

TOWN OF ENFIELD
ANNUAL BUDGET

21

FUNCTION: DEPT/AGENCY: ACTIVITY: CODE:
General Fund Town Clerk Town Clerk 1600

PROGRAM SUMMARY	2007-08	2008-09		2009-10	
	ACTUAL	BUDGET	REVISED	PROPOSED	ADOPTED
0100 Personal Services - Salaries	266,202	267,524	266,524	279,057	279,057
0200 Personal Svcs. Employee Benef.	115,349	121,825	121,825	131,107	122,507
0300 Purchased Prof. & Technical	35,970	29,900	34,800	14,700	14,700
0400 Purchased Property Services	663	700	700	500	500
0500 Other Purchased Services	25,016	30,000	31,500	18,420	18,420
0600 Supplies/Materials	5,373	9,300	7,400	7,500	7,500
0700 Property	711				
0800 Other Objects	650	650	650	500	500
PROGRAM TOTAL	449,934	459,899	463,399	451,784	443,184

PROGRAM INFORMATION & DATA:

The Town Clerk's office is responsible for land record management, election/primary returns, registration and statistical analysis of vital records and is the controller of canine, sportsmen and various other licensing. Also, assistance is afforded the public, serving as a communication link between the citizens and their Town Government, providing access to information which is essential to their participation in the democratic process.

DEPARTMENT GOALS:

Implement new land record indexing and imaging system with access through town website.

Continue verification of town land records to allow merge of information into computerized general index.

To plan for the preservation of historic documents and apply for State and other grants, as available.

**TOWN OF ENFIELD
ANNUAL BUDGET PERSONNEL DETAIL**

Function: General Fund
 Dept/Agency: Town Clerk

Position Classification	POSITIONS AND BUDGET					
	CURRENT		PROPOSED		ADOPTED	

1600 Town Clerk

Town Clerk	1.00	80,444	1.00	80,444	1.00	80,444
Deputy Town Clerk	1.00	49,932	1.00	49,932	1.00	49,932
Assistant Town Clerk	1.00	41,532	1.00	41,532	1.00	41,532
Clerk Typist	3.00	77,958	3.00	77,958	3.00	77,958
Clerk Typist Part-time	1.00	16,162	1.00	16,162	1.00	16,162
Council Stenographer	-	10,000	-	9,000	-	9,000
Total	7.00	276,028	7.00	275,028	7.00	275,028