

ANNUAL BUDGET

FUNCTION:	DEPT/AGENCY:	ACTIVITY:	CODE:
General Fund	Finance	General Services	1840

PROGRAM SUMMARY	2007-08	2008-09		2009-10	
	ACTUAL	BUDGET	REVISED	PROPOSED	ADOPTED
0100 Personal Services - Salaries	82,609	87,747	87,747	92,675	92,675
0200 Personal Svcs. Employee Benef.	18,995	20,272	20,272	20,558	20,416
0300 Purchased Prof. & Technical		200	200	100	100
0400 Purchased Property Services	2,650	5,641	1,195	1,614	1,614
0500 Other Purchased Services	1,027	1,970	2,509	1,870	1,870
0600 Supplies/Materials	668	900	726	800	2,300
0700 Property			8,352		
0800 Other Objects	930	1,050	955	1,050	1,050
PROGRAM TOTAL	106,879	117,780	121,956	118,667	120,025

PROGRAM INFORMATION & DATA:

The chief responsibility of the Division of General Services is to carry out the purchasing function in accordance with the Town's purchasing policy. In addition, it is also responsible for mail services, oversight of the customer service counter as well as the inventory and management of fixed assets.

DEPARTMENT GOALS:

To continue to provide town departments with required goods and services at the time and place needed, in the proper quantity and quality.

Assist with implementation of decentralized purchase order entry.

**TOWN OF ENFIELD
ANNUAL BUDGET PERSONNEL DETAIL**

Function: General Fund
 Dept/Agency: Finance

Position Classification	POSITIONS AND BUDGET					
	CURRENT		PROPOSED		ADOPTED	

1840 General Services

Purchasing Assistant	1.00	61,159	1.00	61,159	1.00	61,159
Receptionist (2 @ PT)	2.00	31,516	2.00	31,516	2.00	31,516
Total	3.00	92,675	3.00	92,675	3.00	92,675