



TOWN OF GREAT BARRINGTON  
FY22 BUDGET REPORT - THRU 11/30/21

12/09/2021 12:45  
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FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
060 WASTEWATER TREATMENT							
60442 WASTEWATER TREATMENT							
60442 51133 SUPERINTENDENT	89,050.00	89,050.00	32,444.85	6,689.66	.00	56,605.15	36.4%
60442 51134 MECHANIC	61,955.00	61,955.00	13,356.07	4,509.84	.00	48,598.93	21.6%
60442 51136 LABORERS	52,120.00	52,120.00	16,323.84	3,144.96	.00	35,796.16	31.3%
60442 51137 LABORERS/DRIVERS	53,895.00	53,895.00	34,264.70	5,215.60	.00	19,630.30	63.6%
60442 51139 EQUIPMENT OPERATOR	59,865.00	59,865.00	23,180.23	4,587.20	.00	36,684.77	38.7%
60442 51140 PLANT OPERATOR	67,300.00	67,300.00	22,851.07	5,156.80	.00	44,448.93	34.0%
60442 51141 ASST PLANT OPERATOR	63,300.00	63,300.00	23,406.75	4,848.00	.00	39,893.25	37.0%
60442 51200 CLERICAL	19,555.00	19,555.00	2,366.91	624.24	.00	17,188.09	12.1%
60442 51300 OVERTIME	32,260.00	32,260.00	13,096.62	1,968.92	.00	19,163.38	40.6%
60442 51400 POLICE DETAILS	2,000.00	2,000.00	.00	.00	.00	2,000.00	0%
60442 51420 LONGEVITY PAY	2,150.00	2,150.00	2,150.00	2,150.00	.00	.00	100.0%
60442 52110 ELECTRICITY	180,300.00	180,300.00	49,809.56	16,188.76	80,190.44	50,300.00	72.1%
60442 52120 GAS/OIL	29,000.00	29,000.00	150.81	.00	14,849.19	14,000.00	51.7%
60442 52310 WATER	5,500.00	5,500.00	1,244.53	.00	755.47	3,500.00	36.4%
60442 52400 REPAIRS & MAINTENANCE	95,000.00	93,000.00	11,147.14	2,318.93	21,920.43	59,932.43	35.6%
60442 52740 UNIFORMS RENTAL	4,200.00	4,200.00	1,907.78	500.77	2,092.22	200.00	95.2%
60442 52800 CONTRACTED HAULING	214,000.00	214,000.00	51,104.54	12,004.82	88,895.46	74,000.00	65.4%
60442 52801 CONTRACTED SERVICES	21,000.00	21,000.00	7,455.87	1,495.50	8,990.00	4,554.13	78.3%
60442 52900 COLLECTION SYSTEM	53,000.00	53,000.00	8,954.44	1,221.88	11,560.94	32,484.62	38.7%
60442 53050 ENGINEERING/ARCHITECTU	11,000.00	11,000.00	.00	.00	.00	11,000.00	0%
60442 53410 TELEPHONE	3,700.00	3,700.00	897.95	141.88	1,049.80	1,752.25	52.6%
60442 53430 POSTAGE	4,000.00	4,000.00	.00	.00	.00	4,000.00	0%
60442 54200 OFFICE SUPPLIES	2,600.00	2,600.00	292.04	68.97	.00	2,307.96	11.2%
60442 54800 VEHICULAR SUPPLIES	4,500.00	4,500.00	3,462.76	2,558.74	.00	1,037.24	77.0%
60442 54810 GASOLINE	5,600.00	5,600.00	2,325.84	535.23	3,274.16	100.0%	100.0%
60442 55840 SAFETY EQUIPMENT	102,000.00	102,000.00	26,303.18	3,648.90	12,461.21	63,235.61	38.0%
60442 57100 TRAVEL/TRAINING	4,000.00	6,000.00	2,464.18	872.51	3,272.75	263.07	95.6%
60442 57400 GENERAL INSURANCE	4,000.00	4,000.00	392.00	192.00	18.00	3,590.00	10.3%
60442 57401 WORKERS COMP INS	37,500.00	37,500.00	37,443.00	.00	.00	57.00	99.8%
60442 57402 HEALTH/LIFE INS	17,500.00	17,500.00	10,547.00	.00	.00	6,953.00	60.3%
60442 57403 SS/MEDICARE	161,300.00	161,300.00	165.00	.00	.00	161,135.00	0%
60442 57404 RETIREMENT	7,140.00	7,140.00	165.00	.00	.00	7,140.00	0%
60442 57406 UNFUNDED EE BENEFITS	91,410.00	91,410.00	45,704.36	.00	.00	45,705.64	50.0%
60442 57407 TRANSFER TO GENERAL FU	5,100.00	5,100.00	.00	.00	.00	5,100.00	0%
60442 59100 LONG TERM PRINCIPAL	183,600.00	183,600.00	.00	.00	.00	183,600.00	0%
60442 59120 LONG TERM INTEREST	463,604.00	463,604.00	.00	.00	.00	463,604.00	0%
60442 59120 LONG TERM INTEREST	169,996.00	169,996.00	76,533.92	.00	.00	93,462.08	45.0%

FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
60442 59130 SHORT TERM INTEREST	20,000.00	20,000.00	2,678.60	2,678.60	.00	17,321.40	13.4%
60442 59150 DEBT ISSUANCE COSTS	10,500.00	10,500.00	.00	.00	.00	10,500.00	.0%
TOTAL WASTEWATER TREATMENT	2,414,500.00	2,414,500.00	524,425.54	83,322.71	249,330.07	1,640,744.39	32.0%
TOTAL WASTEWATER TREATMENT	2,414,500.00	2,414,500.00	524,425.54	83,322.71	249,330.07	1,640,744.39	32.0%
TOTAL EXPENSES	2,414,500.00	2,414,500.00	524,425.54	83,322.71	249,330.07	1,640,744.39	
GRAND TOTAL	2,414,500.00	2,414,500.00	524,425.54	83,322.71	249,330.07	1,640,744.39	32.0%

\*\* END OF REPORT - Generated by Susan Carmel \*\*



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FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
01122 SELECTBOARD/TOWN MANAGER							
01122 51105 SELECTBOARD	23,500.00	23,500.00	7,833.25	1,958.30	.00	15,666.75	33.3%
01122 51108 TOWN MANAGER	124,850.00	124,850.00	46,399.45	9,566.90	.00	78,450.55	37.2%
01122 51113 ADMINISTRATION	106,470.00	106,470.00	39,424.40	8,128.74	.00	67,045.60	37.0%
01122 51114 COMMITTEE CLERKS	6,000.00	6,000.00	1,038.50	738.00	.00	4,961.50	17.3%
01122 51200 INTERN	1,500.00	1,500.00	737.50	.00	.00	762.50	49.2%
01122 51420 LONGEVITY PAY	500.00	500.00	500.00	.00	.00	.00	100.0%
01122 52000 CONTRACTED SERVICES	48,000.00	48,000.00	14,664.00	1,666.00	13,336.00	20,000.00	58.3%
01122 52300 PUBLICATIONS	2,500.00	2,500.00	.00	.00	1,500.00	1,000.00	60.0%
01122 53020 LEGAL FEES	90,000.00	90,000.00	18,879.83	5,208.75	66,445.17	4,675.00	94.8%
01122 53450 ADVERTISING	15,000.00	15,000.00	4,284.60	1,067.20	.00	10,715.40	28.6%
01122 54200 OFFICE SUPPLIES	3,000.00	3,000.00	2,918.46	153.37	.00	81.54	97.3%
01122 54230 PAPER SUPPLY	2,500.00	2,500.00	310.15	.00	2,189.85	9,500.00	100.0%
01122 57100 TRAVEL/TRAINING	10,000.00	10,000.00	.00	.00	500.00	1,267.29	74.7%
01122 57300 DUES & MEMBERSHIPS	5,000.00	5,000.00	3,732.71	.00	.00	.00	
TOTAL SELECTBOARD/TOWN MANAGER	438,820.00	438,820.00	140,722.85	28,987.26	83,971.02	214,126.13	51.2%
01131 FINANCE COMMITTEE							
01131 51900 CONTINGENCY	60,000.00	38,325.00	.00	.00	.00	38,325.00	.0%
01131 57100 TRAVEL/TRAINING	100.00	100.00	.00	.00	.00	100.00	.0%
01131 57300 DUES & MEMBERSHIPS	200.00	200.00	180.00	.00	.00	20.00	90.0%
01131 57800 RESERVE FUND	100,000.00	100,000.00	.00	.00	.00	100,000.00	.0%
TOTAL FINANCE COMMITTEE	160,300.00	138,625.00	180.00	.00	.00	138,445.00	.1%
01135 TOWN ACCOUNTANT							
01135 51107 TOWN ACCOUNTANT	109,245.00	109,245.00	40,599.55	8,371.04	.00	68,645.45	37.2%
01135 51113 FINANCIAL CLERK	10,250.00	10,250.00	201.96	.00	.00	10,048.04	2.0%
01135 51114 A/P CLERK	5,200.00	5,200.00	1,151.90	.00	.00	4,048.10	22.2%
01135 53010 AUDIT/ACCTG SERVICES	26,000.00	26,000.00	23,000.00	.00	-23,000.00	26,000.00	.0%
01135 53070 CONSULTANTS (OTHER)	1,500.00	1,500.00	500.00	.00	.00	1,000.00	33.3%

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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01135 57100 TRAVEL/TRAINING	1,500.00	1,500.00	.00	.00	.00	1,500.00	.0%
01135 57300 DUES & MEMBERSHIPS	150.00	150.00	80.00	.00	.00	70.00	53.3%
TOTAL TOWN ACCOUNTANT	153,845.00	153,845.00	65,533.41	8,371.04	-23,000.00	111,311.59	27.6%
<b>01136 TECHNOLOGY</b>							
01136 51107 IT COORDINATOR	6,000.00	6,000.00	2,222.27	459.78	.00	3,777.73	37.0%
01136 52400 REPRS & MAINTNCE	20,000.00	18,573.08	10,480.68	702.07	5,679.00	2,413.40	87.0%
01136 52700 CONTRACTED SERVICES	25,000.00	27,500.00	22,500.00	.00	5,000.00	.00	100.0%
01136 53000 SOFTWARE LICENSES	140,000.00	134,388.00	116,149.04	4,069.00	7,957.00	10,281.96	92.3%
01136 53030 DATA SERVICES	24,000.00	26,992.00	11,287.28	1,961.70	15,704.72	.00	100.0%
01136 53400 TELEPHONE	20,000.00	21,546.92	13,610.35	1,348.05	7,816.57	120.00	99.4%
TOTAL TECHNOLOGY	235,000.00	235,000.00	176,249.62	8,540.60	42,157.29	16,593.09	92.9%
<b>01141 ASSESSORS</b>							
01141 51106 PRINCIPAL ASSESSOR	86,700.00	86,700.00	32,221.76	6,643.66	.00	54,478.24	37.2%
01141 51109 BOARD OF ASSESSORS	1,200.00	1,200.00	.00	.00	.00	1,200.00	.0%
01141 51113 ADMIN ASSESSOR	57,355.00	57,355.00	21,314.78	4,394.80	.00	36,040.22	37.2%
01141 51420 LONGEVITY PAY	750.00	750.00	750.00	750.00	.00	.00	100.0%
01141 53010 CONTRACTED SERVICES	25,000.00	25,000.00	22,190.00	4,450.00	-5,500.00	8,310.00	66.8%
01141 54200 OFFICE SUPPLIES	2,000.00	2,000.00	1,292.92	794.56	.00	707.08	64.6%
01141 57100 TRAVEL/TRAINING	3,000.00	3,000.00	73.40	.00	-28.28	2,954.88	1.5%
01141 57300 DUES & MEMBERSHIPS	500.00	500.00	122.50	.00	.00	377.50	24.5%
01141 57800 RESERVE FUND TRANSFER	.00	.00	29,431.25	13,432.25	-16,244.18	-13,187.07	100.0%
TOTAL ASSESSORS	176,505.00	176,505.00	107,396.61	30,465.27	-21,772.46	90,880.85	48.5%
<b>01146 COLLECTOR/TREASURER</b>							
01146 51106 COLLECTOR/TREASURER	82,282.00	82,282.00	28,245.25	5,823.76	.00	54,036.75	34.3%
01146 51107 ASST COLLECTOR	51,115.00	51,115.00	18,608.69	3,916.86	.00	32,506.31	36.4%
01146 51113 FINANCIAL CLERK	30,750.00	30,750.00	1,153.74	431.03	.00	29,596.26	3.8%
01146 51114 PRKING CLRK STIPEND	1,200.00	1,200.00	352.48	88.12	.00	847.52	29.4%
01146 51300 OVERTIME	1,000.00	1,000.00	500.15	.00	.00	499.85	50.0%
01146 51420 LONGEVITY PAY	200.00	200.00	.00	.00	.00	200.00	.0%



FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01146 53000 TX TITLE LITIGATION	10,000.00	10,000.00	2,548.80	.00	7,451.20	.00	100.0%
01146 53010 CONTRACTUAL SERVICES	19,000.00	19,000.00	1,335.00	.00	.00	17,665.00	7.0%
01146 53430 POSTAGE	12,000.00	12,000.00	10,416.75	.00	.00	1,583.25	86.8%
01146 53800 FINANCIAL SERVICES	1,500.00	1,500.00	.00	.00	.00	1,500.00	.0%
01146 54200 OFFICE SUPPLIES	7,000.00	7,000.00	491.37	.00	-450.59	6,959.22	.6%
01146 54202 OFFICE EQUIPMENT	5,800.00	5,800.00	585.00	.00	.00	5,215.00	10.1%
01146 57100 TRAVEL/TRAINING	2,500.00	2,500.00	351.39	.00	.00	2,148.61	14.1%
01146 57300 DUES & MEMBERSHIPS	200.00	200.00	50.00	.00	.00	150.00	25.0%
TOTAL COLLECTOR/TREASURER	224,547.00	224,547.00	64,638.62	10,259.77	7,000.61	152,907.77	31.9%
01161 TOWN CLERK/ELECTIONS							
01161 51106 TOWN CLERK	62,424.00	62,424.00	23,199.65	4,783.43	.00	39,224.35	37.2%
01161 51108 ELECTION WORKERS	2,500.00	2,500.00	.00	.00	.00	2,500.00	.0%
01161 51109 REGISTRAR	2,112.00	2,112.00	704.00	176.00	.00	1,408.00	33.3%
01161 51113 ASST TOWN CLERK	34,215.00	34,215.00	12,717.69	2,622.20	.00	21,497.31	37.2%
01161 51420 LONGEVITY PAY	300.00	300.00	300.00	300.00	.00	.00	100.0%
01161 52450 R/M EQUIP	2,700.00	2,700.00	2,500.00	.00	.00	200.00	92.6%
01161 52470 PUBLICATIONS	7,200.00	7,200.00	1,195.00	.00	6,005.00	.00	100.0%
01161 52700 RECORD PRESERVATION	3,600.00	3,600.00	261.00	261.00	3,300.00	39.00	98.9%
01161 54200 OFFICE SUPPLIES	3,500.00	3,500.00	709.07	600.63	2,362.93	428.00	87.8%
01161 55300 ELECTIONS	3,300.00	3,300.00	.00	.00	2,400.00	900.00	72.7%
01161 55800 OTHER SUPPLIES	2,950.00	2,950.00	591.95	380.99	400.00	1,958.05	33.6%
01161 57100 TRAVEL/TRAINING	4,500.00	4,500.00	820.71	210.00	2,000.00	1,679.29	62.7%
01161 57300 DUES & MEMBERSHIPS	500.00	500.00	110.00	.00	.00	390.00	22.0%
TOTAL TOWN CLERK/ELECTIONS	129,801.00	129,801.00	43,109.07	9,334.25	16,467.93	70,224.00	45.9%
01171 CONSERVATION							
01171 51112 CONSERVATION AGENT	24,772.00	24,772.00	9,099.09	1,890.72	.00	15,672.91	36.7%
01171 51113 BOARD CLERK	800.00	800.00	27.00	.00	.00	773.00	3.4%
01171 51420 LONGEVITY PAY	200.00	200.00	200.00	200.00	.00	.00	100.0%
01171 52470 LAND MAINT/TRAIL CREAT	5,000.00	5,000.00	.00	.00	5,000.00	.00	100.0%
01171 54200 OFFICE SUPPLIES	700.00	700.00	.00	.00	.00	700.00	.0%
01171 57300 DUES & MEMBERSHIPS	375.00	375.00	263.00	.00	.00	112.00	70.1%
TOTAL CONSERVATION	31,847.00	31,847.00	9,589.09	2,090.72	5,000.00	17,257.91	45.8%
01175 PLANNING BOARD							
01175 51113 PLANNING BD CLERK	5,100.00	5,100.00	1,767.00	372.00	.00	3,333.00	34.6%

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01175 53100 TRAINING	100.00	100.00	.00	.00	.00	100.00	.0%
01175 54200 OFFICE SUPPLIES	100.00	100.00	.00	.00	.00	100.00	.0%
01175 57300 DUES/SUBSCRIPTIONS	50.00	50.00	.00	.00	.00	50.00	.0%
TOTAL PLANNING BOARD	5,350.00	5,350.00	1,767.00	372.00	.00	3,583.00	33.0%
01176 ZONING BOARD OF APPEALS							
01176 51113 ZBA CLERK	1,000.00	1,000.00	.00	.00	.00	1,000.00	.0%
01176 53100 TRAINING	100.00	100.00	40.00	40.00	.00	60.00	40.0%
01176 54200 OFFICE SUPPLIES	100.00	100.00	.00	.00	.00	100.00	.0%
01176 55860 SUBSCRIPTIONS	100.00	100.00	.00	.00	.00	100.00	.0%
TOTAL ZONING BOARD OF APPEALS	1,300.00	1,300.00	40.00	40.00	.00	1,260.00	3.1%
01177 PLANNING/COMMUNITY DEVELOPMENT							
01177 51107 ASST TWN MGR/PLNRR	104,040.00	106,515.00	39,244.03	8,203.48	.00	67,270.97	36.8%
01177 51112 STIPEND-AFF HOUSING	2,000.00	2,000.00	737.27	153.20	.00	1,262.73	36.9%
01177 51420 LONGEVITY PAY	300.00	300.00	300.00	300.00	.00	.00	100.0%
01177 54200 OFFICE SUPPLIES	500.00	500.00	.00	.00	.00	500.00	.0%
01177 56410 BERK REG PLAN COMM	2,000.00	2,000.00	.00	.00	2,000.00	.00	100.0%
01177 56411 ECON DEVELOPMENT	27,500.00	27,500.00	7,733.73	500.00	17,766.27	2,000.00	92.7%
01177 57100 TRAVEL/TRAINING	2,000.00	2,000.00	989.14	.00	.00	1,010.86	49.5%
01177 57300 DUES & MEMBERSHIPS	570.00	570.00	.00	.00	.00	570.00	.0%
TOTAL PLANNING/COMMUNITY DEVEL	138,910.00	141,385.00	49,004.17	9,156.68	19,766.27	72,614.56	48.6%
01192 PUBLIC BUILDINGS							
01192 51106 CREW LEADER	55,470.00	55,470.00	20,610.56	4,249.60	.00	34,859.44	37.2%
01192 51115 HCC CUSTODIAN	7,500.00	7,500.00	2,500.00	625.00	.00	5,000.00	33.3%
01192 51135 WORKING FOREMAN	63,285.00	63,285.00	25,010.48	5,156.80	.00	38,274.52	39.5%
01192 51137 LABORER/OPERATOR	212,635.00	212,635.00	74,452.68	16,301.74	.00	138,182.32	35.0%
01192 51301 OVERTIME	12,000.00	12,000.00	4,155.75	555.99	.00	7,844.25	34.6%
01192 51420 LONGEVITY PAY	200.00	200.00	200.00	200.00	.00	.00	100.0%
01192 52110 ELECTRICITY	115,000.00	115,000.00	47,065.51	9,095.24	52,934.49	15,000.00	87.0%
01192 52120 GAS/OIL	75,000.00	75,000.00	5,598.24	4,590.59	56,401.76	13,000.00	82.7%



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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01292 53000 PROFESSIONAL SERVICES	500.00	500.00	.00	.00	.00	500.00	.0%
01292 55800 OTHER SUPPLIES	200.00	200.00	.00	.00	.00	200.00	.0%
01292 57100 TRAVEL/TRAINING	500.00	500.00	.00	.00	.00	500.00	.0%
TOTAL ANIMAL CONTROL OFFICER	12,200.00	12,200.00	4,214.60	842.92	.00	7,985.40	34.5%
01300 EDUCATION							
01300 53210 BHRSD ASSESSMENT	18,432,398.00	18,432,398.00	.00	.00	.00	18,432,398.00	.0%
TOTAL EDUCATION	18,432,398.00	18,432,398.00	.00	.00	.00	18,432,398.00	.0%
01422 DPW-HIGHWAY							
01422 51110 DPW SUPERINTENDENT	96,135.00	96,135.00	35,027.78	7,222.23	.00	61,107.22	36.4%
01422 51113 ADMINISTRATIVE ASST	42,350.00	42,350.00	15,359.03	2,864.94	.00	26,990.97	36.3%
01422 51115 TREE WARDEN	7,500.00	7,500.00	2,500.00	625.00	.00	5,000.00	33.3%
01422 51120 HGHWY SUPERINTENDNT	85,420.00	85,420.00	31,653.24	6,526.44	.00	53,766.76	37.1%
01422 51134 MECHANIC	63,190.00	63,190.00	23,023.92	4,747.20	.00	40,166.08	36.4%
01422 51135 WORKING FOREMAN	68,645.00	68,645.00	25,010.48	5,156.80	.00	43,634.52	36.4%
01422 51136 LABORER/DRIVER	164,910.00	164,910.00	60,085.68	12,388.80	.00	104,824.32	36.4%
01422 51138 RECYCLING CTR STAFF	16,500.00	16,500.00	6,986.74	1,622.44	.00	9,513.26	42.3%
01422 51139 EQUIPMENT OPERATORS	184,780.00	184,780.00	67,325.76	13,881.60	.00	117,454.24	36.4%
01422 51300 SNOW & ICE OVERTIME	70,108.00	70,108.00	.00	.00	.00	70,108.00	.0%
01422 51301 OVERTIME	15,000.00	15,000.00	9,946.53	1,604.61	.00	5,053.47	66.3%
01422 51400 POLICE DETAILS	7,500.00	7,500.00	.00	.00	.00	7,500.00	.0%
01422 51420 LONGEVITY PAY	4,250.00	4,250.00	3,950.00	3,950.00	.00	300.00	92.9%
01422 52110 STREET LIGHTS	125,000.00	125,000.00	40,355.94	2,895.96	.00	75,000.00	40.0%
01422 52115 SEWER/WATER	1,000.00	1,000.00	493.88	53.80	9,644.06	75,000.00	100.0%
01422 52120 GAS	8,000.00	8,000.00	71.05	18.80	5,506.12	.00	100.0%
01422 52450 EQUIP MAINT/REPRS	95,000.00	95,000.00	15,725.66	7,891.76	5,928.95	2,000.00	75.0%
01422 52490 STREET MAINT/REPAIRS	125,000.00	125,000.00	36,740.87	2,081.31	32,204.14	47,070.20	50.5%
01422 52700 CONTRACTED SERVICES	55,000.00	55,000.00	12,589.82	10,180.22	46,458.18	41,800.95	66.6%
01422 52701 TRASH HAULING	65,000.00	65,000.00	14,726.57	3,648.68	19,090.18	23,320.00	57.6%
01422 52702 HAZ WASTE CLLCTN	6,000.00	6,000.00	5,954.00	.00	43,727.80	6,545.63	89.9%
01422 52740 CLOTHING & UNIFORMS	25,000.00	25,000.00	5,680.28	2,122.85	13,319.72	6,000.00	100.0%
01422 53050 LANDFILL ENGNRING	13,000.00	13,000.00	.00	.00	13,319.72	6,000.00	76.0%
01422 53810 TREE SERVICES	90,000.00	90,000.00	17,829.70	3,427.00	67,100.30	13,000.00	.0%
01422 54200 OFFICE SUPPLIES	1,500.00	1,500.00	.00	.00	1,500.00	5,070.00	94.4%
01422 54810 GAS & DIESEL	85,000.00	85,000.00	19,410.93	2,536.08	49,589.07	16,000.00	100.0%



FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01422 55300 PUBLIC WRKS SUPPLYS	35,000.00	35,000.00	6,544.14	728.39	9,762.89	18,692.97	46.6%
01422 55700 SNOW & ICE SUPPLIES	150,000.00	150,000.00	.00	.00	135,500.00	14,500.00	90.3%
01422 57100 TRAVEL/TRAINING	3,000.00	3,000.00	916.00	7.00	34.00	2,050.00	31.7%
01422 57300 DUES & MEMBERSHIPS	500.00	500.00	.00	.00	.00	500.00	.0%
01422 58541 HWY GRGE REMEDIATION	30,000.00	30,000.00	.00	.00	20,000.00	10,000.00	66.7%
TOTAL DPW-HIGHWAY	1,739,288.00	1,739,288.00	457,908.00	96,181.91	454,411.41	826,968.59	52.5%
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01511 BOARD OF HEALTH							
01511 51129 HEALTH AGENT	53,325.00	61,925.00	21,814.41	4,885.07	.00	40,110.59	35.2%
01511 51130 HEALTH INSPECTOR	40,998.00	40,998.00	13,593.03	2,872.32	.00	27,404.97	33.2%
01511 51131 ANIMAL INSPECTOR	1,000.00	1,000.00	383.10	76.62	.00	616.90	38.3%
01511 51420 LONGEVITY PAY	200.00	200.00	200.00	200.00	.00	0.00	100.0%
01511 52700 CONTRACTED SERVICES	11,880.00	11,880.00	1,600.00	.00	7,977.40	2,302.60	80.6%
01511 57100 TRAVEL/TRAINING	3,400.00	3,400.00	315.80	.00	.00	3,084.20	9.3%
01511 57300 DUES & MEMBERSHIPS	200.00	200.00	.00	.00	.00	200.00	.0%
01511 57800 SUPPLIES	2,500.00	2,500.00	157.68	.00	.00	2,342.32	6.3%
TOTAL BOARD OF HEALTH	113,503.00	122,103.00	38,064.02	8,034.01	7,977.40	76,061.58	37.7%
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01528 COMMUNITY SERVICES							
01528 57800 HUMAN SERVICES	30,000.00	.00	.00	.00	.00	.00	.0%
01528 57805 ELIZABETH FREEMAN CENT	.00	4,000.00	4,000.00	.00	.00	.00	100.0%
01528 57806 GREENAGERS	.00	3,500.00	3,500.00	.00	.00	.00	100.0%
01528 57807 BERK SOUTH COMM CTR	.00	2,500.00	2,500.00	.00	.00	.00	100.0%
01528 57810 GT BARRINGTON LAND CON	.00	2,000.00	2,000.00	.00	.00	.00	100.0%
01528 57812 RR STREET YOUTH	.00	4,000.00	4,000.00	.00	.00	.00	100.0%
01528 57813 VOLUNTEERS IN MEDICINE	.00	3,500.00	3,500.00	.00	.00	.00	100.0%
01528 57814 ELDER SERVICES	.00	1,000.00	1,000.00	.00	.00	.00	100.0%
01528 57817 BERK CTR FOR JUSTICE	.00	2,000.00	2,000.00	.00	.00	.00	100.0%
01528 57819 HEVREH	.00	5,500.00	5,500.00	.00	.00	.00	100.0%
01528 57820 BERKSHIRE PULSE	.00	2,000.00	2,000.00	.00	.00	.00	100.0%
TOTAL COMMUNITY SERVICES	30,000.00	30,000.00	30,000.00	.00	.00	.00	100.0%
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01541 COUNCIL ON AGING							
01541 51106 COA DIRECTOR	57,145.00	62,595.00	22,503.24	4,885.06	.00	40,091.76	36.0%



FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01192 52310 WATER/SEWER	12,500.00	12,500.00	3,649.40	177.78	6,350.60	2,500.00	80.0%
01192 52410 REPAIRS-BLDG/GROUNDS	70,000.00	70,000.00	13,737.75	4,186.96	21,986.91	34,275.34	51.0%
01192 52700 CONTRACTED SERVICES	65,000.00	65,000.00	33,629.06	2,473.40	11,788.24	19,582.70	69.9%
01192 52920 TRASH REMOVAL	3,000.00	3,000.00	637.57	282.00	1,862.43	500.00	83.3%
01192 54300 PARK/CWTRY SUPPLIES	8,000.00	8,000.00	2,704.62	319.10	3,506.28	1,789.10	77.6%
01192 54500 CUSTODIAL SUPPLIES	16,000.00	16,000.00	2,301.23	679.57	10,698.77	3,000.00	81.3%
01192 55200 COURTHOUSE BLDG MNTNCE	22,000.00	22,000.00	1,927.24	1,797.25	-200.00	20,272.76	7.9%
TOTAL PUBLIC BUILDINGS	737,590.00	737,590.00	238,180.09	50,691.02	165,329.48	334,080.43	54.7%
01210 POLICE DEPARTMENT							
01210 51117 POLICE CHIEF	107,100.00	112,850.00	44,883.41	8,302.68	.00	67,966.59	39.8%
01210 51120 SERGEANTS	179,826.00	179,826.00	33,042.66	33,042.66	.00	146,783.34	18.4%
01210 51121 PATROLMEN	967,832.00	967,832.00	344,837.39	43,273.95	.00	622,994.61	35.6%
01210 51123 POLICE SPECIALS	56,492.00	55,000.00	19,205.24	3,618.00	.00	31,536.76	37.8%
01210 51125 ADMINISTRATIVE ASST	10,000.00	10,000.00	20,440.54	4,214.56	.00	34,559.46	37.2%
01210 51128 COMM OUTREACH OFFCR	10,000.00	10,000.00	1,083.10	188.39	.00	8,916.90	10.8%
01210 51131 PRKNG CNTRL OFFCR	16,450.00	16,450.00	6,196.47	1,321.92	.00	10,253.53	37.7%
01210 51300 OVERTIME	180,132.00	180,132.00	95,953.75	18,263.22	.00	84,178.25	53.3%
01210 51410 HOLIDAY PAY	63,425.00	63,425.00	16,481.56	3,685.60	.00	46,943.44	26.0%
01210 51420 LONGEVITY PAY	5,700.00	5,700.00	5,033.00	4,950.00	.00	667.00	88.3%
01210 51900 EDUCATION/TUITION	10,000.00	10,000.00	1,202.67	.00	.00	8,797.33	12.0%
01210 51920 UNIFORM ALLOWANCE	19,125.00	19,125.00	.00	.00	.00	19,125.00	.0%
01210 51930 TRAINING/EDUCATION	71,144.00	71,144.00	18,635.95	5,856.55	.00	52,508.05	26.2%
01210 52450 EQUIPMT MAINT/REPRS	1,315.00	1,315.00	1,231.15	.00	.00	83.85	93.6%
01210 52900 CARE OF PRISONERS	1,500.00	1,500.00	16.98	.00	.00	1,483.02	1.1%
01210 54200 OFFICE SUPPLIES	7,500.00	7,500.00	1,678.84	264.74	1,928.87	3,892.29	48.1%
01210 54201 OFFICE EQUIPMENT	5,977.00	5,977.00	5,976.36	.00	.00	.64	100.0%
01210 54202 ADDTL EQUIPMENT	4,460.00	4,460.00	.00	.00	.00	4,460.00	.0%
01210 54800 VEHICULAR SUPPLIES	25,000.00	25,000.00	12,473.79	5,609.99	-4,897.41	17,423.62	30.3%
01210 55840 UNIFORMS	13,000.00	13,000.00	6,186.46	4,947.79	5,299.29	1,514.25	88.4%
01210 55850 CRIME PRVNTION/AMMO	14,864.00	14,864.00	2,859.44	.00	6,000.00	6,004.56	59.6%
01210 55860 SUBSCRIPTIONS	3,725.00	3,725.00	3,225.00	.00	.00	500.00	86.6%
01210 57100 TRAVEL/TRAINING	14,939.00	14,939.00	9,226.55	7,617.00	116.27	5,596.18	62.5%
01210 57300 DUES & MEMBERSHIPS	4,504.00	4,504.00	1,900.00	.00	.00	2,604.00	42.2%
TOTAL POLICE DEPARTMENT	1,839,010.00	1,839,010.00	651,770.31	145,157.05	8,447.02	1,178,792.67	35.9%
01220 FIRE DEPARTMENT							
01220 51113 CLERICAL	20,640.00	20,640.00	8,471.79	1,746.76	.00	12,168.21	41.0%



FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01220 51117 FIRE CHIEF	88,080.00	93,230.00	33,935.81	7,229.88	.00	59,294.19	36.4%
01220 51127 FIREFIGHTERS	140,000.00	140,000.00	39,148.90	8,091.80	.00	100,851.10	28.0%
01220 51129 FIRE INSPECTORS	173,000.00	173,000.00	66,045.06	13,965.42	.00	106,954.94	38.2%
01220 51300 OVERTIME	43,000.00	43,000.00	11,113.59	1,228.71	.00	31,886.41	25.8%
01220 51410 HOLIDAY PAY	11,000.00	11,000.00	.00	.00	.00	11,000.00	.0%
01220 51420 LONGEVITY PAY	400.00	400.00	400.00	400.00	.00	.00	100.0%
01220 52450 EQUIPMT MAINT/REPRS	48,000.00	48,000.00	14,123.23	2,067.28	29,004.30	4,872.47	89.8%
01220 52700 COMMUNICATIONS	4,000.00	4,000.00	1,892.01	218.13	2,000.00	107.99	97.3%
01220 53800 HYDRANT RENTALS	110,000.00	110,000.00	30,995.06	3,713.34	78,571.74	433.20	99.6%
01220 54200 OFFICE SUPPLIES	900.00	900.00	57.10	.00	.00	842.90	6.3%
01220 55810 FIREFIGHTING SUPPLIES	25,000.00	25,000.00	7,090.17	1,353.59	9,587.56	8,322.27	66.7%
01220 55811 FIRE PREVENTION	1,000.00	1,000.00	465.35	384.11	.00	534.65	46.5%
01220 57100 TRAVEL/TRAINING	7,000.00	7,000.00	4,365.85	550.37	2,200.00	434.15	93.8%
01220 57300 DUES & MEMBERSHIPS	2,000.00	2,000.00	1,440.00	.00	.00	560.00	72.0%
TOTAL FIRE DEPARTMENT	674,020.00	679,170.00	219,543.92	40,949.39	121,363.60	338,262.48	50.2%
01230 COMMUNICATIONS/EMERG MGMT							
01230 52450 EQUIPMENT MAINT/RPRS	9,000.00	9,000.00	4,920.00	.00	80.00	4,000.00	55.6%
01230 52700 CONTRACTED SERVICES	8,655.00	8,655.00	7,269.68	1,759.68	.00	1,385.32	84.0%
01230 54200 OFFICE SUPPLIES	350.00	350.00	141.58	.00	.00	208.42	40.5%
01230 58500 ADDTNL EQPMNT	3,000.00	3,000.00	.00	.00	.00	3,000.00	.0%
TOTAL COMMUNICATIONS/EMERG MGM	21,005.00	21,005.00	12,331.26	1,759.68	80.00	8,593.74	59.1%
01241 BUILDING INSPECTOR							
01241 51107 BUILDING INSPECTOR	68,045.00	68,045.00	25,291.48	5,214.74	.00	42,753.52	37.2%
01241 51108 ASST INSPECTOR	52,255.00	52,255.00	19,420.09	4,004.14	.00	32,834.91	37.2%
01241 51113 CLERK	42,000.00	42,000.00	15,609.22	3,218.40	.00	26,390.78	37.2%
01241 51420 LONGEVITY PAY	1,450.00	1,450.00	1,450.00	1,450.00	.00	.00	100.0%
01241 52000 CONTRACTED SERVICES	3,600.00	3,600.00	.00	.00	3,500.00	100.00	97.2%
01241 52411 PROPERTY SECURITY	2,400.00	2,400.00	.00	.00	.00	2,400.00	.0%
01241 54200 OFFICE SUPPLIES	2,462.00	2,462.00	937.53	.00	.00	1,524.47	38.1%
01241 57100 TRAVEL/TRAINING	4,400.00	4,400.00	704.24	90.72	.00	3,695.76	16.0%
01241 57300 DUES & MEMBERSHIPS	300.00	300.00	.00	.00	.00	300.00	.0%
TOTAL BUILDING INSPECTOR	176,912.00	176,912.00	63,412.56	13,978.00	3,500.00	109,999.44	37.8%
01292 ANIMAL CONTROL OFFICER							
01292 51107 ANIMAL CNTRL OFFCR	11,000.00	11,000.00	4,214.60	842.92	.00	6,785.40	38.3%

TOWN OF GREAT BARRINGTON  
FY22 BUDGET REPORT - THRU 11/30/21

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FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01541 51109 VAN DRIVERS	36,420.00	36,420.00	.00	.00	.00	36,420.00	.0%
01541 51113 ADMIN ASSISTANT	20,640.00	20,640.00	8,471.72	1,746.76	.00	12,168.28	41.0%
01541 51115 CUSTODIAN	9,364.00	9,364.00	3,132.08	639.20	.00	6,231.92	33.4%
01541 51200 COORDINATOR(P/T)	2,500.00	2,500.00	2,444.60	493.00	.00	55.40	97.8%
01541 51420 LONGEVITY PAY	300.00	300.00	300.00	300.00	.00	.00	100.0%
01541 52450 EQUIP MAINT/REPRS	5,000.00	5,000.00	126.77	.00	.00	4,873.23	2.5%
01541 52700 ELDERLY TRANSPORTATION	12,500.00	12,500.00	914.75	447.75	.00	11,585.25	7.3%
01541 53810 ACTIVITIES	7,950.00	7,950.00	2,386.28	598.83	1,404.41	4,159.31	47.7%
01541 54200 OFFICE SUPPLIES	2,800.00	2,800.00	517.64	244.23	1,246.71	1,035.65	63.0%
01541 57100 TRAVEL/TRAINING	1,400.00	1,400.00	.00	.00	.00	1,400.00	.0%
01541 57300 DUES & MEMBERSHIPS	450.00	450.00	450.00	.00	.00	.00	100.0%
TOTAL COUNCIL ON AGING	156,469.00	161,919.00	41,247.08	9,354.83	2,651.12	118,020.80	27.1%
01543 VETERAN AFFAIRS							
01543 52710 VETERANS SERVICES	18,000.00	18,000.00	4,500.00	.00	.00	13,500.00	25.0%
01543 54300 SUPPLIES	4,750.00	4,750.00	.00	.00	4,750.00	.00	100.0%
01543 57700 VETERANS BENEFITS	101,000.00	101,000.00	20,642.43	4,025.25	.00	80,357.57	20.4%
01543 57701 VETERANS DISTRICT	31,950.00	31,950.00	31,945.38	.00	.00	4.62	100.0%
TOTAL VETERAN AFFAIRS	155,700.00	155,700.00	57,087.81	4,025.25	4,750.00	93,862.19	39.7%
01610 LIBRARIES							
01610 51143 HEAD LIBRARIAN	64,900.00	64,900.00	24,116.36	4,972.44	.00	40,783.64	37.2%
01610 51145 ASST LIBRARIANS	96,810.00	96,810.00	35,975.36	7,417.60	.00	60,834.64	37.2%
01610 51146 LIBRARY CLERKS	279,100.00	279,100.00	81,929.66	19,676.02	.00	197,170.34	29.4%
01610 51420 LONGEVITY PAY	1,300.00	1,300.00	1,300.00	1,300.00	.00	.00	100.0%
01610 52400 EQUIP MAINT & REPRS	3,200.00	3,200.00	900.00	.00	.00	2,300.00	28.1%
01610 54200 OFFICE SUPPLIES	10,350.00	10,350.00	2,443.10	205.30	2,126.37	5,780.53	44.1%
01610 55800 NONPRINT MATERIALS	35,990.00	35,990.00	15,878.35	2,401.65	18,248.42	1,863.23	94.8%
01610 55860 BOOKS/SUBSCRIPTIONS	79,185.00	79,185.00	29,964.54	6,528.15	34,124.19	15,096.27	80.9%
01610 55861 PROGRAMMING SUPPLYS	3,170.00	3,170.00	1,176.02	96.20	.00	1,993.98	37.1%
01610 57100 TRAVEL/TRAINING	1,650.00	1,650.00	.00	.00	.00	1,650.00	.0%
01610 57300 DUES & MEMBERSHIPS	1,010.00	1,010.00	959.00	.00	.00	51.00	95.0%
TOTAL LIBRARIES	576,665.00	576,665.00	194,642.39	42,597.36	54,498.98	327,523.63	43.2%
01650 PARKS & RECREATION							
01650 54201 PARK IMPROVEMENTS	9,500.00	9,500.00	1,184.03	.00	.00	8,315.97	12.5%



FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01650 57803 LAKE MANAGEMENT	5,000.00	5,000.00	.00	.00	.00	5,000.00	.0%
01650 57805 YOUTH PROGRAMMING	95,000.00	95,000.00	67,843.50	.00	27,156.50	.00	100.0%
01650 57810 WASTE MANAGEMENT	8,500.00	8,500.00	2,945.00	.00	55.00	5,500.00	35.3%
TOTAL PARKS & RECREATION	118,000.00	118,000.00	71,972.53	.00	27,211.50	18,815.97	84.1%
01691 VARIOUS BOARDS/COMMISSIONS							
01691 52400 HISTORICAL COMMISSION	7,470.00	7,470.00	.00	.00	.00	7,470.00	.0%
01691 52700 HISTORIC DISTRICTS COM	12,000.00	12,000.00	7,058.76	.00	.00	4,941.24	58.8%
01691 57800 AGRICULTURAL COMMISSIO	2,000.00	2,000.00	1,125.00	.00	.00	875.00	56.3%
01691 57820 SUSTAINABILITY COMM	500.00	500.00	.00	.00	.00	500.00	.0%
01691 57830 TRANSPORTATION COMMITT	1,000.00	1,000.00	.00	.00	.00	1,000.00	.0%
TOTAL VARIOUS BOARDS/COMMISSIO	22,970.00	22,970.00	8,183.76	.00	.00	14,786.24	35.6%
01693 CELEBRATIONS							
01693 57800 CELEBRATIONS	5,000.00	5,000.00	830.72	.00	.00	4,169.28	16.6%
01693 57810 BAND PROGRAMS	7,500.00	7,500.00	7,500.00	.00	.00	.00	100.0%
TOTAL CELEBRATIONS	12,500.00	12,500.00	8,330.72	.00	.00	4,169.28	66.6%
01752 DEBT SERVICE							
01752 59100 LONG TERM PRINCIPAL	1,657,099.00	1,657,099.00	.00	.00	.00	1,657,099.00	.0%
01752 59120 LONG TERM INTEREST	313,243.00	313,243.00	46,600.00	.00	.00	266,643.00	14.9%
01752 59130 SHORT TERM INTEREST	85,000.00	85,000.00	23,151.64	.00	.00	61,848.36	27.2%
01752 59150 DEBT ISSUANCE COSTS	12,500.00	12,500.00	.00	.00	.00	12,500.00	.0%
TOTAL DEBT SERVICE	2,067,842.00	2,067,842.00	69,751.64	23,151.64	.00	1,998,090.36	3.4%
01820 STATE ASSESSMENTS							
01820 56380 BRPC ASSESSMENT	5,660.26	5,660.26	5,660.26	.00	.00	.00	100.0%
TOTAL STATE ASSESSMENTS	5,660.26	5,660.26	5,660.26	.00	.00	.00	100.0%



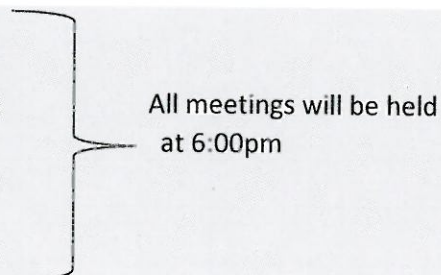
FOR 2022 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01911 RETIREMENT							
01911 51750 MEDICARE	76,500.00	76,500.00	27,654.59	6,032.32	.00	48,845.41	36.1%
01911 51760 RETIREMENT FUND	922,789.00	922,789.00	457,601.14	1,552.88	.00	465,187.86	49.6%
01911 51950 RECRUIT/RETIREMENT	.00	.00	8,300.00	.00	-8,300.00	.00	.0%
TOTAL RETIREMENT	999,289.00	999,289.00	493,555.73	7,585.20	-8,300.00	514,033.27	48.6%
01945 INSURANCE							
01945 51710 WORKERS COMP	57,500.00	57,500.00	41,539.00	.00	.00	15,961.00	72.2%
01945 51740 HEALTH/LIFE INS	1,695,200.00	1,695,200.00	707,683.26	135,513.04	.00	987,516.74	41.7%
01945 51741 DEDUCTIBLES	15,000.00	15,000.00	6,000.00	500.00	.00	9,000.00	40.0%
01945 57400 GENERAL INSURANCE	137,500.00	137,500.00	121,985.96	.00	.00	15,514.04	88.7%
01945 57425 PUBLIC SAFETY INS	77,500.00	77,500.00	71,770.00	.00	.00	5,730.00	92.6%
01945 57500 MEDICAL SERVICES	5,100.00	5,100.00	2,103.55	677.50	.00	2,996.45	41.2%
01945 57800 MISC EXPENSES	500.00	500.00	.00	.00	.00	500.00	.0%
01945 59610 ALLOCATION FROM WW	-183,600.00	-183,600.00	.00	.00	.00	-183,600.00	.0%
TOTAL INSURANCE	1,804,700.00	1,804,700.00	951,081.77	136,690.54	.00	853,618.23	52.7%
TOTAL GENERAL FUND	31,391,946.26	31,391,946.26	4,275,168.89	688,616.39	971,511.17	26,145,266.20	16.7%
TOTAL EXPENSES	31,391,946.26	31,391,946.26	4,275,168.89	688,616.39	971,511.17	26,145,266.20	
GRAND TOTAL	31,391,946.26	31,391,946.26	4,275,168.89	688,616.39	971,511.17	26,145,266.20	16.7%

\*\* END OF REPORT - Generated by Susan Carmel \*\*



## FY2023 Budget Schedule/Timeline

Anticipated Completion Date	Description
November 30th	Kickoff: Budget instructions to departments
Monday, December 14th	Operating and Capital budgets due from departments
December 20th - 28th	Budget meetings with depts
January 7th	Order binders and tabs
January 11th	Budget cover design to Joe/Tate
January 12th-13th	Proof all salaries and longevity
January 14th-19th	Finalize 5-year Capital Improvement Plan, Special Articles, Historical Tax Data, Revenues, Debt Service, Reserve Balances
January 18th	Finalize Overall Budget Projection (Pro-forma)
January 19th	Finalize Capital
January 19th-21st	Proof ALL budget book documents (calculations and spelling)
January 21st	Dept heads to review and sign budget pages
January 24th	TM Letter due
January 24th-27th	Assemble budget books
Friday, January 28th	Distribute budget books
Tuesday, February 1st	1st budget meeting
Wednesday, February 2nd	2nd budget meeting
Tuesday, February 8th	3rd budget meeting
Wednesday, February 9th	4th budget meeting
	
February 14th-18th	Sue vacation
Tuesday, March 1st	Public Hearing (6:00pm)





## Great Barrington Budget & Financial Policy for Fiscal Year 2023

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The Town of Great Barrington will manage municipal finances wisely. This will include planning for adequate funding to: 1) Provide and maintain public services and facilities at a level that will ensure public well-being and safety; 2) Comply with all State and local by-laws, rules and regulations; and 3) Meet the strategic priorities of the Town.

The budget and financial goals set forth by the Town Selectboard and the Finance Committee in the policy document outlines the priorities and objectives of the Town and provides agreed upon financial guidelines to be used in the preparation and review of the annual budget.

### STRATEGIC PRIORITIES

- Ensure public safety.
- Ensure public health.
- Maintain a strong local economy.
- Strive for a high quality of life.
- Seek environmental sustainability.
- Ensure the fiscal stability of the Town.
- Maintain public infrastructure.
- Follow Great Barrington's Master Plan.

### FINANCIAL GOALS

- Maintain adequate financial resources to sustain municipal services in the short and long term.
- Respond to the changes in the economy and meet the priority needs of the Town.
- Provide quality services efficiently and on a cost-effective basis.
- Maintain our top level bond rating.
- Work to keep the overall tax levy reasonable in consideration of other priorities and goals.

### FINANCIAL MANAGEMENT POLICY

#### Revenue

- Services provided may not exceed available resources.
- Process must provide quality estimates of anticipated revenue.
- Process must anticipate any changes in revenue in upcoming years.
- Seek to diversify revenue sources.
- Estimate available resources including state funds, local funds, fees, grants and other sources.
- Estimate available resources including state funds, local funds, fees, grants and other sources.

#### Real Estate Tax

- Town should restrict levy to a 2.5% increase over the prior year levy limit adjusted for new construction growth and net debt and capital exclusions, as per Mass General Law.

- Proposed budget to not exceed legal property tax levy. Evaluate estimated tax rate based on level of affordability including: average and median income; average and median value of real property and the cost of living.

#### User Fees

- Establish user fees and other non-property tax revenues to recoup, to the extent possible, the costs of supplying a particular service.
- Review current department fee structures and charges for services annually to determine if they reflect the cost of the service and are also reasonable and affordable fees.

#### Debt Management

- Allow no borrowing to fund operational programs
- Debt service payments may not require the elimination of essential Town services
- Ensure that the Town's general obligation debt ratio not exceed 50% of statutory limit (5% of equalized valuation).
- Exempt from Proposition 2½ any long-term capital debt for municipal buildings, WWTP improvements, fire apparatus acquisition and school facilities improvements.

#### Service Delivery

- Manage financial resources through internal controls.
- Establish operation practices that minimize the cost of government and financial risk.
- Provide efficient public services.
- Minimize the cost of administration.
- Identify and measure performance outcomes.
- Review the level of services and standards annually.

### **BUDGET PREPARATION PROCESS**

The FY2023 budget will be estimated in accordance with municipal code and applicable state law. The budget is based on separate funds set forth from anticipated revenues and expenditures for the General Fund and the Enterprise Fund.

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The annual operating budget will contain complete financial statements that show outstanding obligations of the municipality, cash on hand to the credit of each fund, funds received from all sources during the preceding year, funds available from all sources during the ensuing year, revenue estimates to cover expenses in the proposed budget and the estimated tax rate required to fund the proposed budget.

For Fiscal Year 2023, the Selectboard and the Finance Committee agree that the budget preparation and review process shall include the following steps:

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1. Review and approve Finance Policy
2. Distribute Budget Books:
  - a. Forecast Revenues.
  - b. Updated Capital Plan.
  - c. Review Department Budgets.
  - d. Recommended Projects Proposed for CPA Funds.

3. Participate in BHRSD joint budget meeting with Stockbridge and West Stockbridge.
4. Hold Budget Workshop Meetings.
5. Hold Public Hearing.

The Selectboard and the Finance Committee will jointly set the dates for the above budget meetings.

For Fiscal Year 2023, the Selectboard and the Finance Committee agree that the following will be done to ensure there is community engagement in the budget process:

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- 1) Provide on-line access to budget information.
- 2) Provide printed budget books for the public at the libraries.
- 3) Provide a digital budget book on the town website.
- 4) Hold open meetings and hearing.

**LOCAL GOVERNMENT SERVICES**

- The Town Manager will prepare the budget for review by the Selectboard and the Finance Committee.
- The Town Manager may propose significant reorganizational changes and provide alternative ways to deliver services within the proposed budget.
- Performance objectives and goals will be identified and assessed.
- The Town Manager may propose elimination of services in the budget if it is not needed or cost-effective and/or propose new services as needed.
- Any service reductions shall be noted in the Fiscal 2023 budget presentation.
- Salaries and employee insurance contributions shall be set in the Fiscal Year 2023 budget pursuant to the Town's collective bargaining units and/or those already approved via a negotiated settlement and for non-represented personnel as authorized by the Town Manager.

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For any proposed new initiatives, the Town Manager will:

- 1) Explain and justify the new needs(s).
- 2) Identify alternatives to what is being proposed and the pros and cons.
- 3) Identify the cost and benefit of the proposed alternative.
- 4) Identify financing source to pay for new need.
- 5) New need(s) include: any expansion of municipal services necessary; any additional staff and any additional resources needed to meet service needs or expanded service needs.

**TOWN BUDGET FORMAT**

For Fiscal Year 2023, the Selectboard and the Finance Committee agree that the following will be done to ensure that the budget information is provided in a format that is clear, accurate and complete.

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Operating Budget Process:

- The Town Manager to request that Departments submit proposed budgets with operational plans and reports. Background information will include department goals and objectives, strategic initiatives, summary of activities and level of service.

- The Town Manager to review methods of operation, program service delivery and expenditure of resources inclusive of manpower allocation to ensure maximum efficiency of the Town.
- The Town Manager to provide complete financial statements in the Budget Book to include:
  - Outstanding obligations.
  - Cash on hand.
  - Funds received from prior year.
  - Sources of funds from prior year.
  - Estimated revenues.
  - Estimated expenses.
  - Estimated tax levy.
  - Estimated tax rate.
  - Estimated user fees for services.

Capital Budget Report:

- The Town defines a capital project as having an overall expenditure of \$15,000 and a life expectancy in excess of 3 years.
- The Town's annual budget will include a capital plan that identifies work to be started within that fiscal year.
- The budget shall include a five-year Capital Improvement Plan for all Town assets.
- Each year, the Selectboard and the Finance Committee will review the five-year Capital Improvement Plan to identify the future upcoming needs, review any changes to the schedule, cost estimate or sources of funding.
- Operational costs associated with any new equipment or infrastructure will be identified.
- The capital budget report will include the Debt Schedule broken down by department and function and a 10-year history be provided if possible.
- Identify a funding plan that reflects available State funds, grants, bonds and tax levy dollars to finance each project.

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Enterprise Fund Process:

- The Town Manager shall prepare a budget for the Enterprise Fund that maintains it as a self-supporting fund, without a property tax transfer.
- The Enterprise Fund budget will include a report on sewer fees and rate structure.

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As adopted by the Selectboard on the 8<sup>th</sup> day of February 2021 ¶

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