

TOWN CLERK BUDGET 2019-2020				
EXPENSES				
ACCT #	DESCRIPTION	2019-2020 BUDGET	2020-2021 BUDGET	EXPLANATORY NOTES
6003.01	Town Clerk Salary	25,491	26,000	
6003.02	Town Clerk Land Records-Indexing	8,400	8,400	
	audit	200	200	
	mapping	100	100	
	repair/rebind	1,000	1,000	
	storage	275	275	
6003.03	Town Clerk Assistant	2,000	2,500	additional resources needed (training & coverage)
6003.05	Town Clerk Mailing Costs	400	400	
6003.06	Town Clerk Mileage	350	450	additional mileage anticipated for training & conferences
6003.07	Town Clerk Professional Expenses	200	200	
6003.08	Town Clerk Conference/Education	1,150	1,150	
6003.09	Town Clerk Vital Statistics	50	50	
6003.10	Legal Notices	5,000	5,000	includes other departments
6003.11	Supplies	5,000	5,000	includes other departments
N/A	Records Management Projects **	4,500	5,500	off-set by State Grant/State funds allocated for 2021
	TOTALS	54,116	55,625	
REVENUE				
	State Preservation Grant	4,500	5,500	State grant amount allocated for 2020 grants
	Recording fees *	8,000	8,000	
	Conveyance Tax/Open Space Penalty *	10,000	10,000	
	Photocopies	2,000	2,000	
	Historic Preservation surcharge	500	500	held in a Cap/Non-Recurring fund
	PA05-228 surcharge	550	550	held in a Cap/Non-Recurring fund
	Marriage Licence Income	N/A	1,500	anticipated new income based on Stonehurst
	Miscellaneous Income	1,500	1,200	reflects removal of prior year marriage lic. Income
	Dog Licensing	250	250	
	TOTALS	27,300	29,500	
* Revenues for Recording Fees and Conveyance Tax are real estate transaction driven - amounts are estimates. Land transfers in 2018-2019 resulted in Conveyance Tax/Open Space Penalty revenue of \$19,252 (an increase of the previous fiscal year). Recording fee revenue was \$8,059.				
** Projects of interest in 2020-2021 for Historical grant funds include:				
				- Extending land records data into electronic database prior to 5/8/1978
				- Working with Sexton to upgrade & improve records retention system at Town Hall
FIVE-YEAR PROJECTIONS				
ACCT#	Town Clerk Land Records-Indexing			No cost increase anticipated. Service provider has offered upgrade to hardware and software included with 5-year agreement
6003.02	Equipment			Replace PC \$1000
				additional map storage \$2,000 (grant dollar can be used)