

Town of Effingham

2020 Budget Worksheet

Department: (4141) Supervisors of the Checklist
Contact Person: Carol Pfister
Submit Budget to Town Administrator by: October 07, 2019
Board of Selectmen Presentation Date: October 22, 2019
Budget Committee Presentation Date: October 29, 2019

4141 Supervisor Checklist	2018 Actual	2019 Budget	2020 Budget Request	BOS Approved	BC Approved
Advertising	\$78.00	\$50.00	\$50.00	\$50.00	
Postage	\$51.25	\$50.00	\$50.00	\$55.00	
Salary	\$1,632.50	\$1,470.00	\$2,400.00	\$2,400.00	
Supplies	\$100.00	\$100.00	\$100.00	\$1.00	
Workshops & Seminars	0	\$100.00	\$540.00	\$540.00	
Mileage	109.71	\$200.00	\$220.00	\$220.00	
Software support	0	\$200.00	\$0.00	\$0.00	
TOTAL	\$1,971.46	\$2,170.00	\$3,360.00	\$3,266.00	

Reviewed by Effingham Board of Selectmen (date) _____ J.M 10/22/2019 _____

Please provide (on reverse or attach a separate page(s)) an explanation for each line item that differs from 2019. Also, if new equipment is requested, please provide an itemized listing of the equipment.

Supervisors of the Checklist
Proposed 2020 Budget
Oct 07, 2019

Carol H Pfister, Chair
Cheryle Feirick
Patricia A Piper

Town Administrator, Selectmen and Budget Committee:

We have attached our 2020 Budget Worksheet for your review.

A few items of note and explanations are necessary.

SALARY: We have had to increase our Salary line which includes the annual Stipend per Supervisor of \$350 and per hour pay of \$10, on par with election clerks, while performing our duties on primary/election days for 2020. There are 4 elections. The following table explains how we arrived at \$2400 for the Salary line. While we also work at Town Meeting, we are electing to not get paid for that event as we would be in attendance as citizens.

Per Super	Rate	hrs	Total	# Supers	# of Events	Totals
Stipend	350		350	3		1050
State Elections	10	12	120	3	3	1080
Town Election	10	9	90	3	1	270
Total 2020						2400

WORKSHOPS/MILEAGE: We contacted HAVA-SOS inquiring about workshop/Seminar requirements in 2020. We were advised to expect 2-3 due to the Presidential election and beginning the preparation for the 2021 voter purge. We have included those in the budget with mileage enough to carpool. Current per mile reimbursement is \$0.58/mile. The distance from Muni bldg. to training in Concord is 62 miles one way. Total \$215.76. We rounded to \$220.

SOFTWARE SUPPORT: We have been advised that the laptop the Supervisors use will be 'brought into the fold' and be added to the town's inventory of computers. This will enable the town to keep it current along with their other equipment as far as virus protection and software such as Office 365, therefore we have reduced our Software Support line to \$0. We have turned our defunct HP printer into the Admin office. The plan going forward is to have us connect wirelessly to the shared printer in the modular when that option is available.

SUPPLY: We have left our Supply line at \$100 in the event the Select board does not vote to include our supplies in the office supply line. Last year we used 3 reams of paper, a ream of cardstock that will last 4-5 years, and ink cartridges -1 set for old defunct HP printer, a pack of 10 pens and a roll of Stamps. Going forward into 2021 purge year we will need a larger number of envelopes and stamps for the year than usual.

Respectfully Submitted:

Supervisors of the Checklist