

TOWN OF ENFIELD
ANNUAL BUDGET

43

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

PROGRAM SUMMARY	2008-09	2009-10		2011-11	
	ACTUAL	BUDGET	REVISED	PROPOSED	ADOPTED
0100 Personal Services - Salaries	88,573	92,675	92,675	94,510	94,510
0200 Personal Svcs. Employee Benef.	19,716	20,416	20,416	21,158	18,838
0300 Purchased Prof. & Technical		100	100	100	100
0400 Purchased Property Services	980	1,614	1,614	1,614	1,614
0500 Other Purchased Services	1,112	1,870	1,870	2,545	2,545
0600 Supplies/Materials	702	2,300	2,300	2,660	2,660
0700 Property	8,351				
0800 Other Objects	955	1,050	1,050	1,100	1,100
PROGRAM TOTAL	120,389	120,025	120,025	123,687	121,367

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	62,994	1.00	62,994
Receptionist (2 @ PT)	2.00	31,516	2.00	31,516	2.00	31,516
Total	3.00	92,675	3.00	94,510	3.00	94,510