5 times per week |
| TOTAL POSTAGE COSTS | \$ 916.00 | |

ELECTION EMPLOYEE COSTS FY12-FY15



CHILMARK VOTING TREND CHART 2008-2015

