



*City of Bristol
Board of Finance*

INFORMATION TO ACCESS THIS MEETING

<https://bristolct-gov.zoom.us/j/83403921047?pwd=WkZhN052YlVXTFRhM3RjMnd2VmtTUT09>

Meeting ID: 834 0392 1047

Passcode: 12345

The regular Board of Finance Meeting will be held on Tuesday, May 28, 2024, at 5:30 PM. in City Hall Council Chambers, 111 North Main Street, Bristol, Connecticut.

AGENDA

1. Call to Order
2. Public Participation
3. Consent Agenda
 - a. Approval of Minutes:
 - i. Regular Meetings – April 23 and April 23, 2024
 - ii. Special Meeting - May 14, 2024
 - iii. Budget Workshops – April 3 and April 17, 2024
 - b. Purchasing: Transfer of \$150 within Purchasing's operating budget
 - c. Assessor: Transfer of \$2,000 within the Assessor's operating budget
 - d. City Clerk: Transfer of \$2,016 within the City Clerk's operating budget
 - e. Comptroller's Office: Transfers totaling \$4,965 within the Comptroller's operating budget
 - f. ARP Task Force: To rescind appropriations of \$300 within the Coronavirus Recovery Fund
 - g. Building: Transfer of \$1,000 within the Building Department's operating budget

- h. Police Department: Additional appropriation of \$5,000 within the Special Grants and Donations Fund
- i. Code Enforcement:
 - i. Additional appropriation of \$2,418 within the Special Grants and Donations Fund
 - ii. Transfers totaling \$90,000 within the Special Grants and Donations Fund
- j. Library:
 - i. Additional appropriation of \$27,090 within the Library's operating budget
 - ii. Transfer totaling \$4,535 within the Library's operating budget
- 4. Board of Education:
 - a. Budget Update
- 5. Various Departments:
 - a. Transfers totaling \$1,108,765 within the Equipment Building Sinking Fund
- 6. Police Memorial Committee:
 - a. Transfer of \$6,000 from the General Fund Contingency account
 - b. Transfer of \$75,000 from the General Fund Contingency account
- 7. Information Technology:
 - a. Discussion on Network Security Software
- 8. Comptroller's Office:
 - a. Transfer of \$15,000 from the General Fund Contingency account
- 9. Committee Reports
 - a. Purchasing Committee - April 25, 2024
 - b. Banking & Audit Committee – May 10, 2024
- 10. Liaison Reports

11. Chairman's Report
12. New Business
13. Old Business
14. Any other matter to come before said meeting
15. Adjournment
 - a. For Information Only

PER ORDER OF THE CHAIRPERSON
David Maikowski

City of Bristol
Regular Board of Finance Meeting Minutes
April 23, 2024

A regular meeting of the Board of Finance was held on Tuesday, April 23, 2024 at 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson David Maikowski, Mayor Jeffrey Caggiano, Marie O'Brien, Commissioners Glenn Heiser, Ron Burns, Jon Mace, Mark Peterson, Mike Massarelli and Mark Whitford. Also present from the Comptroller's Office: Diane Waldron and Robin Manuele.

Agenda

1. **Call to order**
2. **Public Participation**
3. **Consent Agenda:**
 - a. **Approval of Minutes:**
 - a. **Regular Meeting- March 26, 2024**
 - b. **Budget Hearings - March 18, 20, 26, 2024**
 - b. **Purchasing: Quarterly Update on the Local Bidding Preference- March 31, 2024**
 - c. **Assessor: Transfer of \$300 within the BOAA operating budget**
 - d. **Library: Additional appropriation of \$1,442 within the Special Grants and Donations Fund**
 - e. **Building: Additional appropriation totaling \$8,245 within the Special Grants and Donations Fund**
 - f. **Fire Department:**
 - a. **Additional appropriation of \$1,000 within the Special Grants and Donations Fund**
 - b. **Transfers totaling \$20,005 within the Fire Department's operating budget**
 - g. **Public Works:**
 - a. **Transfer of \$38,000 within the Public Works operating budget**
 - b. **Transfers totaling \$72,244 within the Public Works operating budget**
 - c. **Transfer of \$1,100 within the Public Works operating budget**
 - d. **Additional appropriation of \$1,100 within the Public Works operating budget**
 - e. **Transfer of \$16,000 within the Public Works operating budget**
 - f. **Transfer of \$10,500 within the Road Improvements Fund**
 - g. **Additional appropriation of \$119,770 within the Special Grants and Donations Fund**
 - h. **Transfer of \$12,000 within the Capital Projects Fund**
 - h. **Aging:**
 - a. **Additional appropriation of \$146,000 within the Special Grants and Donations Fund**
 - i. **Comptroller's Office:**
 - a. **Transfers totaling \$7,145,340 within the Capital Projects - Schools Fund**
 - b. **Transfer of \$9,268 within the Capital Projects Fund**
4. **Tax Collector:**
 - a. **Transfer of \$2,384,469 of uncollectible taxes to the Municipal Suspense List**
5. **Board of Education:**
 - a. **Budget Update**

6. **Comptroller's Office:**
 - a. **To extend the contract with FutureComp to June 30, 2026**
7. **Committee Reports:**
 - a. **Banking & Audit Committee – March 28, 2024**
8. **Liaison Reports**
9. **Chairman's Report**
10. **New Business**
11. **Old Business**
12. **Any other matter to come before said meeting**
13. **Adjournment**

1. **Call to order**

Chairman Maikowski called the meeting to order at 5:30 p.m.

2. **Public Participation**

Tim Gamache, Bristol Veterans Council, requested a donation of \$8,000 from the City to purchase 6,000+ flags to place at Veterans grave sites. This is a one year request as this has become both fiscally and labor prohibitive. In the future, flags will be placed around Veterans garden in the cemeteries, instead of at every grave stone, and leave the responsibility of placing flags at the individual grave sites up to the families.

Mayor Caggiano made a motion to bring New Business to the floor seconded by Commissioner Burns. Motion approved.

Mayor Caggiano made a motion seconded by Commissioner Mace "To make the purchase of \$8,000 from the Miscellaneous account." Motion approved.

5. **Board of Education:**
 - a. **Budget Update**

Lynn Boisvert, gave the report of the Board of Education as of March 31, 2024. The available balance is (\$5,505,320.65). For perspective, at this time last year, the BOE was at (\$4,080,819.04) The current negative position is mainly due to increased tuition, transportation, and professional services expenses for the special needs student population. A historical review of tuition expenses shows a significant increase. When comparing expenses in the current year at 3-31 to last year at the same time, there is an increase of \$2,172,582 in district-placed SpEd tuition and an increase of \$416,212 in state-placed tuition. These increases total \$2,588,794 in additional Special Education expenses year over year.

In the original 2023-2024 budget request, the BOE asked for funds to reflect the anticipated FY2024 special education costs but were forced to cut back when funding was cut to a 2.1% increase. For this and other reasons, full excess cost reimbursement from the State is critical to Bristol's special education needs. As a reminder, the percentage received in February (72%) which was lower than last year (78.9%), increasing the deficit further.

As previously reported, special education expenses are unpredictable. The BOE continuously monitors and reconciles all related costs and anticipate additional volatility in these lines through year-end.

The BOE continues to identify areas to reduce encumbrances for non-urgent goods and services and maintaining a budget freeze and monitoring expenditures across all departments.

The Cafeteria program continues to run smoothly while introducing new foods into the mix for our scholars. As of the end of March, the snapshot balance was \$763,367 with 54,225 breakfasts, 111,242 lunches, and 1,532 after-school snacks served.

As of April 1, 2024, 1,837 of the 8,137 enrolled Bristol students are identified as requiring Special Education programming, representing 22.58% of the total BPS student population.

As of April 1st, 119 students with disabilities required out-of-district placements at private special education school programs. 77 students, including magnet students, required special education programming services at other public out-of-district schools.

In March 2024, 4% of newly registered students were identified as having special education programming needs at registration. One newly enrolled student received their program and services from an out-of-district special education school program during February.

During February, there were 36 211 and 12 911 calls.

At the end of March, the BCHS Student Activity Fund had an opening balance of \$175,790.39, a total of \$155,212.50 in expenditures and \$147,278.41 in Revenues, leaving a total balance of \$167,856.30. Bristol Central Athletics account began this year with a \$48,998.45 account balance. A total of \$42,267.67 in expenses and \$36,805.11 in revenues leaves a balance of Mar 31, 2024 \$43,535.89. As requested, the current balance as of 4-11-2024 is \$43,535.89.

The BEHS Student Activity Fund had an opening balance of \$157,634.44, a total of \$96,107.45 in expenditures, and \$122,212.93 in Revenues, leaving a total balance of \$183,739.92 Bristol Eastern Athletics account began this year with a \$7,376.58 account balance. A total of \$20,195.91 in expenses and \$17,354.34 in revenues leaves a balance of Mar 31, 2024 \$4,535.01. As requested, the current balance as of 4-11-2024 is \$4,535.01.

Chairman Maikowski questioned the budget and reduction to Special Education. Dr. Carbone stated the number of Special Education students used is as of December 1. Commissioner Whitford questioned the enrollment numbers. October 1 enrollment numbers are used for ECS funds for the following year. From October 1, 2023, 8,021 students were reported but as of today, 8,259 students are reported which is higher than certified students as of October 1. This is for a variety of reasons; students could have turned 3 and enrolled in PreK3 or moved into the district. There are a number of reasons someone may "drop out" which includes moving, graduation, aging out at 23, or the parent withdraws their child to home school them.

3. Consent Agenda:

a. Approval of Minutes:

- a. Regular Meeting- March 26, 2024**
- b. Budget Hearings - March 18, 20, 26, 2024**

b. Purchasing: Quarterly Update on the Local Bidding Preference- March 31, 2024

c. Assessor: Transfer of \$300 within the BOAA operating budget

d. Library: Additional appropriation of \$1,442 within the Special Grants and Donations Fund

e. Building: Additional appropriation totaling \$8,245 within the Special Grants and Donations Fund

f. Fire Department:

- a. Additional appropriation of \$1,000 within the Special Grants and Donations Fund**
- b. Transfers totaling \$20,005 within the Fire Department's operating budget**

g. Public Works:

- a. Transfer of \$38,000 within the Public Works operating budget**
- b. Transfers totaling \$72,244 within the Public Works operating budget**
- c. Transfer of \$1,100 within the Public Works operating budget**
- d. Additional appropriation of \$1,100 within the Public Works operating budget**
- e. Transfer of \$16,000 within the Public Works operating budget**
- f. Transfer of \$10,500 within the Road Improvements Fund**
- g. Additional appropriation of \$119,770 within the Special Grants and Donations Fund**
- h. Transfer of \$12,000 within the Capital Projects Fund**

h. Aging:

- a. Additional appropriation of \$146,000 within the Special Grants and Donations Fund**

i. Comptroller's Office:

- a. Transfers totaling \$7,145,340 within the Capital Projects - Schools Fund**
- b. Transfer of \$9,268 within the Capital Projects Fund**

Mayor Caggiano requested to pull Items 3g7 & 3g8 from the Consent Agenda.

Commissioner O'Brien made a motion seconded by Commissioner Burns

"To approve the consent agenda and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Mayor Caggiano made a motion seconded by Commissioner Mace. "To approve \$119,770 within the Special Grants and Donations Fund." Motion approved.

Roger Rousseau explained related to the Parks Department their electricity was reviewed and there were additional costs added to the City's bills. He is working with Eversource to get these excess costs credited back which will be spread over various Departments. Ray Rogozinski

stated this grant will cover LED lighting at various Public Buildings in the City, at the City Yard and Park Facilities.

Mayor Caggiano made a motion seconded by Commission Burns “to transfer \$18,000 within the Capital Projects Fund” Motion approved.

Ray explained construction for Shrub Road sidewalks is covered through a LOTCIP grant, but the engineering design costs are covered by the City. This increase will include traffic calming by Pigeon Hill to allow for on street parking.

4. Tax Collector:

a. Transfer of \$2,384,469 of uncollectible taxes to the Municipal Suspense List

Mayor Caggiano made a motion seconded by Commissioner Heiser
“To transfer \$2,384,469.41 of uncollectible taxes; \$1,770,695.29 for Motor Vehicles, \$443,288.73 for Supplemental Motor Vehicle and \$170,485.39 for Personal Property and to recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Tax Collector Ann Bednaz explained \$132,000 has come in since preparing this report, so that will reduce this amount. The bills, demand, and delinquent notices have been sent out, DMV notices have been sent, UCC liens have been put on businesses. Everything the City can do has been done and by law the City has to do this, but the taxes are still collectible for the next 15 years. Nationwide Credit Agency will continue collection efforts on these accounts. The NCC fee of 15% is added on top of the tax so the City receives 100% of the tax owed. Chairman Maikowski questioned the current tax collections rates, which are at 99.15% for Real Estate, 98.81% for Personal Property and 90% for Motor Vehicles.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried

5. Comptroller’s Office:

a. To extend the contract with FutureComp to June 30, 2026

Commissioner Mace made a motion seconded by Commissioner Commission O’Brien
“To extend the contract with FutureComp to June 30, 2026.”

Diane Waldron explained back in 2020 an RFP was issued for Workers’ Compensation Administration. The City received 4 bids and FutureComp was selected. They will keep the contract fee the same for the next three years.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried

6. Committee Reports:

a. Banking & Audit Committee – March 28, 2024

Commissioner Heiser made a motion seconded by Mayor Caggiano
“To accept the report of the Banking & Audit Committee from March 28, 2024 and place on file.”
Chairman Maikowski gave the report of the Banking & Audit Committee, where they met with
CLA, TJ Barnes, Mayor Caggiano and the Comptroller’s Office to review the report enclosed
with the Agenda. There are some corrective measures which were discussed with TJ.
Commissioner Heiser stated its also clearly defining the expectations and role of the investment
advisor, Beirne Wealth.

Commissioner O’Brien discussed the continuous monitoring of contracts, such as this, energy
contracts, FutureComp etc, all things discussed tonight or other things within the City. Someone
should be monitoring these contracts within the City and there is room for continuous
improvement.

Following a voice vote in which there was no opposition, the Chairperson declared the motion
carried

7. Liaison Reports

Commissioners gave various reports for which they are the liaison to.

Commissioner Mace reported for the Animal Control Facility that they are working with the
architect and plan to fundraise for additional funds to do everything right first time.

Commissioner Heiser for NEMS Building Committee reported that on April 16 they received
approval from State of CT for the additional \$13.3 million and learned that no EV stations are
required, Also, they looked into solar panels, and they will not be installed at this time but can be
added at a later date.

Chairman Maikowski stated the Firehouse 3 Building Committee received Zoning approval on
April 8 and are making headway.

Commissioner Burns stated the Committee did a walk through with Pete Fusco of Greene Hills.

8. Chairman’s Report

None

9. New Business

None

10. Old Business

None

11. Any other matter to come before said meeting

None

12. Adjournment

Commissioner OBrien made a motion seconded by Commissioner Mace

“To adjourn at 6:50 p.m.”

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:



Diane M. Waldron
Board of Finance Clerk

City of Bristol
Regular Board of Finance Meeting Minutes
April 23, 2024

A regular meeting of the Board of Finance was held on Tuesday, April 23, 2024 immediately following the Regular Board of Finance meeting scheduled for 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson David Maikowski, Mayor Jeffrey Caggiano, Marie O'Brien, Commissioners Ron Burns, Glenn Heiser, Jon Mace, Mike Massarelli, Mark Peterson, and Mark Whitford. Also present from the Comptroller's Office: Diane Waldron, Robin Manuele and Jessica Pilgrim.

Agenda

1. Call to order.
2. Public Participation
3. To adopt a single installment tax payment for motor vehicles in the 2024-2025 fiscal year payable July 1, 2024.
4. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2024 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2024 and January 1, 2025.
5. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2024-2025.
6. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2024-2025.
7. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2024-2025.
8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2024-2025.
9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2024-2025.
10. To adopt the budget estimate for the Community Development Block Grant, appropriate the City's share and the Reprogrammed Funds of the Economic and Community Development Operating Budget for fiscal 2024-2025.
11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2024-2025.
12. To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2024-2025.
13. To adopt the budget estimate for the Internal Service Fund which includes the Self Insured Workers' Compensation Fund and the Health Benefits Fund for fiscal year 2024-2025.
14. To adopt the budget estimate for the School Lunch Program for fiscal year 2024-2025.
15. To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2024-2025.
16. To adopt the 2024-2025 Capital Budget.
17. Discussion regarding the 2024-2025 General Fund budget.
18. To adopt the General Fund Estimated Operating Budget for fiscal year 2024-2025.
19. Adjournment.

1. Call to order

Chairman Maikowski called the meeting to order at 6:53 p.m.

2. Public Participation

None

3. To adopt a single installment tax payment for motor vehicles in the 2024-2025 fiscal year payable July 1, 2024.

Commissioner O'Brien made a motion seconded by Commissioner Burns

"In accordance with the provision of Section 12-144a of the Connecticut General Statutes, 1965 revision, the City adopts a single installment tax payment for motor vehicles in the 2024-2025 fiscal year to be payable July 1, 2024 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

4. To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2024 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2024 and January 1, 2025.

Mayor Caggiano made a motion seconded by Commissioner Mace

"To adopt a single installment tax payment for property tax due in an amount of \$100 or less payable July 1, 2024 and two installments based on a property tax due in an amount greater than \$100 payable on July 1, 2024 and January 1, 2025 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

5. To adopt the budget estimate for the Bristol Water Department Enterprise Fund for fiscal year 2024-2025.

Commissioner Heiser made a motion seconded by Commissioner Burns

"To adopt the budget estimate for the Bristol Water Department totaling \$11,238,899 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

6. To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2024-2025.

Commissioner Burns made a motion seconded by Commissioner Mace

"To adopt the budget estimate for the Sewer Operating and Assessment Fund for fiscal year 2024-2025 totaling \$7,471,340 and recommend approval of this action to a Joint Meeting of the City Council."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

7. To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2024-2025.

Commissioner Mace made a motion seconded by Mayor Caggiano

“To adopt the budget estimate for the Solid Waste Disposal Fund for fiscal year 2024-2025 totaling \$1,777,280 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

8. To adopt the budget estimate for the Transfer Station Fund for fiscal year 2024-2025.

Commissioner O’Brien made a motion seconded by Commissioner Burns

“To adopt the budget estimate for the Transfer Station Fund for fiscal year 2024-2025 totaling \$921,110 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

9. To adopt the budget estimate for the Road Improvements Fund for fiscal year 2024-2025.

Mayor Caggiano made a motion seconded by Commissioner Burns

“To adopt the budget estimate for the Road Improvements Fund for fiscal year 2024-2025 totaling \$5,800,090 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

10. To adopt the budget estimate for the Community Development Block Grant, appropriate the City’s share and the Reprogrammed Funds of the Economic and Community Development Operating Budget for fiscal 2024-2025.

Commissioner Mace made a motion seconded by Commissioner Massarelli

“To adopt the budget estimate for the Community Development Block Grant Fund for fiscal year 2024-2025 totaling \$1,129,090 consisting of \$588,210 in Entitlement funds, \$20,000 in reprogrammed CDBG funds, \$485,880 transferred from the General Fund, and \$35,000 in Program Income and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance.”

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

11. To adopt the budget estimate for the Pine Lake Adventure Park for fiscal year 2024-2025.

Commissioner O'Brien made a motion seconded by Massarelli

"To adopt the budget estimate for the Pine Lake Adventure Park Fund for fiscal year 2024-2025 totaling \$51,750 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

12. To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2024-2025.

Commissioner Peterson made a motion seconded by Mayor Caggiano

"To adopt the budget estimate for the Arts & Culture Fund for fiscal year 2024-2025 totaling \$299,630 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

13. To adopt the budget estimate for the Internal Service Fund which includes the Self Insured Workers' Compensation Fund and the Health Benefits Fund for fiscal year 2024-2025.

Commissioner Burns made a motion seconded by Mayor Caggiano

"To adopt the budget estimate for the Internal Service Fund for fiscal year 2024-2025 totaling \$50,045,520; \$3,746,125 for the New Self-Insured Workers' Compensation Fund and \$46,299,395 for the Health Benefits Fund and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

14. To adopt the budget estimate for the School Lunch Program for fiscal year 2024-2025.

Commissioner Massarelli made a motion seconded by Commissioner Mace

"To adopt the budget estimate for the School Lunch Program for fiscal year 2024-2025 totaling \$5,372,630 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

15. To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2024-2025.

Commissioner Heiser made a motion seconded by Commissioner Caggiano
"To adopt the budget estimate for the Police Private Duty Fund for fiscal year 2024-2025 totaling \$1,897,500 and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

16. To adopt the 2024-2025 Capital Budget.

Mayor Caggiano made a motion seconded by Commissioner Mace
"To adopt the Capital Budget for fiscal year 2024-2025 totaling \$11,063,910 and recommend approval of this action to the Planning Commission and to a Joint Meeting of the City Council and Board of Finance."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

17. Discussion regarding the 2024-2025 General Fund budget.

Commissioner Heiser questioned the Bristol Water Department budget increase with a pricing for 100 cubic feet for water from \$2.78 to \$3.94 which represents about a 40% increase over three years, and approximately an 18% increase in one year. Diane Waldron stated the Water Board sets the rates and revenues for the Water Board, the Board of Finance is approving the expenditure budget for these funds.

18. To adopt the General Fund Estimated Operating Budget for fiscal year 2024-2025.

Commissioner O'Brien made a motion seconded by Mayor Caggiano
"To adopt the General Fund budget estimate for fiscal year 2024-2025 totaling \$229,115,085 as presented by Chairperson Maikowski and have the budget advertised in a local newspaper and recommend approval of this action to a Joint Meeting of the City Council and Board of Finance."
Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Chairman Maikowski thanked everyone for their attendance at meetings, and cooperation in making decisions for this budget year. Mayor Caggiano thanked Chairman Maikowski for all his work in his first year as Chair for the Board.

19. Adjournment.

Mayor Caggiano made a motion seconded by Commissioner Burns

“To adjourn at 7:08 p.m.”

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in cursive script, appearing to read "Diane M. Waldron".

Diane M. Waldron
Board of Finance Clerk

City of Bristol
Special Board of Finance Meeting Minutes
May 14, 2024

A special meeting of the Board of Finance was held on Tuesday, May 14, 2024 at 6:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson David Maikowski, Mayor Jeffrey Caggiano, Vice Chairperson Marie O'Brien, Commissioners Glenn Heiser, Ron Burns. Commissioners Jon Mace and Mike Massarelli were present on Zoom. Mark Peterson and Mark Whitford were absent. Also present from the Comptroller's Office: Diane Waldron

Agenda

1. **Call to order**
2. **Public Works:**
 - a. **Additional Appropriation of \$383,543 within the Special Grants and Donations Fund**
3. **Adjournment**

1. **Call to order**

Chairman Maikowski called the meeting to order at 6:30 p.m.

2. **Public Works:**
 - a. **Additional Appropriation of \$383,543 within the Special Grants and Donations Fund**

Commissioner O'Brien made a motion seconded by Commissioner Burns

"To make an additional appropriation of \$383,543 within the Special Grants and Donations Fund and recommend approval to a Joint Meeting to the City Council and Board of Finance."

Ray Rogozinski stated this is a grant that came about because there were a number of flooding concerns within the City. NRCS evaluated a number of properties and this is the only property that fell under the requirements to become open space. The net cost to the City is \$1,100. The NRCS money goes into an escrow account and issued to the City, as a pass through, so this request establishes a revenue account which will be reimbursed by NRCS.

Chairman Maikowski questioned if there were cost overruns, will the grant pick up the difference. Ray confirmed they will, however he will have to come back to the BOF for an additional appropriation. Also, if the homeowner decides to not proceed, the City would pay demolition costs.

Commissioner O'Brien questioned if there were other federal grants available to homeowners. Ray stated NRCS has assisted the City for other projects in the past on Jacobs Street, Memorial Boulevard and Broad Street. The City has had then look at other various properties in the City that were turned down for assistance because they did not qualify for the program, as one of the requirements to get this grant is the flooding has to occur on the first floor and most flooding occurs in the basement.

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

3. **Adjournment**

Mayor Caggiano made a motion seconded by Commissioner O'Brien

"To adjourn at 6:40 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in cursive script, appearing to read "Diane M. Waldron".

Diane M. Waldron
Board of Finance Clerk

City of Bristol
Regular Board of Finance Meeting
April 3, 2024

A regular meeting of the Board of Finance was held on April 3, 2024 at 5:30 p.m. in City Hall Council Chambers and via Zoom. The following were in attendance: Chairperson Dave Maikowski, Vice Chairperson Marie O'Brien, Mayor Jeffrey Caggiano, Commissioners Glenn Heiser, Jon Mace, Mark Peterson, and Mark Whitford. Ron Burns was absent. Mike Massarelli on Zoom. Also present from the Comptroller's Office: Diane Waldron, Robin Manuele and Jessica Pilgrim.

1. Call to order

Chairperson Smith called the meeting to order at 5:30 p.m.

2. Public Participation

None

3. Presentation and discussion regarding the 2024-2025 budget.

Comptroller Diane Waldron gave a presentation on the proposed 2024-2025 budget reviewing City Expenditures, Capital Outlay, Debt Service and Capital Expenditures, Education, Revenues, Fund Balance and Use of Reserves, Grand List, Mill Rate, Capital Budget, and Open Items.

Diane reviewed the proposed budget for the General City totaling \$85,043,690 increasing \$3,027,635 or 3.69%. The initial requests totaled \$87,715,450 or a 6.95% increase.

Diane highlighted the proposed city expenditure reductions:

- Corporation Counsel Professional Fees - reduced by \$40,000 as there are currently funds that can be carried over to that account.
- A vacancy factor was applied to Police Patrol and Public Works Streets Division of 1.5 and 1 position, respectively.
- Fire Department Regular Wages and associated costs with the requested hiring of 16 new firefighter positions.
- Various reductions were taken in Police, Fire, Public Works and PRYCS based on current trends
- PRYCS requested two maintainers and one is recommended, as well as the recommendation of a full time Arts & Culture Supervisor to be funded in the Arts & Culture Fund
- Operating Transfers Out - removing the transfer to Special Revenue for the \$100,000 reserve for the Fire Truck, certain Capital Projects for the Capital Budget and an increase in use of reserves from the Internal Service Fund.

Capital Outlay requests for City Departments totaled \$1,357,655 and \$673,765 is proposed to be funded from the Equipment Building Sinking Fund. The Public Works Fleet Capital Outlay account stays in the General Fund. The request of \$1,378,000 is proposed to be funded at \$500,000 but additional funds may be appropriated from FY2024 surplus or receipt of unanticipated grants in FY2025.

The Debt Service and Capital Transfers proposed budget totals \$14,932,395, an increase of \$1,098,865 or 7.94%. The majority of this increase is a result of a \$1 million increase in Debt Service. Debt Service by purpose was reviewed, 36% is for School, 63% for General Improvement and 1% for Sewer.

Discussion was held on the Assessor Personal Property Audits; the funding request is for year two. The program has started, and the City anticipates billing for any adjustments by June 30, 2024.

Diane reviewed the Tax Increment Financing which was created with the Downtown Bristol TIF Master Plan in 2018. The current TIF balance is \$258,000. The 10/1/23 Grand List incremental tax amount is estimated at \$1.377 million, it is treated as a revenue and expense and factored in the mill rate calculation. The recommendation is no TIF allocation for fiscal year 2025. Mayor Caggiano stated no one has been interested in this program to date.

The Board of Education request of \$132,232,600 or a 4.13% increase has a proposed reduction of \$3,143,600, bringing the proposed net BOE budget down to \$129,089,000 an increase of \$2,100,000 or 1.65%.

Dr. Carbone stated last year they requested \$127,989,000 and they received \$126,989,000. The proposed increase of \$2,100,000 does not cover what the Board needs. Alliance Funding, State Entitlement Grants follow very different rules. A \$129 million budget will have tremendous impact on the Board side, and will come before the Board of Finance next year with a deficit. Special Education can not be cut as it's a mandated service. Mayor Caggiano stated there is a \$3.2 million increase in the Alliance Grant, the total the BOE is receiving between the City and the additional Alliance Grant funds is an increase of \$5.6 million. Dr Carbone stated 12.5 positions were moved within the alliance district. The Board of Education needs \$2.7 million to meet all contractual obligations and will need to make considerable cuts without that amount, including the possibility of layoffs. The budget presented is what was approved by the Board of Education, and Dr. Carbone cannot make any changes at this point.

Chairman Maikowski stated no one on this Board wants to set anyone up for failure. The question was to clarify how many new hires were in the budget. Dr. Carbone stated there are two new positions for English as a second language, funds that are currently in the budget will be used for programs to mitigate out of district costs. Dr. Carbone stated there is a Security Officer, 2 Teachers, 12 people being moved out of General Fund. Mayor Caggiano asked what the contractual labor contract increases are. Discussion continued on the Board of Education budget.

The total General Fund proposed budget is \$229,065,085 which increases 2.79%, with the General City at 3.69%, Debt Service and Capital Transfers 7.94% and Education 1.65%.

Requested revenues totaled \$58,206,690 and after \$1,250,000 of proposed changes revenues total \$59,456,690. There were two changes for Tax Motor Vehicle Supplemental and an additional \$1,000,000 use of the Mill Rate Stabilization Fund.

The proposed budget does not use Fund Balance, and maintains the Fund Balance percentage at 13.25%. However, there is a recommendation to use \$2,000,000 from the Mill Rate Stabilization Fund. \$1.2 million will be left in the MRSF after this use.

The Grand List grew 0.35%. The current FY23-24 mill rate is 30.35. With the proposed reductions reviewed the budget totals \$229,065,085 and would require a mill rate of 31.85 mills to balance the budget.

The recommendation is to use the statutory motor vehicle mill rate cap of 32.46, and a mill rate of 31.85 for Real Estate and Personal Property.

Diane reviewed the estimated tax increase to a single family for the average and median taxpayer.

The Capital Improvement Committee has reviewed the Capital Budget and Diane reviewed the summary of authorized debt as well as debt service projections and ratios. 2029-2030 the percentages do increase. An assumed interest rate of 3.75% was used for the projections. Currently rates are between 3.2%-3.4%, so these are conservation projections. Diane stated that there are many factors that would affect actual debt service, including cash flow for the projects, timing of the issuances and the final interest rate.

Next year, there is a planned debt service increase estimated at \$1 million, the use of the Mill Rate Stabilization Fund may not be available if not replenished and there is use of \$1.5 million of the Health Benefits Fund to offset the health insurance increases.

At this point the Board needs to decide if there are any other adjustments, and to monitor if there will be any other adjustments to State revenues. There is another workshop scheduled for April 17. The Board of Finance is set to adopt the budget on April 23 and a Joint Meeting of City Council and Board of Finance to adopt on May 20.

The Mayor stated he will be the loudest voice if the BOE says they are cutting teacher positions. They have a \$5.6 million increase in their budget. Chairman Maikowski stated the Alliance Funding has restrictions, but has fluidity within the budget where it can be absorbed within programs that qualify. Commissioner Mace stated the BOE can be creative with other expenses, it will take some work on their part and require better explanations of what it can be used for.

4. Any other matter to come before said meeting

None

5. Adjournment

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 7:26 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:

A handwritten signature in cursive script, appearing to read "Diane M. Waldron".

Diane M. Waldron
Board of Finance Clerk

City of Bristol
Regular Board of Finance Meeting
April 17, 2024

A regular meeting of the Board of Finance was held on April 17, 2024 at 5:30 p.m. in City Hall 3rd Floor Meeting Rooms and via Zoom. The following were in attendance: Chairperson Dave Maikowski, Vice Chairperson Marie O'Brien, Mayor Jeffrey Caggiano (left at 5:58 p.m.), Commissioners Ron Burns, Glenn Heiser, Jon Mace, and Mike Massarelli. Commissioner Mark Peterson and Mark Whitford were on Zoom.

Also present from the Comptroller's Office: Diane Waldron, Robin Manuele and Jessica Pilgrim.

1. Call to order

Chairperson Maikowski called the meeting to order at 5:30 p.m.

2. Public Participation

None

3. Discussion regarding the 2024-2025 budget.

Comptroller Diane Waldron reviewed the proposed budget for the General City totaling \$85,093,690 increasing \$3,077,635 or 3.75%. It was noted, the Condensation Tanks at PD Complex couldn't not be funded by LOCIP in the Capital Budget because the project would be temporary with proposed future renovations to the building so \$50,000 has been added to City side of the of the budget. This is the only change from the April 3 workshop.

The total General Fund proposed budget is \$229,115,085 which increases 2.82%, with the General City at 3.75%, Debt Service and Capital Transfers 7.94% and Education 1.65%.

For the Capital Budget, \$126,000 has been added for LOCIP funding various Public Building projects, which includes \$55,000 for Fire Headquarters Parking Lot Upgrades, \$15,000 for Firehouse #2 Concrete Apron Repairs, and \$56,000 for Manross Library Window Replacements.

Commissioner O'Brien, questioned Diane stating at the Joint Meeting she reported the City is projecting a \$3 million surplus, Diane clarified revenues are running \$3 million ahead, however it is unknown how expenditures, specifically for the Board of Education will come in through June 30. City expenditures are currently running with an expenditure surplus at this point in time. Commissioner O'Brien questioned if there is any new information on the legislative side of the budget, which Diane stated there is nothing new to report and that the State budget should be voted on or before May 8.

Commissioner O'Brien also questioned the BOE establishing their own federal ID number and establishing a taxing district, and if there is a solution to this. Diane explained there is one federal ID for the City and BOE. The Comptroller's Office does all federal reporting for the BOE including filing the 941, 1099s and W2's. With respect to the specific grant questioned, advice was sought from UHY and it was suggested the City or BOE apply for the grant with an outside community health agency.

Discussion was held on the BOE budget. Dr. Carbone stated she understands the BOF is trying to make economic decisions, she can only present what the BOE has adopted. She shared that the recommended budget, with contractual bargaining increases, transportation increases and special education costs the amount needed by the BOE is about a \$2.7 million increase. Chairman Maikowski stated there have been several meetings to discuss what amount is needed to maintain the same services in the previous year as there is no Grand List growth this year to help offset any increase in the mill rate. There are 13 positions added to the budget from the total, 8 of those 13 would be a revenue neutral cost to the City. He would like to see the City and BOE maintain current services, no less or no more. This is the first year the BOE is seeing an increase in Alliance District funding, which they have not seen in the past.

Shelby Pons, Chairperson BOE, discussed the BOE budget request and Alliance funding as there are other competing priorities of the Board. The Alliance District funding has increased because 100 students are either SPED, ESL, or are within poverty levels. The legislation has requirements of the money which are to increase services, and the BOE must stay in compliance for these additional funds.

Shelby stated she can go back to the Board of Education, and make \$2.4 million work, as the BOE is working to find ways to supplement the theatre program and sports programs. They are looking at other ways to bring in revenue as well.

Commissioner O'Brien requested the BOE present monthly to the Board of Finance going forward. The BOE presenting on a monthly basis will provide consistency, a clear understanding of their budget and transparency to help eliminate any confusion. Discussion was held on providing the BOE with a summary template to complete for their budget request next year, to provide the information in a format that would be helpful to the Board of Finance.

4. Any other matter to come before said meeting

None

5. Adjournment

Commissioner O'Brien made a motion seconded by Commissioner Mace

"To adjourn at 6:58 p.m."

Following a voice vote in which there was no opposition, the Chairperson declared the motion carried.

Attest:



Diane M. Waldron
Board of Finance Clerk



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: **Purchasing Department**
(Requesting Department)

Date: **April 24, 2024**
(Submission Date)

For the **May 2024** Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ New Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ _____ 150.00
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____

Approval:

This request was approved by the Board of _____
(governing Board of your department)
at its meeting held on _____.
(date)

A handwritten signature in blue ink, appearing to read "Jodi McGrane".

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 6:00 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

To correct amounts required for unanticipated equipment repair (date stamp).

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From:	0011017-557700	To:	0011017-543000	Amount:	150.00
	Advertising		Repairs & Maint		
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Assessor
(Requesting Department)

Date: 05/08/2024
(Submission Date)

For the 05/28/2024
Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 2,000.00
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the N/A
(governing Board of your department)
at its meeting held on N/A
(date)

Tom DeNoto (Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

- Income and Expense report second mailing.
- Staff mileage reimbursement coverage.
- Conference and Schooling attendance coverage.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount

Transfer(s) complete the following:

From:	Overtime 0011014 – 515100	To:	Postage 0011014 – 553100	Amount:	500.00
From:	Overtime 0011014 – 515100	To:	Travel 0011014 – 554000	Amount:	500.00
From:	Overtime 0011014 – 515100	To:	Conferences & Membership 0011014 – 581120	Amount:	500.00
From:	Overtime 0011014 – 515100	To:	Schooling & Education 0011014 – 581135	Amount:	500.00
From:		To:		Amount:	
From:		To:		Amount:	

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Town & City Clerk
(Requesting Department)

Date: May 14, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 2,016
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on _____.
(date)


(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Part-time/temporary office staff for 24 hours per week during the month of June because we are short-staffed and it is dog licensing month which is always very busy.

Transfer(s) complete the following:

From:	Regular wages (vacant position) 0011023- 514000	To:	Part-time wages 0011023- 515200	Amount:	\$2,016
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Comptroller's Office
(Requesting Department)

Date: May 3, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 4,965
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on _____.
(date)



(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Transfer from Other Wages to Part Time Wages to cover Temporary Help needed in Comptroller's Office in 2023. Additional Staff Training for Conferences & Memberships.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From:	0011018 517000 Other Wages	To:	0011018 515200 Part Time	Amount:	\$3,665
From:	0011018 517000 Other Wages	To:	0011018 515100 Overtime	Amount:	\$500
From:	0011018 517000 Other Wages	To:	0011018 581120 Conf & Memberships	Amount:	\$800
From:	_____	To:	_____	Amount:	_____

Grants:

Total Amount: Grant \$_____

City Share \$_____ %

Federal/State Share \$_____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: ARP Task Force
(Requesting Department)

Date: March 12, 2024
(Submission Date)

For the March 26, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☒ Rescind Appropriation \$ _____ (300) _____

Approval:

This request is pending approval by the ARP Task Force
(governing Board of your department)
at its meeting held on May 13, 2024.
(date)

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

At the May 13, 2024 ARP Task Force Meeting it was voted:
a. To closeout the Assistance to Households project and rescind \$300 appropriation

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account		Account Name	Amount
3071018-431725	Rev	American Rescue Plan Funds	(\$300)
3077025-481745		Community Services Assistance to Households	(\$300)



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Building Department
(Requesting Department)

Date: May 2, 2024
(Submission Date)

For the May 21, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

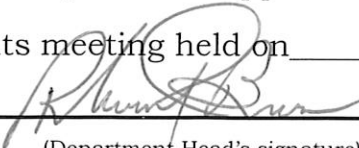
This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 1,000
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of _____
(Governing Board of your department)

At its meeting held on _____
(Date)


(Department Head's signature)

Board of Finance Agenda Request Form

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Reason for request: ***Funds are needed to cover the Inspectors training, license renewals, conferences and meetings.***

To appropriate

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
----------------	---------------------	---------------

Revenue:

Expenditures

Transfer(s) complete the following:

From:	0012615-543000	0012615-581120	Amount:	500.00
From:	0012615-563100	0012615-581120	Amount:	500.00
From:	_____	To: _____	Amount:	_____
	_____	_____		_____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Bristol Police Department
(Requesting Department)

Date: May 21, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

☒ Additional Appropriation \$5,000

☐ Transfer from Contingency \$ _____

☐ Transfer(s) \$ _____

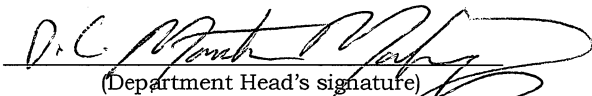
☒ Grant \$5,000

☐ Carry-over(s) \$ _____

☐ Other

Approval:

This request was approved by the Board of Police Commissioners
(governing Board of your department)
at its meeting held on May 21, 2024.
(date)


(Department Head's signature)

Board of Finance Agenda Request Form

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Reason for request:

To appropriate funds for the Thomaston Savings Bank Foundation Grant to support the Cadet program.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
1062110-470000-25G02	Cadet Program	\$5,000
1062110-561800-25G02	Program Supplies	\$5,000

Transfer(s) complete the following:

From:	To:	Amount:
From:	To:	Amount:
From:	To:	Amount:

Grants:

Total Amount: Grant \$

City Share \$ _____ %

Federal/State Share \$ _____ 100%

Carry-overs list the following:

Account	Account Name	Amount



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Building Department
(Requesting Department)

Date: May 16, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- ☒ Additional Appropriation \$ 2,418
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 90,000
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____

Approval:

This request was approved by the _____ at its meeting held on _____
(governing Board of your department)

(date)


(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

To appropriate \$2,418 in additional revenue received for Code Enforcement activities.

To transfer funds for regular wages, overtime and professional fees for 24-25 budget.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
Revenues:		
1064240 422025 CEC	Code Enforcement Fines	\$2,418
1064240 450209 CEC	Code Enforcement Tall Grass	
1064240 450420 CEC	Code Enforcement	
Expenditures:		
1064240 553100 CEC	Postage	\$2,000
1064240 569000 CEC	Office Supplies	\$418

Transfer(s) complete the following:

From:	1064240 587030 CEC Building Demolition	To:	1064240 514000 CEC Regular Wages	Amount:	\$80,000
From:	1064240 587030 CEC Building Demolition	To:	1064240 515100 CEC Overtime	Amount:	\$2,500
From:	1064240 587030 CEC Building Demolition	To:	1064240 531000 CEC Professional Fees	Amount:	\$7,500
From:		To:		Amount:	



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Building Department
(Requesting Department)

Date: May 16, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

☒ Additional Appropriation \$ 2,418

☐ Transfer from Contingency \$ _____

☒ Transfer(s) \$ 90,000

☐ Grant \$ _____

☐ Carry-over(s) \$ _____

Approval:

This request was approved by the _____ at its meeting held on _____
(governing Board of your department)

(date)


(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

To appropriate \$2,418 in additional revenue received for Code Enforcement activities.

To transfer funds for regular wages, overtime and professional fees for 24-25 budget.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
Revenues:		
1064240 422025 CEC	Code Enforcement Fines	\$2,418
1064240 450209 CEC	Code Enforcement Tall Grass	
1064240 450420 CEC	Code Enforcement	
Expenditures:		
1064240 553100 CEC	Postage	\$2,000
1064240 569000 CEC	Office Supplies	\$418

Transfer(s) complete the following:

From:	1064240 587030 CEC Building Demolition	To:	1064240 514000 CEC Regular Wages	Amount:	\$80,000
From:	1064240 587030 CEC Building Demolition	To:	1064240 515100 CEC Overtime	Amount:	\$2,500
From:	1064240 587030 CEC Building Demolition	To:	1064240 531000 CEC Professional Fees	Amount:	\$7,500
From:		To:		Amount:	



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Bristol Public Library
(Requesting Department)

Date: May 7, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- ☒ Additional Appropriation \$27,090.00
- ☐ Transfer from Contingency \$_____
- ☐ Transfer(s) \$_____
- ☐ Grant \$_____
- ☐ Carry-over(s) \$_____
- ☐ Other

Approval:

This request was approved by the Board of Library Directors
(governing Board of your department)

at its meeting held on April 1, 2024. (date)

Deborah Prozzo (Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request: \$27,090.00 is to Appropriate trust revenue received from the Manross Memorial Library Trust Fund to be used per the designated fund agreement with the Main Street Community Foundation and the Board of Library Directors to include a Manross space study, support materials for the Library Outreach vehicle, purchase of books and other materials, including Hoopla and Overdrive content.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
0016012-480001-MANRS	Manross Memorial Library Trust Fund - REVENUE	\$27,090.00
0016012-589100	Manross Memorial Library Miscellaneous-EXPENDITURE	\$27,090.00

Transfer(s) complete the following:

From:	To:	Amount:
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Library
(Requesting Department)

Date: May 17, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 4535.00
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on _____.
(date)


(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

To cover overages in various accounts: Other Wages, Part Time Wagers, and Printing and Binding for the Main Library.

Transfer(s) complete the following:

From:	6010-515100 <i>Overtime</i>	To:	6010-517000 <i>Other Wages</i>	Amount:	\$2,500.00
From:	6010-515100 <i>Overtime</i>	To:	6010-515200 <i>Part Time Wages</i>	Amount:	\$835.00
From:	6010-553100 <i>Postage</i>	To:	6010-555000 <i>Printing & Binding</i>	Amount:	\$1,200.00
From:		To:		Amount:	
From:		To:		Amount:	
From:		To:		Amount:	
From:		To:		Amount:	
From:		To:		Amount:	

Finance Speaking Notes

Meeting of May 8, 2024

Budget Update – FY24: Through April 30,, 2024

As of April 30, 2024, our available balance is **\$(5,432,919)**. For perspective, at this time last year, we were at **\$(4,997,222)**. Our current negative position is mainly due to increased tuition, transportation, and professional services expenses for students receiving special education services. As I have previously reported, special education expenses are unpredictable. We continuously monitor and reconcile all related costs and anticipate additional volatility in these lines through year-end.

As of May 3rd, there are 700 open purchase orders totaling \$12,555,808.55. We continue to identify areas to reduce encumbrances and close purchase orders for non-urgent goods and services. We also continue to maintain a budget freeze, and I monitor expenditures across all departments.

Cafeteria Report - Food Service

Our Cafeteria program continues to run smoothly. As previously reported, we are utilizing some of the surplus to enhance our kitchen facilities. We are in the process of replacing double-convection ovens in BCHS and BEHS, as well as a reach-in refrigerator at Greene-Hills School. We also constantly seek out and introduce new and diverse food options for our scholars.

As of the end of April, our snapshot balance was **\$944,096**. Our 13 cafeterias have served 42,647 breakfasts, 89,345 lunches, and 1,276 after-school snacks.

Appropriations & Transfers (exceeding \$10K)

In April:

- \$15,943.52 was transferred to Athletic supplies from various athletic lines to cover spring sports purchases.

- \$59,472.70 was transferred to Speech Clinician Salaries Edgewood from other locations to reallocate Speech clinician salaries to the proper location
- \$15,000.00 was transferred to Athletic Officials from the Field Maint Athletics Account to cover Spring Sports Officials

Special Services Update - Reported by Amy Martino

Tonight, I will report on the special education enrollment count. As of May 1, 2024, 1,845 of the 8,140 enrolled Bristol students are identified as requiring Special Education programming. This enrollment reflects 22.67% of the total BPS student population.

As of May 1st, 120 students with disabilities required out-of-district placements at private special education school programs. There are 79 students requiring special education programming services at other public out-of-district schools, including magnet schools.

During the month of April 2024, 21% of newly registered students were identified as students with special education programming needs at the time of registration. One newly enrolled student received their program and services during the month of April from an out-of-district special education school program. During the month of April, there were 28 211 and 9 911 calls.

Student Activity Accounts

I'll start with Bristol Central:

At the end of April, the BCHS Student Activity Fund had an opening balance of \$175,790.39, a total of \$165,446.32 in Expenditures and \$191,411.70 in Revenues, leaving a total balance of \$202,755.77.

Bristol Central Athletics's account began this year with a balance of \$48,998.45. A total of \$50,503.49 in expenses and \$36,805.11 in revenues left a balance of \$35,300.07.

The BEHS Student Activity Fund had an opening balance of \$157,634.44, a total of \$112,743.72 in expenditures, and \$149,668.15 in Revenues, leaving a total balance of \$194,558.87.

Bristol Eastern Athletics began this year with a \$7,376.58 balance. A total of \$23,039.61 in expenses and \$18,704.34 in revenues left a balance of \$3,041.31.

Recommended 2024-2025 Budget Cuts/Adjustments

The City has recommended an FY 2025 BoE Budget of **\$129,089,000**, resulting in a **(3,143,602)** reduction to the **\$132,232,602 FY2025 BoE Approved budget**. After review with the Central Office Team, we make the following recommendations to you this evening:

Recommended GF Budget Cuts					
Object	Description	BoE Budget \$	New Budget \$	+ or (-) Amount	Reason
511102	TEACHER SALARIES - INSTRUCTION	38,415,148	38,366,345	-48,803	Reduction of New Positions @ BAIMS
511102	TEACHER SALARIES - INSTRUCTION	2,616,337	2,049,662	-566,675	Changes/retirements/movement Estimates based on new hires at lower salaries
511102	TEACHER SALARIES - INSTRUCTION	545,953	530,704	-15,249	Employee Movement - To Alliance
511172	INTERN/TUTOR SALARIES	164,082	40,055	-124,027	Employee Movement - To Alliance
Various	DW SUMMER SCHOOL	129,899	49,651	-80,248	Cut to Balance Budget remaining costs sent to ARP
511187	COACHING STIPENDS	982,366	956,366	-26,000	Review of use of intramural time/reduction Esports

512072	BUILDING PARAPROFESSIONALS	888,639	831,039	-57,600	Cut (2 positions) to Balance Budget
520306	EMPLOYEE MEDICAL RX	15,327,745	15,600,067	272,322	14.4 % Benefit Cost per City (Diane Waldron)
541014	ELECTRICITY	930,000	764,000	-166,000	Additional Solar Savings
541034	HEATING FUELS	612,000	447,000	-165,000	Lower than anticipated contract 2.6442/gal
541044	ELECTRICITY - SOLAR GENERATION	874,000	698,000	-176,000	Additional Solar Savings
543005	REPAIRS & MAINTENANCE	630,000	525,000	-105,000	Cut air quality inspections & additional cut
551303	PVT SCHOOL TRANSPORTATION	515,000	498,000	-17,000	Cut to Balance the Budget
553309	SOFTWARE LICENSES - SPED	105,000	85,000	-20,000	(Special Education)
556009	DIST PLACED TUITION SPED	1,476,299	686,299	-790,000	Cut to balance the budget
561102	INSTR SUPPLIES INSTR	664,641	644,641	-20,000	Cut to Balance the Budget
561102	BILITERACY TESTING SUPPLIES	6,506	0	-6,506	Bi-Literacy test fees cut
562703	FUEL PUPIL TRANSPORTATION	478,247	461,431	-16,816	Lower than anticipated contract 2.649/gal
573017	UNIFORMS - ATHLETICS	51,170	36,170	-15,000	Cut line by 15,000 Athletic accounts to fund
580400	EXCESS COST REVENUE	-4,983,747	-5,983,747	-1,000,000	Additional Revenues Anticipated
		60,429,285	57,285,683	-3,143,602	Total + or (-)
Less Changes			-3,143,602		
City BoF Budget		126,989,000	129,089,000	1.65%	New Total

Dark Trace

Alison and Eric will explain a new software for the Boe and City to protect us from cyber-attacks.

Character Code	2023	Actual	2024 Budget	2024 Revised Budget	YTD Expended	Encumbrances	Available Budget	% of Budget Used
01 - GENERAL CONTROL		2,566,414	2,610,036	2,628,477	2,132,447	559,933	-63,903	102.4%
02 - INSTRUCTION		48,747,824	51,443,932	51,414,390	35,183,096	16,133,992	97,302	99.8%
03 - TRANSPORTATION		5,658,384	5,636,404	5,637,425	1,420,103	4,026,538	190,785	96.6%
04 - OPERATION OF PLANT		7,468,241	8,356,597	8,356,597	5,868,781	1,727,913	759,903	90.9%
05 - MAINTENANCE OF PLANT		2,741,585	2,935,421	2,935,421	2,301,754	718,788	-85,122	102.9%
06 - BENEFITS & FIXED		19,672,592	19,955,775	19,955,775	19,452,114	57,563	446,098	97.8%
07 - ATHLETICS & STUDENT		2,100,728	2,316,460	2,375,397	1,735,972	137,541	501,883	78.9%
08 - CAPITAL & TECHNOLOGY		2,065,852	2,105,790	2,121,176	1,856,399	165,926	98,850	95.3%
10 - TUITION		1,159,522	1,010,000	1,010,000	1,162,019	6,997	-159,016	115.7%
50 - SALARIES/WORK COMP		0	0	0	4,810	0	-4,810	-
58 - OTHER/MISCELLANEOUS/ANTICIPATED REVENUE		-5,540,487	-4,499,544	-4,499,544	-4,452,600	0	-46,944	99.0%
Total		86,640,654	91,870,871	91,935,113	66,664,895	23,535,192	1,735,026	98.1%
Special Education Breakdown								
Special Education		15,019,308	13,779,428	13,746,202	11,459,825	5,241,725	-2,955,347	121.5%
Preschool		988,530	1,088,996	988,590	629,800	294,708	64,083	93.5%
Summer School		116,880	120,599	120,599	0	0	120,599	0.0%
Psychological Services		1,531,278	1,648,060	1,613,242	1,059,423	528,689	25,130	98.4%
Speech Pathology		1,370,887	1,551,063	1,655,270	1,159,979	562,752	-67,461	104.1%
Transportation		5,739,033	5,864,207	5,864,207	4,188,061	1,913,631	-237,486	104.0%
Magnet/Vo-Ag School Tuitions		1,476,299	475,000	475,000	176,956	28,521	269,523	43.3%
Public School Tuitions		2,319,193	1,766,776	1,766,776	3,448,709	730,667	-2,412,601	236.6%
Private Facility Tuitions		9,629,818	8,824,000	8,824,000	8,205,662	2,592,723	-1,974,385	122.4%
09 - SPECIAL EDUCATION TOTAL		38,191,225	35,118,129	35,053,886	30,328,414	11,893,417	-7,167,945	120.4%
TOTAL OPERATING BUDGET		124,831,879	126,989,000	126,988,999	96,993,309	35,428,609	-5,432,919	104.6%
REVENUE SOURCES:								
Rentals	\$	(35,629)						
Tuitions	\$	(52,670)						
Medicaid	\$	(169,888)						
Excess Cost	\$	(4,194,413)						
Total Revenue Anticipated, YTD: \$							CURRENT OPERATING BUDGET AFTER REVENUE:	
							-\$5,432,919	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01 GENERAL CONTROL							
511001 SUPERINTENDENT/DEPUTY SALARI	424,625	0	424,625	343,211.55	107,788.45	-26,375.00	106.2%
511021 SUPERVISOR SALARIES - GENERA	340,337	0	340,337	273,338.44	74,768.68	-7,770.12	102.3%
512001 CENTRAL ADMIN SALARIES - GEN	124,217	0	124,217	99,562.70	26,120.44	-1,466.14	101.2%
512021 SECRETARY SALARIES - GENERAL	656,292	0	656,292	528,792.04	142,768.68	-15,268.72	102.3%
532301 PROF SERVICES - OTHER - GEN	50,000	0	50,000	68,131.42	453.96	-18,585.38	137.2%
533011 OTHER PROF/TECH - GENERAL	133,300	-4,592	128,708	106,643.20	28,042.45	-5,977.46	104.6%
544401 RENTS & LEASES - GENERAL	350,000	0	350,000	317,339.29	73,308.19	-40,647.48	111.6%
553001 TELEPHONE - GENERAL	190,000	0	190,000	117,031.84	39,456.82	33,511.34	82.4%
553101 POSTAGE - GENERAL	80,000	0	80,000	74,409.47	4,366.80	1,223.73	98.5%
553301 SOFTWARE/LICENSES - GENERAL	18,000	36,170	54,170	46,805.00	2,285.00	5,080.00	90.6%
555001 PRINTING & BINDING - GENERAL	19,200	0	19,200	6,782.64	1,767.36	10,650.00	44.5%
558001 STAFF TRANSPORT - GENERAL	26,250	-1,250	25,000	21,573.57	.00	3,426.43	86.3%
559001 OTHER PURCHASED SERVICES - G	18,000	-10,102	7,898	5,460.50	.00	2,437.50	69.1%
561201 ADMIN SUPPLIES - GENERAL	22,000	-1,235	20,765	4,447.07	1,267.96	15,049.79	27.5%
569001 OFFICE SUPPLIES - GENERAL	123,000	-550	122,450	103,649.36	57,308.27	-38,507.63	131.4%
581161 MEMBERSHIPS - STAFF - GEN	8,655	0	8,655	7,781.67	30.00	843.33	90.3%
581171 MEMBERSHIPS - DIST - GENERAL	26,160	0	26,160	7,487.00	200.00	18,473.00	29.4%
TOTAL GENERAL CONTROL	2,610,036	18,441	2,628,477	2,132,446.76	559,933.06	-63,902.81	102.4%
02 INSTRUCTION							
511012 PRINCIPAL SALARIES	3,341,641	-222,351	3,119,290	2,452,404.47	664,351.48	2,534.48	99.9%
511022 SUPERVISOR SALARIES - INSTRU	1,251,149	161,650	1,412,799	1,029,062.34	350,975.25	32,761.41	97.7%
511092 SUMMER SCHOOL SALARIES	46,500	0	46,500	.00	.00	46,500.00	.0%
511102 TEACHER SALARIES - INSTRUCT	38,021,489	-86,562	37,934,927	25,304,258.05	13,198,226.44	-567,557.75	101.5%
511142 GUIDANCE COUNSELOR SALARIES	2,115,032	0	2,115,032	1,379,851.51	720,713.35	14,467.14	99.3%
511152 LIBRARY MEDIA SALARIES - INS	610,726	-56,115	554,611	326,875.51	200,459.03	27,276.79	95.1%
511162 SUBSTITUTE TEACHER SALARIES	830,000	0	830,000	823,297.04	.00	6,702.96	99.2%
511172 INTERN/TUTOR SALARIES - INST	64,355	164,545	228,900	47,291.34	9,058.88	172,549.78	24.6%
511182 NON CERT INSTRUCTION SALARIE	66,625	27,810	94,435	89,879.62	34,509.36	-29,953.98	131.7%
511192 CO-CURRICULAR STIPENDS - INS	173,788	0	173,788	45,842.26	.00	127,945.74	26.4%
512022 SECRETARY SALARIES - INSTRUC	2,407,407	-2,022	2,405,385	1,862,130.69	567,004.03	-23,749.72	101.0%
512032 SUBSTITUTE SECRETARY SALARIE	5,000	0	5,000	20,409.45	5,432.71	-20,842.16	516.8%
512072 PARA SALARIES - INSTRUCTION	757,174	-27,810	729,364	624,421.16	233,458.95	-128,516.11	117.6%
512082 INTERVENTION SPECIALISTS	215,910	0	215,910	146,987.74	56,089.11	12,833.15	94.1%
532202 PROF ED SERVICES - INSTRUCTI	78,114	0	78,114	30,280.53	3,985.00	43,848.47	43.9%
532302 PROF SERVICES - OTHER - INST	22,200	4,154	26,354	17,270.80	7,221.89	1,861.19	92.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
532402 FIELD TRIPS/ADMISSION - INST	25,300	-5,500	19,800	6,632.29	3,823.41	9,344.30	52.8%
533012 OTHER PROF/TECH - INSTRUCTIO	1,960	385	2,345	1,748.97	.00	596.03	74.6%
543002 REPAIRS & MAINT - INSTRUCTIO	50,806	1,634	52,440	39,602.48	7,880.00	4,957.37	90.5%
544402 RENTS & LEASES - INSTRUCTION	83,070	7,500	90,570	90,418.46	749.54	-598.00	100.7%
553102 POSTAGE - INSTRUCTION	1,290	0	1,290	848.00	236.00	206.00	84.0%
553302 SOFTWARE/LICENSES - INSTRUCT	226,239	-31,087	195,152	115,111.75	485.80	79,554.60	59.2%
555002 PRINTING & BINDING - INSTRUC	57,960	4,018	61,978	44,548.83	6,303.28	11,125.65	82.0%
558002 STAFF TRANSPORT - INSTRUCTIO	15,300	0	15,300	4,863.50	5,310.00	5,126.50	66.5%
559002 OTHER PURCHASED SERVICES - I	1,000	0	1,000	.00	.00	1,000.00	.0%
561102 INSTRUCT SUPPLIES - INSTRUCT	572,552	12,426	584,978	479,101.10	46,003.04	59,873.41	89.8%
561202 ADMIN SUPPLIES - INSTRUCTION	12,500	-2,272	10,228	4,873.07	35.12	5,319.73	48.0%
561502 COMP MEDIA SUPPLIES - INSTRU	200	0	200	.00	.00	200.00	.0%
564102 TEXTBOOKS - INSTRUCTION	128,280	-2,812	125,468	22,562.50	.00	102,905.66	18.0%
564112 REPLACEMENT TEXTBOOKS	7,500	0	7,500	3,610.46	.00	3,889.54	48.1%
564202 LIB BOOKS/MAG SUBS - INSTR	95,905	846	96,751	63,602.05	2,236.52	30,912.55	68.0%
565002 STUDENT RECOGNITION - INSTRU	9,297	-360	8,937	3,597.36	691.64	4,648.00	48.0%
569002 OFFICE SUPPLIES - INSTRUCTIO	77,206	13,771	90,977	42,742.65	2,782.65	45,451.23	50.0%
573002 EQUIPMENT - INSTRUCTION	15,880	5,956	21,836	16,236.69	2,625.76	2,973.55	86.4%
581162 MEMBERSHIPS - STAFF - INSTRU	17,800	182	17,982	16,178.55	634.00	1,169.45	93.5%
581172 MEMBERSHIPS - DIST - INSTRUC	36,777	2,473	39,250	26,554.61	2,710.00	9,985.39	74.6%
TOTAL INSTRUCTION	51,443,932	-29,542	51,414,390	35,183,095.83	16,133,992.24	97,302.35	99.8%

03 TRANSPORTATION

512043 TRANSPORTATION SALARIES	78,232	0	78,232	61,728.87	14,906.13	1,597.00	98.0%
533013 OTHER PROF/TECH - TRANSPORT	230,000	0	230,000	147,333.71	84,106.49	-1,440.20	100.6%
551003 REGULAR PUPIL TRANSPORTATION	3,510,348	0	3,510,348	70,939.37	3,093,022.49	346,386.14	90.1%
551203 IN TOWN TRANSPORT - VOTECH	29,113	0	29,113	30,951.99	17,697.57	-19,536.56	167.1%
551303 PRIVATE SCHOOL TRANSPORT	606,735	0	606,735	295,661.41	201,357.23	109,716.36	81.9%
551403 OUT OF TOWN TRANSPORT - VOTE	277,348	0	277,348	204,258.96	78,342.00	-5,252.96	101.9%
551503 OUT OF TOWN TRANSPORT - VOAG	127,854	0	127,854	93,239.52	34,611.64	2.84	100.0%
551703 FIELD TRIPS - INSTRUCTION	25,520	1,021	26,541	8,034.09	7,689.47	10,817.52	59.2%
551813 HOMELESS IN-TOWN SPED	10,000	-10,000	0	.00	.00	.00	.0%
551823 HOMELESS IN-TOWN REG	18,000	0	18,000	5,427.50	12,271.00	301.50	98.3%
551833 HOMELESS OUT OF TOWN SPED	60,000	-22,680	37,320	9,055.00	5,915.00	22,350.00	40.1%
551843 HOMELESS OUT OF TOWN REG	92,000	32,680	124,680	81,625.47	264,730.16	-221,675.63	277.8%
551903 ATHLETIC TRANSPORTATION	188,045	0	188,045	114,150.45	67,749.55	6,145.00	96.7%
562703 FUEL PUPIL TRANSPORTATION	382,500	0	382,500	297,696.28	144,138.96	-59,335.24	115.5%
569003 OFFICE SUPPLIES - TRANSPORT	359	0	359	.00	.00	359.00	.0%
581173 MEMBERSHIPS - DIST - TRANSP	350	0	350	.00	.00	350.00	.0%
TOTAL TRANSPORTATION	5,636,404	1,021	5,637,425	1,420,102.62	4,026,537.69	190,784.77	96.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 10

04	OPERATION OF PLANT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
04 OPERATION OF PLANT								
512064	CUSTODIAN SALARIES - PLANT	3,431,368	0	3,431,368	2,725,090.78	812,172.50	-105,895.28	103.1%
512264	SUBSTITUTE CUSTODIANS	45,000	0	45,000	4,742.54	.00	40,257.46	10.5%
515104	OVERTIME - OPERATION	122,000	0	122,000	150,185.76	.00	-28,185.76	123.1%
515114	OVERTIME - BUILDING RENTAL	25,000	0	25,000	31,843.26	.00	-6,843.26	127.4%
541014	ELECTRICITY	1,872,500	0	1,872,500	704,350.81	505,442.61	662,706.58	64.6%
541024	NATURAL GAS	580,500	0	580,500	400,221.89	187,515.75	-7,237.64	101.2%
541034	HEATING FUEL	527,000	0	527,000	398,323.31	128,676.69	.00	100.0%
541104	WATER & SEWER CHARGES	140,000	0	140,000	86,292.01	53,707.99	.00	100.0%
543004	REPAIRS & MAINT - OPERATION	175,000	0	175,000	168,947.45	18,062.75	-12,010.20	106.9%
552004	PROPERTY INSURANCE	288,044	0	288,044	324,408.53	.00	-36,364.53	112.6%
552104	LIABILITY INSURANCE - PLANT	529,070	0	529,070	576,712.26	.00	-47,642.26	109.0%
561304	CUSTODIAN SUPPLIES	450,000	0	450,000	290,209.94	22,334.85	137,455.21	69.5%
573004	EQUIPMENT - OPERATION	171,115	0	171,115	7,452.77	.00	163,662.23	4.4%
	TOTAL OPERATION OF PLANT	8,356,597	0	8,356,597	5,868,781.31	1,727,913.14	759,902.55	90.9%
05 MAINTENANCE OF PLANT								
512005	CENTRAL ADMIN SALARIES - MAI	268,270	0	268,270	251,293.51	69,789.38	-52,812.89	119.7%
512025	SECRETARY SALARIES - MAINT	138,420	0	138,420	72,779.37	11,935.00	53,705.63	61.2%
512055	MAINTENANCE SALARIES	893,112	0	893,112	678,787.34	229,496.75	-15,172.09	101.7%
515105	OVERTIME - MAINTENANCE	15,000	0	15,000	42,988.31	.00	-27,988.31	286.6%
532305	PROF SERVICES - OTHER - MAIN	0	300	300	288.04	.00	11.96	96.0%
533015	OTHER PROF/TECH - MAINTENANC	92,172	0	92,172	50,685.10	9,510.77	31,976.13	65.3%
543005	REPAIRS & MAINT - MAINTENANC	630,000	-300	629,700	707,088.62	227,465.20	-304,853.82	148.4%
543505	FIELD MAINT - PLANT	135,750	0	135,750	83,685.39	48,314.61	3,750.00	97.2%
553305	SOFTWARE/LICENSES - MAINT OF	0	26,402	26,402	24,912.83	.00	1,488.97	94.4%
555005	PRINTING & BINDING - SECURIT	5,000	0	5,000	2,000.00	.00	3,000.00	40.0%
561405	MAINTENANCE SUPPLIES - PLANT	420,000	0	420,000	305,786.81	98,017.29	16,195.90	96.1%
569005	OFFICE SUPPLIES - MAINTENANC	250	0	250	129.26	120.74	.00	100.0%
573005	EQUIPMENT - MAINTENANCE	130,000	0	130,000	7,641.23	1,752.24	120,606.53	7.2%
573405	BUILDING & SITE IMPROVEMENTS	150,000	0	150,000	63,435.98	19,893.05	66,670.97	55.6%
581175	MEMBERSHIPS - DIST - PLANT	32,447	-26,402	6,045	7,176.00	170.00	-1,300.80	121.5%
581205	VANDALISM	25,000	0	25,000	3,076.64	2,323.36	19,600.00	21.6%
	TOTAL MAINTENANCE OF PLANT	2,935,421	0	2,935,421	2,301,754.43	718,788.39	-85,121.82	102.9%
06 BENEFITS & FIXED								

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06	BENEFITS & FIXED	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
520006	EMPLOYEE BENEFITS	20,759	0	20,759	21,175.00	.00	-416.00	102.0%
520106	LIFE INSURANCE	80,000	0	80,000	65,880.10	14,119.90	.00	100.0%
520306	MEDICAL/PRESCRIPTION	14,439,179	0	14,439,179	14,351,201.00	.00	87,978.00	99.4%
520316	DENTAL	554,134	0	554,134	605,117.70	.00	-50,983.70	109.2%
520326	MEDICAL/PRESCRIPTION - RETIR	1,120,391	0	1,120,391	1,279,797.00	.00	-159,406.00	114.2%
520406	WORKERS COMPENSATION	1,152,457	0	1,152,457	1,108,800.00	.00	43,657.00	96.2%
520506	SHORT TERM DISABILITY	39,450	0	39,450	31,040.39	4,959.61	3,450.00	91.3%
520516	LONG TERM DISABILITY	18,008	0	18,008	14,930.44	3,069.56	8.00	100.0%
520706	SOCIAL SECURITY	1,018,695	0	1,018,695	904,995.15	.00	113,699.85	88.8%
520756	MEDICARE	1,043,902	0	1,043,902	819,184.98	.00	224,717.02	78.5%
520806	EMPLOYEE ASSISTANCE PROGRAM	21,500	0	21,500	23,790.00	.00	-2,290.00	110.7%
521006	SEVERANCE PAY	350,000	0	350,000	182,835.52	.00	167,164.48	52.2%
521106	EDUCATION REIMBURSEMENT	15,000	0	15,000	10,886.00	.00	4,114.00	72.6%
521206	UNEMPLOYMENT INSURANCE	75,000	0	75,000	29,586.00	35,414.00	10,000.00	86.7%
521306	BOOTS ALLOWANCE EMPLOYEE BEN	7,300	0	7,300	2,894.65	.00	4,405.35	39.7%
	TOTAL BENEFITS & FIXED	19,955,775	0	19,955,775	19,452,113.93	57,563.07	446,098.00	97.8%

07 ATHLETICS & STUDENT

511027	SUPERVISOR SALARIES - ATHLET	211,524	62,752	274,276	203,435.47	76,084.46	-5,244.43	101.9%
511187	COACHING STIPENDS	924,112	-52,000	872,112	681,892.99	.00	190,219.01	78.2%
511197	CO-CURRICULAR STIPENDS - SA	487,349	9,000	496,349	250,442.71	.00	245,906.29	50.5%
512027	SECRETARY SALARIES - ATHLETI	22,768	0	22,768	17,994.00	4,974.00	-200.00	100.9%
532207	PROF ED SERVICES - ATHLETICS	455	-455	0	.00	.00	.00	.0%
532307	PROF SERVICES - OTHER - ATHL	99,500	0	99,500	76,265.48	17,048.00	6,186.52	93.8%
532407	FIELD TRIPS/ADMISSION - SA	263	0	263	.00	.00	263.00	.0%
532607	ATHLETIC OFFICIALS	141,334	13,800	155,134	137,162.00	.00	17,972.00	88.4%
543007	REPAIRS & MAINT - ATHLET EQU	0	0	0	3,141.25	.00	-3,141.25	100.0%
543507	FIELD MAINT - ATHLETICS	54,500	-15,000	39,500	9,932.10	15,086.80	14,481.10	63.3%
544407	RENTS & LEASES - ATHLETICS	12,111	0	12,111	4,890.37	3,109.63	4,111.00	66.1%
552107	LIABILITY INSURANCE - ATHLET	190,000	-33,275	156,725	156,725.00	.00	.00	100.0%
555017	PRINTING & BINDING - SA	4,700	0	4,700	2,733.36	1,282.00	684.64	85.4%
558007	STAFF TRANSPORT - ATHLETICS	0	0	0	2,405.29	.00	-2,405.29	100.0%
561107	INSTRUCT SUPPLIES - SA	21,425	-636	20,789	16,519.01	750.00	3,519.99	83.1%
565007	STUDENT RECOGNITION - SA	37,046	-4,522	32,524	11,297.37	7,942.55	13,284.08	59.2%
569007	OFFICE SUPPLIES - ATHLETICS	500	-208	292	292.32	.00	.00	100.0%
569017	OFFICE SUPPLIES - SA	300	0	300	215.60	27.00	57.40	80.9%
569307	ATHLETIC SUPPLIES	99,000	67,741	166,741	139,607.93	11,236.90	15,896.05	90.5%
573007	EQUIPMENT - ATHLETICS	0	11,740	11,740	10,797.44	.00	942.56	92.0%
581177	MEMBERSHIPS - DIST - ATHLETI	7,080	0	7,080	9,837.37	.00	-2,757.37	138.9%
581187	MEMBERSHIPS - DIST - SA	2,493	0	2,493	385.00	.00	2,108.00	15.4%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL ATHLETICS & STUDENT	2,316,460	58,937	2,375,397	1,735,972.06	137,541.34	501,883.30	78.9%
08 CAPITAL & TECHNOLOGY							
511188 NON CERTIFIED SALARIES - TEC	0	6,297	6,297	4,970.00	.00	1,327.00	78.9%
512028 SECRETARY SALARIES - TECH	56,920	1,729	58,649	50,078.45	12,807.87	-4,237.32	107.2%
512088 SUBSTITUTE TECH SALARIES	0	0	0	16,273.00	.00	-16,273.00	100.0%
513008 TECH SALARIES	679,532	0	679,532	509,091.19	120,943.78	49,497.03	92.7%
515108 OVERTIME - TECHNOLOGY	5,000	0	5,000	8,167.87	.00	-3,167.87	163.4%
533018 OTHER PROF/TECH - CAPITAL/TE	103,100	-4,718	98,382	86,653.47	558.00	11,170.53	88.6%
543008 REPAIRS & MAINT - TECH	98,498	-3,308	95,190	55,535.13	945.70	38,709.17	59.3%
544408 RENTS & LEASES - TECH	632,327	-7,500	624,827	583,772.61	22,292.78	18,761.61	97.0%
553308 SOFTWARE/LICENSES - TECH	404,373	22,886	427,259	430,887.79	8,378.49	-12,007.49	102.8%
561108 INSTRUCT SUPPLIES - TECH	0	6,000	6,000	6,000.00	.00	.00	100.0%
561408 MAINTENANCE SUPPLIES - TECH	32,245	-10,118	22,127	10,237.16	.00	11,889.84	46.3%
569008 OFFICE SUPPLIES - TECH	3,698	0	3,698	1,739.09	.00	1,958.91	47.0%
573008 EQUIPMENT - TECHNOLOGY	90,097	4,118	94,215	92,993.00	.00	1,222.00	98.7%
TOTAL CAPITAL & TECHNOLOGY	2,105,790	15,386	2,121,176	1,856,398.76	165,926.62	98,850.41	95.3%
09 SPECIAL EDUCATION							
511029 SUPERVISOR SALARIES - SPED	971,179	-15,332	955,847	729,509.73	218,526.61	7,810.66	99.2%
511109 TEACHER SALARIES - SPED	6,993,086	100,396	7,093,482	4,415,892.83	2,374,166.01	303,423.16	95.7%
511129 PSYCHOLOGIST SALARIES	1,637,310	-48,911	1,588,399	1,031,651.25	528,689.41	28,058.34	98.2%
511139 SPEECH CLINICIAN SALARIES	1,372,820	-100,396	1,272,424	902,546.87	476,267.00	-106,389.87	108.4%
511169 SUBSTITUTE SALARIES - SPED	0	0	0	.00	.00	.00	.0%
511179 INTERN/TUTOR SALARIES - SPED	80,000	0	80,000	71,953.25	.00	8,046.75	89.9%
511199 CO-CURRICULAR STIPENDS - SPE	0	1,000	1,000	862.50	.00	137.50	86.3%
512029 SECRETARY SALARIES - SPED	277,631	0	277,631	218,964.46	59,112.34	-445.80	100.2%
512079 PARA SALARIES - SPED	3,934,322	0	3,934,322	3,015,395.47	1,116,599.29	-197,672.76	105.0%
512089 CLINICAL SUPPORT SPECIALIST-	450	0	450	.00	.00	450.00	.0%
512099 OT/PT SALARIES	559,174	1,569	560,743	442,114.92	199,804.69	-81,176.91	114.5%
512279 SUBSTITUTE PARA SALARIES	75,575	0	75,575	110,410.90	109,589.10	-144,425.00	291.1%
532209 PROF ED SERVICES - SPED	18,000	0	18,000	8,035.27	11,200.00	-1,235.27	106.9%
532309 PROF SERVICES - OTHER - SPED	1,922,635	-2,569	1,920,066	3,162,727.82	1,494,954.23	-2,737,615.75	242.6%
532409 FIELD TRIPS/ADMISSION - SPED	2,700	0	2,700	.00	.00	2,700.00	.0%
533019 OTHER PROF/TECH - SPED	121,000	-23,134	97,866	33,849.33	21,150.67	42,865.90	56.2%
543009 REPAIRS & MAINT - SPED	400	0	400	189.99	835.00	-624.99	256.2%
544409 RENTS & LEASES - SPED	16,600	18,300	34,900	16,569.10	.00	18,330.90	47.5%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
551109 IN TOWN TRANSPORT - SPED	2,961,889	0	2,961,889	1,960,366.11	805,781.83	195,741.06	93.4%
551609 OUT OF TOWN TRANSPORT - SPED	2,897,318	0	2,897,318	2,223,748.82	1,105,545.79	-431,976.61	114.9%
551709 FIELD TRIPS - SPED	5,000	0	5,000	3,946.26	2,303.74	-1,250.00	125.0%
553309 SOFTWARE/LICENSES - SPED	82,089	0	82,089	49,878.14	800.00	31,410.86	61.7%
556009 DISTRICT PLACED TUITION - SP	10,610,526	0	10,610,526	11,242,910.42	3,241,393.97	-3,873,778.39	136.5%
556109 STATE PLACED TUITION - SPED	455,250	0	455,250	588,416.69	110,517.71	-243,684.40	153.5%
561109 INSTRUCT SUPPLIES - SPED	68,075	-621	67,454	52,519.76	5,731.69	9,202.55	86.4%
569009 OFFICE SUPPLIES - SPED	5,500	0	5,500	1,882.47	.00	3,617.53	34.2%
573009 EQUIPMENT - SPED	47,625	4,738	52,363	41,794.75	10,447.73	120.62	99.8%
581169 MEMBERSHIPS - STAFF - SPED	1,560	717	2,277	2,277.00	.00	.00	100.0%
581179 MEMBERSHIPS - DIST - SPED	415	0	415	.00	.00	415.00	.0%
TOTAL SPECIAL EDUCATION	35,118,129	-64,243	35,053,886	30,328,414.11	11,893,416.81	-7,167,944.92	120.4%
10 TUITION							
556000 DISTRICT PLACED TUITION - RE	960,000	0	960,000	1,142,285.19	.00	-182,285.19	119.0%
556100 STATE PLACED TUITION - REG	50,000	0	50,000	19,734.00	6,997.00	23,269.00	53.5%
TOTAL TUITION	1,010,000	0	1,010,000	1,162,019.19	6,997.00	-159,016.19	115.7%
50 SALARIES							
518000 WORKERS' COMP SALARY	0	0	0	4,810.00	.00	-4,810.00	100.0%
TOTAL SALARIES	0	0	0	4,810.00	.00	-4,810.00	100.0%
52 BENEFITS							
591516 TRANSFER OUT INT SERV (HEALT	0	-16,264,285	-16,264,285	-16,264,285.00	.00	.00	100.0%
591517 TRANSFER OUT INT SERV (W/C)	0	-1,108,800	-1,108,800	-1,108,800.00	.00	.00	100.0%
TOTAL BENEFITS	0	-17,373,085	-17,373,085	-17,373,085.00	.00	.00	100.0%
58 OTHER/MISCELLANEOUS							

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58	OTHER/MISCELLANEOUS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
580100	ANTICIPATED REVENUE - RENTAL	-40,000	0	-40,000	-35,628.67	.00	-4,371.33	89.1%
580200	ANTICIPATED REVENUE - TUITIO	-157,979	0	-157,979	-52,669.90	.00	-105,309.10	33.3%
580300	ANTICIPATED REVENUE - MEDICA	-450,000	0	-450,000	-169,888.17	.00	-280,111.83	37.8%
580400	ANTICIPATED REVENUE - EX COS	-3,851,565	0	-3,851,565	-4,194,413.00	.00	342,848.00	108.9%
	TOTAL OTHER/MISCELLANEOUS	-4,499,544	0	-4,499,544	-4,452,599.74	.00	-46,944.26	99.0%
GRAND TOTAL		126,989,000	-17,373,085	109,615,915	79,620,224.26	35,428,609.36	-5,432,918.62	105.0%

** END OF REPORT - Generated by Lynn Boisvert **

FOOD SERVICE SUMMARY

DESCRIPTOR	20-21	21-22	22-23	23-24	Snapshot 4/30/24
	ACTUAL	ACTUAL	ACTUAL	BUDGET	YTD
INCOME:					
CASH SALES INCOME	5,664	21,891	40,032	27,500	20,264
FEDERAL REIMBURSEMENT	2,442,791	5,125,546	4,863,131	4,436,985	3,729,567
STATE REIMBURSEMENT	153,351	280,241	161,816	143,240	227,604
STATE REIMBURSEMENT Fresh Fruits & Vegetables Grant	0	0	194,070	0	181,115
COVID REIMBURSEMENT	44,931	0	0	0	0
INTEREST INCOME	0	145	7,253	0	8,137
OTHER INCOME	5,078	13,547	24,570	15,000	31,343
TOTAL INCOME	2,651,815	5,441,369	5,290,872	4,622,725	4,198,030
EXPENDITURES:					
FOOD	1,174,433	2,384,531	2,852,968	2,111,310	2,256,506
INVENTORY ADJUSTMENT					
LABOR	1,315,363	1,445,434	1,567,533	1,790,800	1,297,961
SUBSTITUTES	18,496	51,272	62,874	45,000	33,149
INSURANCE BENEFITS	235,104	286,600	228,500	243,470	194,776
F.I.C.A.	100,927	105,782	120,150	115,955	97,904
PURCHASED SERVICES & SUPPLIES	52,161	151,397	269,194	261,190	196,584
CAPITAL OUTLAY - EQUIPMENT	0	0	187,443	10,000	106
CONTRACTUAL SERVICES/LEASE	19,203	12,273	15,942	20,000	9,805
OTHER EXPENSE	17,359	16,195	54,744	25,000	86,551
TOTAL EXPENSES	2,933,046	4,453,484	5,359,348	4,622,725	4,173,343
Carryover Balance	0				919,409
NET PROFIT OR LOSS YTD	(281,231)	987,885	(68,476)	0	24,687
TOTAL BALANCE AVAILABLE	-	0	0	0	944,096

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	10	109	BUA	04/09/2024	04/09/2024	ATHLETICS	JodiBond	1	N	Hist	2024	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	A4003210	552107										3,500.00
												FOR MS ATHLETIC SUPPLIES
2	A2003210	569307									3,500.00	
												LIABILITY INSURANCE - ATHLETIC
												FOR MS ATHLETIC SUPPLIES
												ATHLETIC SUPPLIES
** JOURNAL TOTAL										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	10	175	BUA	04/12/2024	04/12/2024	SUPER	JodiBond	1	N	Hist	2024	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	A4002310	559001										5,000.00
												FOR EXPULSION PO
												OTHER PURCHASED SERVICES - GEN
2	A4002310	532302									5,000.00	
												FOR EXPULSION PO
												PROF SERVICES - OTHER - INST
** JOURNAL TOTAL										0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	10	198	BUA	04/15/2024	04/15/2024	TECH	JodiBond	1	N	Hist	2024	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
ACCOUNT DESCRIPTION												
1	A4002228	553308									6,775.64	
												PARENT SQUARE ONBOARDING O
												SOFTWARE/LICENSES - TECH
2	A1202228	553308										414.71
												PARENT SQUARE ONBOARDING O
												SOFTWARE/LICENSES - TECH
3	A1302228	553308										306.87
												PARENT SQUARE ONBOARDING O
												SOFTWARE/LICENSES - TECH
4	A1502228	553308										387.75
												PARENT SQUARE ONBOARDING O
												SOFTWARE/LICENSES - TECH
5	A1602228	553308										387.75
												PARENT SQUARE ONBOARDING O
												SOFTWARE/LICENSES - TECH
6	A1902228	553308										306.87
												PARENT SQUARE ONBOARDING O
												SOFTWARE/LICENSES - TECH
7	A1952228	553308										91.19
												PARENT SQUARE ONBOARDING O
												SOFTWARE/LICENSES - TECH

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2024	10	198	BUA	04/15/2024	04/15/2024	TECH	JodiBond	1	N	Hist	2024		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB	
ACCOUNT DESCRIPTION													
8	A2202228	553308										PARENT SQUARE ONBOARDING O	1,199.01
												SOFTWARE/LICENSES - TECH	
9	A2302228	553308										PARENT SQUARE ONBOARDING O	498.05
												SOFTWARE/LICENSES - TECH	
10	A3102228	553308										PARENT SQUARE ONBOARDING O	103.18
												SOFTWARE/LICENSES - TECH	
11	A3202228	553308										PARENT SQUARE ONBOARDING O	76.22
												SOFTWARE/LICENSES - TECH	
12	A7102228	553308										PARENT SQUARE ONBOARDING O	2,169.59
												SOFTWARE/LICENSES - TECH	
13	A8102228	553308										PARENT SQUARE ONBOARDING O	525.04
												SOFTWARE/LICENSES - TECH	
14	A8202228	553308										PARENT SQUARE ONBOARDING O	309.41
												SOFTWARE/LICENSES - TECH	
** JOURNAL TOTAL											0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2024	10	212	BUA	04/16/2024	04/16/2024	BEHS	JodiBond	1	N	Hist	2024		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB	
ACCOUNT DESCRIPTION													
1	A3201113	564102										FOR SCIENCE SUPP. INVIUCE	516.15
												TEXTBOOKS - INSTRUCTION	
2	A3201113	561102										FOR SCIENCE SUPP. INVIUCE	516.15
												INSTRUCT SUPPLIES - INSTRUCT	
** JOURNAL TOTAL											0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2024	10	218	BUA	04/16/2024	04/16/2024	ATHLETICS	JodiBond	1	N	Hist	2024		
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB	
ACCOUNT DESCRIPTION													
1	A3003210	569307										ATHLETICS SUPPLIES	15,943.52
												ATHLETIC SUPPLIES	
2	A4003210	569007										ATHLETICS SUPPLIES	207.68
												OFFICE SUPPLIES - ATHLETICS	

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	10	218	BUA	04/16/2024	04/16/2024	ATHLETICS	JodiBond	1	N	Hist	2024	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
3	A4003210	573007										200.00
												ATHLETICS SUPPLIES
4	A4003210	552107										5,037.64
												EQUIPMENT - ATHLETICS
												ATHLETICS SUPPLIES
5	A4003210	532207										455.00
												LIABILITY INSURANCE - ATHLETIC
												ATHLETICS SUPPLIES
6	A4003210	511187										10,000.00
												PROF ED SERVICES - ATHLETICS
												ATHLETICS SUPPLIES
7	A3003210	553308										43.20
												COACHING STIPENDS
												ATHLETICS SUPPLIES
8	A3201102	561102										3,148.68
												SOFTWARE/LICENSES - TECH
												CORRECT JE 310/CORRECT ACC
												INSTRUCT SUPPLIES - INSTRUCT
9	A3003210	569307									3,148.68	
												CORRECT JE 310/CORRECT ACC
												ATHLETIC SUPPLIES
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	10	285	BUA	04/19/2024	04/19/2024	STAFF	JodiBond	1	N	Hist	2024	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
1	A1302400	569002										235.00
												FOR CHMS BUS INVOICE
												OFFICE SUPPLIES - INSTRUCTION
2	A1303200	551703									235.00	
												FOR CHMS BUS INVOICE
												FIELD TRIPS - INSTRUCTION
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	10	480	BUA	04/29/2024	04/29/2024	AE	JodiBond	1	N	Hist	2024	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
1	A4001310	544408										7,500.00
												REAPPROPRIATE TO CORRECT L
												RENTS & LEASES - TECH
2	A4001310	544402									7,500.00	
												REAPPROPRIATE TO CORRECT L
												RENTS & LEASES - INSTRUCTION
** JOURNAL TOTAL											0.00	0.00

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	10	518	BUA	04/30/2024	04/30/2024	ATHLETICS	JodiBond	1	N	Hist	2024	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
1	A3003210	543507										15,000.00
												FOR ARIBITER SPORTS PO
												FIELD MAINT - ATHLETICS
2	A3003210	532607									15,000.00	
												FOR ARIBITER SPORTS PO
												ATHLETIC OFFICIALS
** JOURNAL TOTAL											0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2024	10	531	BUA	04/30/2024	05/03/2024	SPEECH	JodiBond	1	N	Hist	2024	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION				DEBIT	CREDIT OB
ACCOUNT DESCRIPTION												
1	A1502150	511139									59,472.70	
												REAPPROPRIATE SPEECH SALAR
												SPEECH CLINICIAN SALARIES
2	A1902150	511139										18,156.98
												REAPPROPRIATE SPEECH SALAR
												SPEECH CLINICIAN SALARIES
3	A2202150	511139										39,315.22
												REAPPROPRIATE SPEECH SALAR
												SPEECH CLINICIAN SALARIES
4	A3202150	511139										2,000.50
												REAPPROPRIATE SPEECH SALAR
												SPEECH CLINICIAN SALARIES
** JOURNAL TOTAL											0.00	0.00
** GRAND TOTAL											0.00	0.00

9 Journals printed

** END OF REPORT - Generated by Lynn Boisvert **

Bristol Enrollment Trend Data
Special Education May 1, 2024 Reporting

As of May, 1 2024

BOE Finance Committee Meeting 5.8.24

Special Education Enrollment Trends

Special Education – New enrollment trends April 2023 to present:		
	% of new enrollment eligible for services	Outplaced students
April	10%	1
May	17%	0
June	100%	2
July	N/A	N/A
August	5%	1
September	3%	0
October	57%	4
November	21%	1
December	6%	0
January	5%	1
February	3%	1
March	4%	1
April	21%	1
Avg./total	21%	1.08%

During the month of April 2024, 21% of students newly enrolled to BPS were receiving special education services; one student enrolled during the month of April attended an ODP at the time of enrollment.

The identification rate of Bristol Public School students requiring special education programming as of April 1, 2024 is 1845, 22.67% of the 8140 BPS students.

Student Category										TOTAL	TOTAL	NET CHANGE		TOTAL	TOTAL	NET CHANGE	
	Student Count		Student Count		Student Count		Student Count		Student Count	NET CHANGE	NET % CHANGE	OR COUNT	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	
	SEPTEMBER		JUNE		AUGUST		SEPTEMBER		OCTOBER	SINCE	SINCE	SINCE	NOVEMBER	SINCE	SINCE	SINCE	
	1st 2022		1st 2023		1st 2023		1st 2023		1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	
SPED Enrollment	1658		1822		1748		1760		1780	20	1.12%	-42	1787	7	0.39%	-35	
Out of District - Private	122		117		118		125		121	-4	-3.31%	4	123	2	1.65%	6	
Out of District - Public	71		80		73		71		74	3	4.05%	6	80	6	8.11%	0	
Risk Assessment	2		74		0		0		19	n/a	n/a	cumulative: 19	42	n/a	n/a	cumulative: 61	
Psychiatric Evaluation	0		1		2		0		0	n/a	n/a	cumulative: 0	1	n/a	n/a	cumulative: 1	
Independent Ed. Evaluation	0		0		0		0		0	n/a	n/a	cumulative: 0	1	n/a	n/a	cumulative: 1	
Student Category		TOTAL	TOTAL	NET CHANGE		TOTAL	TOTAL	NET CHANGE		TOTAL	TOTAL	NET CHANGE		TOTAL	TOTAL	NET CHANGE	
	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	
	DECEMBER	SINCE	SINCE	SINCE	JANUARY	SINCE	SINCE	SINCE	FEBRUARY	SINCE	SINCE	SINCE	MARCH	SINCE	SINCE	SINCE	
	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	
SPED Enrollment	1795	8	0.45%	-27	1810	15	0.84%	-12	1820	10	0.55%	-2	1833	13	0.71%	11	
Out of District - Private	121	-2	-1.65%	4	120	-1	-0.83%	3	122	2	1.67%	5	122	0	0.00%	5	
Out of District - Public	80	0	0.00%	0	80	0	0.00%	0	81	1	1.25%	1	80	-1	-1.23%	0	
Risk Assessment	37	n/a	n/a	cumulative: 98	33	n/a	n/a	cumulative: 131	25	n/a	n/a	cumulative: 156	48	n/a	n/a	cumulative: 204	
Psychiatric Evaluation	1	n/a	n/a	cumulative: 2	0	n/a	n/a	cumulative: 2	2	n/a	n/a	cumulative: 4	1	n/a	n/a	cumulative: 5	
Independent Ed. Evaluation	0	n/a	n/a	cumulative: 1	0	n/a	n/a	cumulative: 1	0	n/a	n/a	cumulative: 1	0	n/a	n/a	cumulative: 1	
Student Category		TOTAL	TOTAL	NET CHANGE		TOTAL	TOTAL	NET CHANGE		TOTAL	TOTAL	NET CHANGE		TOTAL	TOTAL	NET CHANGE	
	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	Student Count	NET CHANGE	NET % CHANGE	OR COUNT	
	APRIL	SINCE	SINCE	SINCE	MAY	SINCE	SINCE	SINCE	JUNE	SINCE	SINCE	SINCE	JULY	SINCE	SINCE	SINCE	
	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	1st	PRIOR MONTH	PRIOR MONTH	6/1/2023	
SPED Enrollment	1837	4	0.22 %	15	1845	8	0.44%	1.26%									
Out of District - Private	119	-3	-2.46 %	2	120	1	0.84%	2.56%									
Out of District - Public	77	-3	-3.75 %	-3	79	2	2.59%	-1.25%									
Risk Assessment	36	n/a	n/a	cumulative: 240	28	n/a	n/a	cumulative: 268		n/a	n/a	cumulative:		n/a	n/a	cumulative:	
Psychiatric Evaluation	0	n/a	n/a	cumulative: 5	0	n/a	n/a	cumulative: 5		n/a	n/a	cumulative:		n/a	n/a	cumulative:	
Independent Ed. Evaluation	0	n/a	n/a	cumulative: 1	0	n/a	n/a	cumulative: 1		n/a	n/a	cumulative:		n/a	n/a	cumulative:	
		1-Sep	1-Oct	1-Nov	1-Dec	1-Jan	1-Feb	1-Mar	1-Apr	1-May	1-Jun	1-Jul					
		% of enrollment	% of enrollment	% of enrollment	% of enrollment	% of enrollemnt	% of enrollment	% of enrollment	% of enrollment	% of enrollment	% of enrollment	% of enrollment					
		1760 of 8053	1780 of 8069	1787 of 8076	1795 of 8085	1810 of 8063	1820 of 8100	1833 of 8136	1837 of 8137	1845 of 8140							
		21.18%	22.10%	22.13%	22.20%	22.45%	22.47%	22.53%	22.58%	22.67%							
STUDENT CATEGORY	STUDENT COUNT May	CHANGE SINCE PRIOR MONTH	% CHANGE SINCE PRIOR MONTH														
	1st																
	SPED Enrollment	1845	8	0.44%													
	Out of District - Private	120	1	0.84%													
	Out of District - Public	79	2	2.59%													
	Risk Assessment/211	28	n/a	n/a													
	Psychiatric Evaluation	0	n/a	n/a													
	Independent Ed. Evaluation	0	n/a	n/a													
Calls to 911	8	n/a	n/a														
		1-May															
		% of enrollment															
		1845 of 8140															
		22.67%															

[illegible]

Categories		Balance Forward	Expenses	Encumbrances	Revenues	Balance
Academic Competition	4005	\$1,020.53				1,020.53
Activities	4010	\$403.31				403.31
Alumni Association	4020	\$55.00				55.00
Anime Club	4030	\$46.48				46.48
AP College Board	5000	\$7,640.60			\$23,935.00	31,575.60
Art Club	4031	\$575.95	\$107.92			468.03
Band	4035	\$952.13	\$1,494.27		\$868.00	325.86
Barbara Grasso Art Award	6005	\$20.00				20.00
Basketball	2130	\$40.00				40.00
Basketball Girls	2007	\$0.15				0.15
BCHS Athletics	2140				\$170.00	170.00
BCHS Auditorium Restoration	1115	\$3,573.50				3,573.50
BCHS AVID	5004	\$218.17	\$697.60		\$660.00	180.57
BCHS Gifted	4045	\$37.88				37.88
BCHS Mock Accident	1100	\$591.68				591.68
BCHS ORG BLDG FUND 84659	1065	\$0.66				0.66
BCHS ORG BLDG FUND 94659	1070	\$0.81				0.81
BCHS Writing Initiative	4047	\$4,034.24	\$551.52		\$1,000.00	4,482.72
Benevity	1140	\$3,866.34			\$510.00	4,376.34
Best Buddies	4050	\$0.04				0.04
Buckets4Justice	4285	\$416.00				416.00
Building	1005	\$1,582.20	\$5,465.18		\$6,882.66	2,999.68
Business	5095	\$0.40				0.40
Button Machine Project	4260	\$270.00				270.00
Cap & Gown	1105	\$8,735.70	\$7,938.00		\$7,337.00	8,134.70
CD Interest	1010	\$3,036.51				3,036.51
CD Purchase	1015	(\$20,000.00)				(20,000.00)
Cheerleaders (V/JV)	2015	\$1,161.39	\$560.97		\$506.00	1,106.42
Choral	4055	\$233.88				233.88
Class Gift	3045	\$25,792.95				25,792.95
Class of 2022	3070	\$2,150.06				2,150.06
Class of 2023	3075	\$3,032.84	\$3,032.84			0.00
Class of 2024	3080	\$2,582.35	\$2,268.04		\$14,857.68	15,171.99
Class of 2025	3085	\$947.52	\$980.00		\$15,966.29	15,933.81
Class of 2026	3090	\$1,167.14	\$1,500.00		\$967.39	634.53
Class of 2027	3095				\$129.50	129.50
Coccia Foundation	1091	\$1,101.54			\$250.00	1,351.54
Color Guard	4060	\$129.65				129.65
Cottle/Magnuson Scholarship	6020	\$879.05				879.05
CPR-For All	5089		\$2,000.00		\$2,000.00	0.00
Culture Night	4240	\$173.77				173.77
Drama	4065	\$22,875.65	\$17,624.11		\$3,714.00	8,965.54
English Department	5015	\$58.10				58.10
Excel Club	4290				\$115.00	115.00

Categories		Balance Forward	Expenses	Encumbrances	Revenues	Balance
Family & Consumer Science	5025	\$446.99				446.99
FBLA	4070	\$60.93				60.93
Festivus	4077		\$859.92		\$3,274.84	2,414.92
Field Trip English	5016	\$597.62				597.62
Field Trip History	5040	\$404.02				404.02
Foo Field Memorial Scholarship Fund	6085	\$5,383.00			\$1,600.00	6,983.00
Football	2055	\$582.00	\$611.00		\$206.19	177.19
French Travel	4235	\$16,998.59	\$48,261.76		\$35,758.00	4,494.83
Gallo Grant	1090	\$7,158.48	\$5,964.23		\$1,453.99	2,648.24
Gary Buchanan Award	6025	\$1,000.00				1,000.00
Girls Softball	2135	\$87.99			\$733.22	821.21
Guidance	5030	\$709.14	\$1,373.95		\$1,216.00	551.19
Haunted Graveyard	1040	\$267.93				267.93
Interact Club	4090	\$7,610.93	\$3,192.81		\$4,942.35	9,360.47
Investments	1016	(\$35,663.96)				(35,663.96)
Italian Exchange	4095	\$6,812.47	\$37,177.57		\$31,046.00	680.90
Italian Opera	4100	\$12.16				12.16
Jon Matt Fund	6030	\$15.70				15.70
Lab Challenge	6075	\$200.00				200.00
Latin Club	4105	\$825.39	\$1,887.00		\$2,368.00	1,306.39
Latino Club	4110	\$82.08				82.08
Library	5035	\$699.76	\$65.10			634.66
Lim Foundation	1130	\$8,100.65			\$4,000.00	12,100.65
Loretta Teevan Memorial Award	6090	\$4,220.00				4,220.00
LOST BOOKS	1085	\$195.95				195.95
Madrigals	4115	\$404.56	\$237.00		\$232.00	399.56
Manufacturing Processing	5010	\$174.22				174.22
Maroon & White Award	6035	\$3,214.19			\$2,745.00	5,959.19
Math Department	5045	\$82.71				82.71
McMaster-Moulthrop Scholarship	6040	\$17,364.16				17,364.16
N. Henderson Scholarship	6045	\$709.56				709.56
National Art Honor Society	4120	\$20.69				20.69
National Business Honor Society	4250	\$478.92				478.92
National Honor Society	4125	\$3,958.43	\$1,282.50			2,675.93
National Science Honor Society	4130	\$155.25				155.25
Photography	4140	\$1,295.28				1,295.28
Physical Education	5055	\$369.33				369.33
PLTW	5060	\$6,248.80	\$14,686.82		\$15,516.00	7,077.98
Preschool	5065	\$41.39				41.39
PSILY	4300				\$820.00	820.00
Quest	7015	\$366.00	\$83.94			282.06
Robert Roy Memorial Scholarship	6050	\$5.25				5.25

Categories		Balance Forward	Expenses	Encumbrances	Revenues	Balance
School Improvement	1135	\$6,088.10	\$1,818.39		\$490.00	4,759.71
Science	5020	\$1,386.58				1,386.58
Semper Fi Fund	4245	\$146.30				146.30
Signatures	4150	\$108.11				108.11
Ski Club	4155	\$351.60				351.60
Social Committee	4160	\$458.65				458.65
Social Studies	5075	\$270.01				270.01
Special Education	5085	\$345.22				345.22
Spring Sports	2095	\$577.04	\$577.04			0.00
STUDENT ACTIVITIES	4225	\$50.66				50.66
Student Assistance	1095	\$1,268.36				1,268.36
Student Council	4165	\$12,351.94	\$1,220.04		\$1,400.00	12,531.90
Text Book Replacement	1060	\$298.00	\$17.00		\$87.00	368.00
Torch	4180	\$4,424.40			\$2,160.00	6,584.40
Unified Sports	2125	\$1,769.33	\$761.00		\$886.50	1,894.83
Unified Theater	1120	\$644.29				644.29
United Way	4305				\$466.29	466.29
Volleyball	2105	\$101.06				101.06
Water Club	1112	\$316.77	\$742.81		\$821.80	395.76
Wininger Family Scholarship	6080	\$2,520.74				2,520.74
World Language Books	5090	\$464.63				464.63
World Language National	4190	\$246.47	\$132.30		\$15.00	129.17
Honor Society						
Wrestling	2120	\$501.40	\$273.69		\$305.00	532.71
YrEnd Outstanding	15000					0.00
Total		\$175,790.39	\$165,446.32	\$0.00	\$192,411.70	\$202,755.77

Categories		Balance Forward	Expenses	Encumbrances	Revenues	Balance
Athletics	3070	\$48,998.45	\$50,503.49		\$36,805.11	35,300.07
YrEnd Outstanding	15000					0.00
Total		\$48,998.45	\$50,503.49	\$0.00	\$36,805.11	\$35,300.07

Categories		Balance Forward	Expenses	Encumbrances	Revenues	Balance
Accomodations	1010	\$1,482.62	\$445.75		\$2,555.00	3,591.87
Amnesty Club	4315	\$147.05				147.05
AP Exam	5000	\$12,747.03	\$1,873.15		\$24,551.00	35,424.88
Art Club	4290	\$207.05				207.05
Assembly	1015	\$233.52				233.52
Assembly Instructional	5005	\$7.69				7.69
AVID	5010	\$292.62	\$539.00		\$184.00	(62.38)
B.E. Pride	4011	\$3.36				3.36
Band	4015	\$2,328.64	\$10,531.06		\$10,721.00	2,518.58
BARK	4060	\$0.45				0.45
BE Clean formerly TDS	1085	\$887.73				887.73
BE Closet	4020	\$597.58	\$560.00		\$200.00	237.58
BE Goal Program	9000	\$290.25				290.25
Beautification Project	1020	\$206.38				206.38
BEHS Athletics	4324	\$2,875.00				2,875.00
Best Buddies	4025	\$98.81				98.81
Biondino Scholarship	6045	\$616.31				616.31
Blue & Gray Scholarship	6000	(\$262.49)				(262.49)
Book Club	4030	\$641.42				641.42
Books	5020	\$6.00				6.00
Bowling	4250	\$4,104.75	\$6,846.00		\$5,902.00	3,160.75
Building	1025	(\$541.54)	\$1,679.47		\$3,646.57	1,425.56
Business Trends NFTE	4035	\$26.78				26.78
Caps & Gowns	1035	\$13.50				13.50
Cheerleaders 2006	4230	\$452.62	\$401.26			51.36
Chemistry Olympiad Club	4320	\$174.00				174.00
Choral	4050	\$3,274.38	\$2,362.98		\$2,248.42	3,159.82
Class of 2018	3055	\$500.00				500.00
Class of 2019	3060	\$500.00				500.00
Class of 2020	3065	\$500.00				500.00
Class of 2021	3070	\$500.00				500.00
Class of 2022	3075	\$453.09	\$453.09			0.00
Class of 2023	3076	\$751.48				751.48
Class of 2024	3077	\$3,827.24	\$3,722.35		\$20,819.00	20,923.89
Class of 2025	3078	\$2,633.92	\$1,348.20		\$8,896.92	10,182.64
Class of 2026	3079	\$13.60	\$179.00		\$1,433.01	1,267.61
Class of 2027	3100		\$1,104.28		\$2,205.00	1,100.72
Club Lancer	4055	\$22.01				22.01
Coffee Cart	4330				\$300.00	300.00
Conversation Club	4065	\$0.75				0.75
D.E.C.A.	4322	(\$553.69)	\$1,973.75		\$2,592.00	64.56
Daniel F Viens Helping Hands	6035	\$590.00			\$600.00	1,190.00
Diversity Club	4012	\$742.88				742.88
Drama	4070	\$12,260.44	\$9,211.16		\$4,502.66	7,551.94
ECMC	4260	\$4,248.90	\$420.00		\$434.39	4,263.29
English	5030	\$32.18				32.18

Categories		Balance Forward	Expenses	Encumbrances	Revenues	Balance
English Department Cheer Fund	4075	\$290.00				290.00
Environmental Science	5035	\$408.17				408.17
Fashion Club	4305	\$46.15				46.15
Field Lights	1100	\$2,766.80				2,766.80
Field Signs	2120	\$7.21				7.21
Field Trip	1081	\$1,294.08	\$2,162.00		\$2,250.00	1,382.08
Freelance	4090	\$178.78				178.78
French Club	4095	\$656.68	\$226.00		\$226.00	656.68
French NHS	4100	\$65.69				65.69
Friends of Rachel	4280	\$482.44	\$274.41			208.03
Functional Academics	5090	\$29.79				29.79
Gay-Straight Alliance	4235	\$97.69				97.69
General	2050	\$181.00				181.00
Girls Basketball	2115	\$62.76				62.76
Grants	1105	\$801.15				801.15
Guidance	5045	\$3,120.15	\$761.57		\$80.00	2,438.58
Helping Hands	4105	\$650.59				650.59
Historical Society	4110	\$300.66				300.66
Honor Cord	1050	\$344.69				344.69
Invisible Children	4255	\$20.45	\$20.45			0.00
Italian Club	4120	\$392.33				392.33
Italian Exchange Club	4125	\$2,253.68				2,253.68
Italian NHS	4130	\$5.49				5.49
Lancer Nation	4270	\$67.32	\$56.61			10.71
Lancer Productions	4275	\$20,188.00	\$27,122.42		\$18,254.58	11,320.16
LATE	4140	\$1,482.48				1,482.48
Latin Club	4145	\$1,048.63	\$209.44		\$192.00	1,031.19
Law & Justice	4150	\$266.00	\$266.00			0.00
LEO Club formerly Outreach	4195	\$784.49	\$638.24			146.25
Locks	1060	\$76.81				76.81
Lost Books	5085	\$604.00				604.00
Mental Health Awareness Club	4323	\$253.00				253.00
Mentor Program	4165	\$322.88				322.88
Misc.	2075	\$97.00				97.00
Model UN	4300	\$2,035.09	\$24,279.17		\$22,710.45	466.37
Music Tour	3080	\$4,290.75				4,290.75
National Art Honor Society	4170	\$560.31				560.31
National Honor Society	4175	\$2,683.50	\$984.00		\$1,079.00	2,778.50
Outdoor Club	4185	\$104.41	\$104.41			0.00
Photo as Art	4200	\$33.37				33.37
Ping Pong Association	4245	\$136.00				136.00
Precision Dance Team	4210	\$15.40				15.40
Project Writeous Club	4013	\$175.00				175.00
Richard S LeClair Scholarship	6050	\$223.00				223.00
School Store	4086	\$663.01	\$4,969.05		\$5,714.90	1,408.86

Trial Balance (Category Date Range)
Sort by Category Name

Report #9

7/1/2023.....4/30/2024

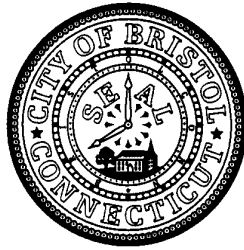
Date ... Range

2023-2024

Categories		Balance Forward	Expenses	Encumbrances	Revenues	Balance
Science National Society	4215	\$1,197.07	\$511.00		\$699.55	1,385.62
Shannon Gilbert Scholarship	6025	\$4,000.00				4,000.00
Social Studies	5060	\$21.80				21.80
Spanish Club	4026	\$89.02				89.02
Spanish National Honor Society	4036	\$722.85	\$425.85		\$576.00	873.00
Staff Sunshine	1115				\$75.00	75.00
Student Council	4045	\$3,848.15	\$3,978.07		\$5,423.70	5,293.78
Student Sunshine Fund	1110	\$2,292.00	\$240.99		\$261.00	2,312.01
Team 9-2	8020	\$1.37				1.37
Tech Ed	5065	\$108.03				108.03
Teens in the Drivers Seat	4056	\$248.71				248.71
Tennis	2095	\$369.00				369.00
Tri-M Music Honor Society	6060	\$618.99	\$100.00		\$267.00	785.99
Trip of a Lifetime	4285	\$11,521.24				11,521.24
Unified Sports	4240	\$1,722.10				1,722.10
Unified Theatre Arts	4295	\$439.50				439.50
United Way Youth Board	4325	\$388.26				388.26
V Everett Lyons Book Award & Scholarship	6040	\$2,186.67				2,186.67
Voices	4076	\$47.71				47.71
Yearbook formerly Lance	4135	\$19,096.92	\$1,636.60		\$68.00	17,528.32
Young Endeavors Society	4081	\$213.86	\$126.94			86.92
YrEnd Outstanding	15000					0.00
Total		\$157,634.44	\$112,743.72	\$0.00	\$149,668.15	\$194,558.87

Categories		Balance Forward	Expenses	Encumbrances	Revenues	Balance
Athletics	3070	\$4,873.43	\$20,536.46		\$18,704.34	3,041.31
Unified Sports	2125	\$2,503.15	\$2,503.15			0.00
YrEnd Outstanding	15000					0.00
Total		\$7,376.58	\$23,039.61	\$0.00	\$18,704.34	\$3,041.31

Recommended Budget Cuts					
Object	Description	BoE Budget \$	New Budget \$	+ or (-) Amount	Reason
Object	Description	Supt Budget \$	New Budget \$	Dollar Amount	Reason
511102	TEACHER SALARIES - INSTRUCTION	38,415,148	38,366,345	-48,803	Reduction of New Positions @ BAIMS
511102	TEACHER SALARIES - INSTRUCTION	2,616,337	2,049,662	-566,675	Changes/retirements/movement Estimates based on new hires at lower salaries
511102	TEACHER SALARIES - INSTRUCTION	545,953	530,704	-15,249	Employee Movement - To Alliance
511172	INTERN/TUTOR SALARIES	164,082	40,055	-124,027	Employee Movement - To Alliance
Various	DW SUMMER SCHOOL	129,899	49,651	-80,248	Cut to Balance Budget remaining costs sent to ARP
511187	COACHING STIPENDS	982,366	956,366	-26,000	Review of use of intramural time / reduction Esports
512072	BUILDING PARAPROFESSIONALS	888,639	831,039	-57,600	Cut (2 positions) to Balance Budget
520306	EMPLOYEE MEDICAL RX	15,327,745	15,600,067	272,322	14.4 % Benefit Cost per City (Diane Waldron)
541014	ELECTRICITY	930,000	764,000	-166,000	Additional Solar Savings
541034	HEATING FUELS	612,000	447,000	-165,000	Lower than anticipated contract 2.6442/gal
541044	ELECTRICITY - SOLAR GENERATION	874,000	698,000	-176,000	Additional Solar Savings
543005	REPAIRS & MAINTENANCE	630,000	525,000	-105,000	Cut air quality inspections & additional cut
551303	PVT SCHOOL TRANSPORTATION	515,000	498,000	-17,000	Cut to Balance Budget
553309	SOFTWARE LICENSES - SPED	105,000	85,000	-20,000	(Special Education)
556009	DIST PLACED TUITION SPED	1,476,299	686,299	-790,000	Cut to balance budget
561102	INSTR SUPPLIES INSTR	664,641	644,641	-20,000	Cut to Balance Budget
561102	BILITERACY TESTING SUPPLIES	6,506	0	-6,506	Bi-Literacy test fees cut
562703	FUEL PUPIL TRANSPORTATION	478,247	461,431	-16,816	Lower than anticipated contract 2.649/gal
573017	UNIFORMS - ATHLETICS	51,170	36,170	-15,000	Cut line by 15,000 Athletic account to fund
580400	EXCESS COST REVENUE	-4,983,747	-5,983,747	-1,000,000	Additional Revenues Anticipated
		60,429,285	57,285,683	-3,143,602	Total + or (-)
Less Changes			-3,143,602		
City BoF Budget		126,989,000	129,089,000	1.65%	New Total
			\$129,089,000.0		
			0		



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Comptroller's Office
(Requesting Department)

Date: May 8, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:

(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ New Appropriation \$ _____
- ☒ Transfer from EBSF Contingency \$ 1,108,765
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____

Approval:

This request was approved by the Board of _____
(governing Board of your department)
at its meeting held on _____.
(date)

A handwritten signature in black ink, appearing to read "Diane McGrane", is written over a horizontal line.

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 6:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

\$708,765 - To fund 2024-2025 Capital Outlay requests in the Equipment Building Sinking Fund that were not funded in the budget.

\$400,000- To provide additional funding for Public Works vehicle requested. Original cut was to be restored in 2024 -2025 General Fund budget if additional State grant was approved. This will complete funding required for Public Works top 3 priority Fleet items.

Transfer(s) complete the following:

From:	1018106 589000 EBSF Contingency	To:	1012110 570500 24012 7 Police Vehicles	Amount:	\$373,000
From:	1018106 589000 EBSF Contingency	To:	1012312 570500 24013 ACO Vehicle	Amount:	\$58,000
From:	1018106 589000 EBSF Contingency	To:	1012110 570400 24014 Rifle Package	Amount:	\$130,265
From:	1018106 589000 EBSF Contingency	To:	1012211 570400 24015 Fire SCBA Air Packs & Cylinders	Amount:	\$59,000
From:	1018106 589000 EBSF Contingency	To:	1012211 570400 24016 Mobile Repeaters	Amount:	\$30,000
From:	1018106 589000 EBSF Contingency	To:	1012211 570400 24017 Gas Meters	Amount:	\$16,000
From:	1018106 589000 EBSF Contingency	To:	1012615 570900 24018 5 Tablets	Amount:	\$7,500
From:	1018106 589000 EBSF Contingency	To:	1017022 570500 24019 Parks Chevy Colorado	Amount:	\$35,000
From:		To:		Amount:	
From:	1018106 589000 EBSF Contingency	To:	1013026 570500 24020 PW Rubbish Truck	Amount:	\$400,000



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Bristol Police Department
(Requesting Department)

Date: May 14, 2024
(Submission Date)

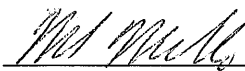
For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☒ Transfer from Contingency \$ 6,000
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Police Commissioners
(governing Board of your department)
at its meeting held on May 21, 2024.
(date)


(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request

At the May 6, 2024 Police Memorial Committee Meeting the following motion was passed: Approve the quote from Melnick Metals and bring before the Board of Finance.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From:	0018106-589000 Contingency Account	To:	0012110-531000 Police Prof Fees	Amount:	\$6,000
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

_____	_____	_____
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**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Bristol Police Department
(Requesting Department)

Date: May 14, 2024
(Submission Date)

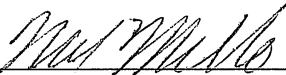
For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☒ Transfer from Contingency \$ 75,000
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Police Commissioners
(governing Board of your department)
at its meeting held on May 21, 2024.
(date)


(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request

At the May 6, 2024 Police Memorial Committee Meeting the following motion was passed: Approve the estimated design fees of \$75,000 and forward to the Board of Finance.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From: 0018106-589000 Contingency Account	To: 0012110 531000 Police Prof Fees	Amount: \$75,000
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$ _____

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

_____	_____	_____
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SVIGALS + PARTNERS



May 2, 2024

Paul Lemieux
81 Cricket Hill Rd
Bristol, CT 06010-0305

Re: Town of Bristol First Responders Memorial Design Services Proposal

Dear Paul,

Svigals + Partners is pleased to present this proposal for design services related to the First Responders Memorial to be located at the Muzzy Field Park on the corner of Park Street and Muzzy Street.

This proposal encompasses Design, Bidding and Construction Administration Phase services for the above noted project. We have included SLR for site survey, landscape design and civil engineering as our sub consultant of the scope area.

A. Basic Scope of Work

1. Design Development
 - a. Further development of approved concepts including materials and fixtures research.
 - b. Coordination with Civil Engineer and Landscape Designer.
 - c. Attend one progress meeting with Town of Bristol.
 - d. Prepare meeting minutes from design meetings.
 - e. Assemble drawings and specifications package for pricing.
 - f. Site civil engineering scope as outlined in attached proposal from SLR dated 4/19/24.
2. Construction Documents:
 - a. Design/creation/detailing of original art for incorporation into project.
 - b. Develop plans, details, and specifications.
 - c. Coordination with Civil Engineer and Landscape Designer.
 - d. Attend one progress meetings with Town of Bristol.
 - e. Prepare meeting minutes from design meeting.
 - f. Assemble final bid package.
 - g. Site civil engineering scope as outlined in attached proposal from SLR dated 4/19/24.
3. Local Regulatory Permitting
 - a. Make modest plan revisions and coordinate with engineer based on town input.
 - b. Site civil engineering scope as outlined in attached proposal from SLR dated 4/19/24.

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4. Bidding and Construction Administration
 - a. Review requests for substitutions.
 - b. Pre-Bid/Proposal Conference
 - c. Prepare responses to questions and provide clarifications in the form of addenda.
 - d. Assist the owner in bid evaluation.
 - e. Review properly prepared, timely requests for additional information.
 - f. Visit the site on behalf of the owner at intervals appropriate to the stage of construction.
 - g. Review of Contractor's Applications for Payment.
 - h. Review the submittals such as Shop Drawings, product data and samples for the Work.
 - i. Review and Prepare Proposed Change Orders and Construction Change Directives
 - j. Prepare orders for minor changes in the Work.
 - k. Final punch list review and issue Certificate of Substantial Completion

B. Compensation

Svigals+Partners, LLP shall provide Architectural Services as outlined above for a fixed fee of **\$65,000.00**, plus applicable reimbursable expenses estimated at **\$1,500.00**.

	<u>Svigals</u>	<u>SLR</u>
Site Survey	\$0.00	\$3,500.00
Design Development	\$6,000.00	\$8,900.00
Local Regulatory Permitting	\$1,000.00	\$2,800.00
Construction Bid Documents	\$9,500.00	\$8,500.00
Bidding and Construction Administration	\$7,500.00	\$7,300.00
<u>Electrical Engineering Allowance</u>	<u>\$10,000.00</u>	<u>\$0.00</u>
Total	\$34,000.00	\$31,000.00

Basic Services Total **\$65,000.00**

Estimated Reimbursable Expenses **\$1,500.00**

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C. Additional Services and Conditions

1. Refer to the included "Conditions of Proposal" for additional conditions.
2. Cost Estimation is excluded.
3. The following Consultants and/or work requirements are **not** included in our fee proposal at this time:
 - a. Site environmental engineering or remediation design including Phase 1 or Phase 2 ESA.
 - b. As-built archive record drawings.
 - c. Traffic engineering or design for traffic signal improvements or encroachment permits.
 - d. Wetland impact
 - e. Irrigation design
 - f. Boundary survey
 - g. Design of offsite improvements
 - h. Public notices or special mailings

Additional services, if requested, will be billed hourly according to the attached "Hourly Rate Schedule".

Thank you for the opportunity to submit this proposal. If it is acceptable, please sign and return one copy for our records. If you have any questions, or need any additional information, please give me a call.

Sincerely,



Bob Skolozdra, AIA, LEED AP
Partner

Approved By: _____ Date: _____
for Town of Bristol

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EXHIBIT A

HOURLY RATE SCHEDULE

January 2024

Svigals + Partners

Principal	\$230 per hour
Senior Technical/Planner/Lab Planner	\$185 per hour
Sr. Project Manager	\$185 per hour
Project Manager	\$165 per hour
Project Architect	\$165 per hour
Project Designer Level 3	\$145 per hour
Project Designer Level 2	\$130 per hour
Project Designer Level 1	\$110 per hour
Administration & Clerical	\$100 per hour



EXHIBIT B

Conditions of Proposal

1. **Additional Services.** Any work required outside the previously listed Project Description and/or Scope of Services, including but not necessarily limited to major changes in Svigals+Partners, LLP work following approved drawing documentation or any other special requests of Client, shall be considered to be Additional Services and shall be charged according to the included Hourly Rates. Requests for Additional Services shall be confirmed in writing prior to their commencement.
2. **Payment Terms.** Payments are due and payable ten (10) days from the date of the Architect's invoice.— Amounts unpaid beyond thirty (30) days after invoice date shall bear a service charge at the rate of one and one-half percent (1.5%) per month on the unpaid balance. Work will be stopped on projects with unpaid invoices beyond sixty (60) days. Svigals+Partners, LLP is not responsible or liable for any damages that may result from stopping work. In the event that any or all invoices remain unpaid ninety (90) days subsequent to the first billing date, the client shall pay all costs of collection including reasonable attorneys' fees.
3. **Reimbursables.** While producing a job we often incur expenses that are reimbursable. At the beginning of each project, we inform the client what we estimate these expenses will be. Below is a reprint of Article 5, Reimbursable Expenses, from the Standard Form of Agreement Between Owner and Architect (AIA Document B141). Reimbursable expenses will be billed at cost plus 10%.
 - 3.1. Reimbursable Expenses are in addition to the Compensation for Basic and Additional Services and include actual expenditures made by the Architect and the Architect's employees and consultants in the interest of the Project for the expenses listed in the following Subparagraphs:
 - 3.1.1. Expense of out-of-town transportation in connection with the Project; living expenses in connection with out-of-town travel; long distance communications and fees paid for securing approval of authorities having jurisdiction over the project.
 - 3.1.2. Expense of reproductions, postage and handling of drawings, specifications and other documents, excluding reproductions for the office use of the Architect and the Architect's consultants.
 - 3.1.3. Expense of data processing and photographic production techniques when used in connection with Additional Services.
 - 3.1.4. If authorized in advance by the Owner, expense or overtime work requiring higher than regular rates.
 - 3.1.5. Expense of renderings, models and mock-ups requested by the Owner.



3.1.6. Expense of any additional insurance coverage of limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants.

4. **Responsibility of Client.** Client will furnish to Svigals+Partners, LLP all boundary and survey information, soils and geotechnical reports, other consultants' studies and drawings, and any other relevant information pertinent to the proper development of their work for the Project. Svigals+Partners, LLP shall be entitled to rely upon the accuracy and completeness of such information furnished by the Client or their Consultants, and Svigals Associates shall not be responsible or liable to the Client for the consequences of any error or omission in the information.
5. **Ownership of Documents.** Drawings and Specifications prepared by Svigals+Partners, LLP as instruments of service are and shall remain the property of Svigals+Partners, LLP whether the Project for which they are made is executed or not. They are not to be used on other projects or extensions to this Project except by agreement in writing and with appropriate compensation to Svigals+Partners, LLP.
6. **Fiduciary Responsibility.** Client confirms that neither Svigals+Partners, LLP nor any of its sub-consultants or subcontractors has offered any fiduciary service to client and no fiduciary responsibility shall be owed to Client by Svigals+Partners, LLP or any of its sub-consultants or subcontractors, as a consequence of Svigals+Partners, LLP entering into this Agreement with the Client.
7. **Termination of Agreement.** This Agreement may be terminated by either party upon seven (7) days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In the event of termination not the fault of Svigals Associates, they shall be compensated for all services performed to termination date, together with Reimbursable Expenses then due and all expenses directly attributable to termination for which Svigals+Partners, LLP is not otherwise compensated.

Scope Of Services

1.0 T-2 Topographic Survey

- 1.1 Prepare a T-2 Topographic Survey (approximately 0.5 acre) of the above-referenced site in accordance with the "Standards and Suggested Methods and Procedures for Surveys and Maps in the State of Connecticut" Section 20-300b-1 thru Section 20-300b-20, dated August 29, 2019.

2.0 Design Development

- 2.1 Attend a virtual project initiation meeting with you to confirm the project scope and schedule.
- 2.2 Perform a site visit to better understand the site opportunities and constraints. We will document our findings with digital photography.
- 2.3 We will review available as-built plans and archived drawings, as provided by you or the city. Applicable local zoning codes will also be reviewed.
- 2.4 Utilizing the new base map and the approved concept layout prepared by you, we will prepare Design Development level plans which will be utilized in seeking local regulatory site plan approval (Planning & Zoning). We will prepare the following plans:
 - 2.4.1 Title Sheet
 - 2.4.2 Existing Conditions Plan
 - 2.4.3 Site Layout and Landscaping Plan
 - 2.4.4 Site Grading and Utilities Plan (*excludes Electrical Site Plan)
 - 2.4.5 Sediment and Erosion Control Plan
 - 2.4.6 Site Details
- 2.5 All plans will be provided to you in PDF format for review prior to submission to the city for site plan approval.
- 2.6 Make modest revisions to the plan based on comments received by you.
- 2.7 Prepare a drainage summary narrative documenting the stormwater hydraulic computations prepared in accordance with city standards.

3.0 Local Regulatory Permitting

- 3.1 Prepare a color rendered site plan adequate for public presentation.
- 3.2 Assist with completing the technical aspects of the appropriate land use submission forms.
- 3.3 Make modest plan revisions based on input received from the commission. We have budgeted for up to 6 hours for revisions.
- 3.4 Submit final site plans for filing at the City Hall.



April 19, 2024

Ms. Marissa Dionne Mead, AIA, NOMA, LEED AP
Associate Principal
Svigals + Partners
84 Orange Street
New Haven, CT 06510

SLR Project No.: 141.P21834.00001

**RE: Proposal for New First Responder Memorial at Muzzy Field
Park Avenue
Bristol, Connecticut**

Dear Marissa,

We are pleased to present herein our proposal to assist you in the design and engineering services for the new First Responder Memorial at Muzzy Field in Bristol, Connecticut. We understand that Svigals + Partners (Svigals) has prepared a conceptual plan for the layout of this new site feature at this historic site featuring new paver sidewalk, landscaping, bollard lighting, and a memorial wall. We understand that the memorial wall will be a bid alternate. For the purposes of this proposal, we presume that SLR International Corporation (SLR) will be responsible for the structural engineering for the wall and foundation, but that Svigals will take responsibility for selection of exterior construction materials, images/wording, and design flourishes. We have also presumed that your concept design has been accepted by the city and that we can move directly into Design Development. If this is not the case, please let us know.

We also understand that you would like SLR to provide the following services to advance the design and prepare construction documents (plans and specifications) for competitive bidding: survey, civil engineering, and landscape architecture. Again, we presume that the concept sketch you shared with us has been accepted by the city and that we can move directly into Design Development. We further understand that SLR will not be needed to assist in the local regulatory land use approval process with regards to attendance at public meetings.

As we discussed, a limited field survey will be required. We do not anticipate an impact due to wetlands or watercourses. As the current site improvements at the plaza area have been completed within the last 5 to 6 years, an as-built survey may be available for our use. Most of the existing plaza space is paved but we would need to review the drainage design prepared by others to ensure that adequate capacity exists in the existing storm drainage infrastructure for any increase in impervious surfaces. For the purposes of this proposal, we have excluded preparation of a drainage report.

Our services will more specifically include the following items:

4.0 Construction Documents

- 4.1 During this phase of the project, we will advance the plans to a level of completion adequate to seek competitive bids from qualified contractors. These plans will be prepared using the sheet format and title block provided by your office. The plans will include the following:
 - 4.1.1 Existing Conditions Plan
 - 4.1.2 Site Removals/Site Preparation Plan
 - 4.1.3 Final Site Layout and Materials Plan using coordinate geometry
 - 4.1.4 Final Site Landscaping Plan
 - 4.1.5 Final Site Grading and Utilities Plan
 - 4.1.6 Final Sediment and Erosion Control Plan
 - 4.1.7 Construction-Level Site Details
- 4.2 Prepare technical specifications according to Construction Specifications Institute (CSI) format for the applicable site-related improvements.
- 4.3 Provide electronic plans and technical specifications for inclusion in the bid documents. Our work excludes preparation of "front end" documents.

5.0 Bidding Phase

- 5.1 Assist in responding to Requests for Information (RFI) from qualified contractors seeking clarification of the plans and specifications.
- 5.2 Assist in the preparation of addendum as necessary.
- 5.3 Attend a pre-bid meeting if requested.
- 5.4 Assist in the review of the bids and make a recommendation as to the award of the work.

6.0 Construction-Phase Services

- 6.1 Provide construction-related services consistent with "site observation" consisting of the following:
 - 6.1.1 Review submittals and shop drawings.
 - 6.1.2 Respond to RFIs.
 - 6.1.3 Issue clarification sketches as required.
 - 6.1.4 Attend site meetings when requested. We have budgeted a total of four such visits. This includes two routine site visits and two site punch list visits. *Note: Attendance at weekly or monthly building committee meetings is excluded at this time.*



Professional Fees

SLR will perform the above-referenced services for the following fees:

1.0 – T-2 Topographic Survey	(Lump sum) \$3,500
2.0 – Design Development	(Lump sum) \$8,900
3.0 – Local Regulatory Permitting.....	(Hourly with a budget) \$2,800
4.0 – Construction Documents	(Lump sum) \$8,500
5.0 – Bidding Phase	(Lump sum) \$1,800
6.0 – Construction-Phase Services	(Hourly with a budget) <u>\$5,500</u>
GRAND TOTAL	\$31,000

Standard Terms And Conditions

This proposal is subject to our Standard Terms and Conditions, which are attached hereto and incorporated herein.

Exclusions

The following tasks are specifically **excluded**. If it is determined that any of these are required, we can provide them at our Discounted Hourly Rates (enclosed) or for an agreed-upon lump sum fee:

1. As we do not anticipate the presence of wetland soils onsite, we have excluded delineation or preparation of a wetland impact assessment by a registered soil scientist.
2. Attendance at meetings beyond those identified herein. Additional meetings will be attended for a lump sum fee of \$750 per meeting (in-person) or \$400 (virtual), assuming attendance by one licensed professional minimum.
3. Full-time inspection during construction
4. Irrigation design
5. Design of gateway signage or special site features
6. Boundary survey
7. Site environmental studies (Phase I or Phase II ESA)
8. Assistance seeking nonlocal permits (state and/or federal)
9. Electrical engineering services, including preparation of site photometric studies
10. Detailed cost estimation
11. Design of offsite improvements
12. Public notices or special mailings to abutters that may be required as part of the site plan approval process

On the basis of onsite observations of the construction work referenced above, SLR will keep you informed as to the progress and quality of the work and shall endeavor to guard you against defects and deficiencies in the work and confirm the work is proceeding in accordance with the contract documents.

It is understood that SLR will not have control over, or be in charge of, and will not be responsible for construction means, methods, techniques, sequences, or procedures or have



SLR INTERNATIONAL CORPORATION STANDARD TERMS AND CONDITIONS

This Agreement, which shall include any attachments hereto, is by and between SLR International Corporation ("SLR" or "We") and the party that is the signatory to the Proposal or Engagement Letter that these terms and conditions are attached to ("Client" or "You") (each a "Party" and together the "Parties") and is entered into effective the date of the last signature hereto ("Effective Date"). The signing of this Agreement by the Client and SLR authorizes SLR to carry out and complete the Services as described in the Proposal or Engagement Letter that these terms and conditions are attached to) in consideration of the mutual covenants set forth in this Agreement.

1. SCOPE OF SERVICES: SLR will provide as-requested services ("Services"). Services will be performed pursuant to the Proposal Engagement Letter that these terms and conditions are attached to or the Engagement Letter that terms and conditions are attached to, which shall be incorporated herein and made part of the Agreement. You authorize us to act on instructions, consistent with the agreed scope of Services, which are given in any manner, if we reasonably believe that You or a person with authority to act on your behalf has given those instructions. Any conflicting terms and conditions of purchasing associated with a Purchase Order will be disregarded and the terms and conditions of this Agreement shall prevail.

2. FEE FOR SERVICES: SLR's fee for the Services shall be provided either on a time and materials or fixed fee basis, as established in the Proposal or Engagement Letter that these terms and conditions are attached to. SLR's applicable rates will be listed in the attached Rate Schedule or the Engagement Letter that these terms and conditions are attached to. SLR may adjust its rates from time to time, provided however, that Client shall be provided at least thirty days advance written notice of such adjustment. The Client's obligation to pay for the Services performed under this Agreement is in no way contingent upon Client's ability to obtain financing, zoning, approval of governmental or regulatory agencies, favorable judgment of lawsuit, or upon Client's successful completion of the Project.

3. EXTRA SERVICES: SLR may also perform consulting tasks in addition to the Services ("Extra Services" or "Changes"), subject to the Parties' mutual written agreement and the terms of this Agreement.

4. PAYMENT TERMS: SLR will, on a monthly basis, or upon the completion of the Services, or as otherwise described in the Proposal or Engagement Letter that these terms and conditions are attached to, submit invoice(s) for the un-billed portion of Services actually completed. Client agrees to pay the invoiced amounts within thirty (30) days from the date of the invoice. Any payment that is not received by SLR within said 30 days shall be considered delinquent. SLR reserves the right to include a late payment charge, at a rate of 1 percent per month, for each month an invoice is delinquent. Failure to charge late payment charges will not affect SLR's right and ability to do so going forward. SLR may suspend or terminate any and all of the Services, if payment of any invoiced amount not reasonably in dispute is not received by SLR within 60 days from the date of SLR's invoice. Such suspension of services is done without waiving any other claim against Client and without incurring any liability to Client for such suspension due to Client's breach of payment terms. Termination shall not relieve Client of its obligation to pay amounts incurred up to termination.

5. TERM: The Term of this Agreement shall commence on the Effective Date and shall continue until terminated by one of the Parties in accordance with these terms, or until work under the Proposal or Engagement Letter that these terms and conditions are attached to.

6. SLR RESPONSIBILITIES

(a) Standard of Performance: SLR will perform the Services using that degree of skill and care ordinarily exercised under similar conditions by reputable members of the profession practicing in the same or similar locality at the time of performance. SLR shall comply with all applicable federal, state, and local laws, rules, and regulations in performing the Services.

(b) Except where the Proposal or Engagement Letter that these terms and conditions are attached to specifically includes provision of such advice or consideration, the obligations of SLR under this Agreement do not include a duty to advise or undertake any investigation to determine regulatory compliance, the actual or possible presence of pollution, asbestos containing materials, infestation, actual or possible presence of protected or invasive species, or contamination at the Client's site(s) or as to the risks of such matters having occurred, being present or occurring in the future nor shall SLR have any duty to consider such matters as influencing any aspect of the Services to be performed by SLR under this Agreement.

(c) Where the Proposal includes a site or environmental assessment, audit, review or investigation which includes the interpretation, interpolation or extrapolation of data from discrete sampling and/or observation locations and/or discrete times, the Client accepts and agrees that these data may not represent actual conditions at other such locations or at other times and that SLR's conclusions and recommendations based on such data are statements of professional opinion and not statements of fact. Although SLR will carry out such Services and provide its conclusions and recommendations with reasonable skill, care and diligence, it accepts no liability if the actual conditions at other locations or at other times are different from those described in SLR's conclusions or recommendations.

(d) If the Proposal or Engagement Letter that these terms and conditions are attached to includes construction observation or observation of explorations, then, on the basis of site observations performed, SLR will keep the Client informed as to the progress and quality of the work and shall endeavor to guard the Client against defects and deficiencies in the work and confirm that the work is proceeding in accordance with the contract documents. SLR shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures or have safety precautions and programs in connection with the work since these are the contractor's responsibility. Observations provided by SLR are solely for the benefit of the Client.

7. CLIENT RESPONSIBILITIES

(a) The Client shall ensure that its employees, agents, other consultants, and contractors act reasonably and give such assistance and co-operation as shall reasonably be required by SLR in the performance of the Services.

(b) The Client shall ensure that its decisions, instructions, consents, or approvals on or to all matters properly requiring such shall be given in such reasonable time so as not to delay or disrupt the performance of the Services by SLR.

(c) Client shall arrange for access to and make all provisions for SLR to enter upon public and private property as required for SLR to perform the Services. SLR will assist Client in obtaining access, if requested by Client and is part of the Proposal or Engagement Letter that these terms and conditions are attached to. Client, at its expense, shall furnish approvals and permits from all governmental authorities having jurisdiction over the Client's project and such approval and consents from others as may be necessary for completion of the Services, unless otherwise arranged for in writing with SLR.

(d) Client is responsible for informing SLR of the locations of any underground structures or utilities. Client will provide all necessary and relevant data and information, including underground services, structures or artificial obstructions and details of the services to be performed by any contractors or consultants, and shall ensure such data is accurate and complete. SLR shall be entitled to rely on such information and will not be responsible for any damage to underground services, structures or obstructions or for any damage, claims, expenses or loss arising as a result of such excavating, boring, probing or the like below existing ground level, unless the locations of the underground services, structures or artificial obstructions on Site are accurately shown on the Client furnished drawings or plans. SLR will not be responsible for inadvertent damage to underground structures or utilities that were not made known to SLR prior to the start of obtrusive activities such as digging or drilling.

(e) The Client acknowledges that it has a duty of care with respect to the health and safety of SLR's employees while they are on the Client's premises or on sites controlled by the Client and confirms it will comply with all applicable health and safety legislation. The Client acknowledges SLR's right to stop work under any circumstances where SLR or its employees consider commencing or continuing their activities would either be unsafe or pose an unacceptable risk to themselves or others. In such circumstances the Parties will engage as soon as is practicable to agree a resolution to allow work to resume.

(f) Client agrees to advise SLR upon execution of this Agreement of any hazardous substance or material or any other condition, known or that reasonably should be known by Client, existing in, on, or near the site that presents or may present a potential danger to human health, the environment, or SLR's equipment. Client agrees to notify SLR immediately of new, different, or additional information, as it becomes available to the Client. Client shall also, upon execution of this Agreement, provide SLR with copies of any written emergency response procedures for the site as well as information about any safety or other hazards at the site, and a copy of any written health and safety program that may exist for the site.

8. FORCE MAJEURE: Neither Party to this Agreement shall be liable to the other Party for delays in performing the Services that may result from strikes, riots, war, acts of terrorism, acts of governmental authorities, extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either Party ("Force Majeure"). Occurrence of a Force Majeure event does not relieve Client of its payment obligations for Services previously rendered hereunder.

9. HAZARDOUS SUBSTANCES: If state or federally regulated hazardous, toxic or dangerous wastes as defined by state or federal regulations (hereinafter "Wastes") are encountered at the site, and if these Wastes require handling, transportation or disposal at an off-site facility, SLR may assist in advising the Client of the Client's options. However, SLR will not "arrange" (as defined in 42 U.S.C. 9607) for disposal of, accept title to, sign manifests for, take control of, or be deemed a "generator" of any Wastes. Client shall defend, indemnify and hold SLR harmless from any claims, damages, fines and fees, litigation or expenses, arising out of or in any way related to the presence of Wastes on or beneath the site where the Services are to be performed, or the handling, transportation and disposal of any Wastes" in the course of SLR's performance of this Agreement, including any repair, cleanup or detoxification thereof, or preparation and implementation of any removal, remedial, response, closure or other plan with respect thereto (regardless of whether undertaken due to governmental action). This indemnity of SLR is intended to operate as an agreement pursuant to, but not limited to, Section 107(e) of the Comprehensive Environmental Response, Compensation and Liability Act ("CERCLA") 42 U.S.C. Section 9607(e), to hold harmless, defend and indemnify SLR from liability in accordance with this section.

10. NO WARRANTY, NO THIRD-PARTY BENEFICIARIES: NO WARRANTY, EXPRESS OR IMPLIED, IS MADE OR INTENDED BY THIS AGREEMENT OR BY OUR ORAL OR WRITTEN REPORTS PROVIDED PURSUANT TO THIS AGREEMENT. It is recognized that the Services performed by SLR are for the benefit of the Client and no other entity. There are no collateral warranties made hereunder and there are no third-party beneficiaries to this Agreement. Client's sole remedy for SLR's failure to meet the Standard of care shall be SLR's re-performance of the deficient Services at no additional cost to You.

11. INTELLECTUAL PROPERTY RIGHTS AND DELIVERABLES: All hard paper copies of deliverables, including, and limited to, any and all reports, drawings, plans, and specifications prepared by SLR hereunder shall be delivered to Client upon final payment for SLR's Services. Deliverables may not be used or reused by Client, its employees, agents, or subcontractors in any extension of the Services or on any other project or any other use without the prior written consent of SLR, and any such use shall be at Client's own risk. All originals of such deliverables shall remain in possession of and the property of SLR. Copies of any electronic media of originals of any of SLR's deliverables, such as designs, specifications, calculations, CAD documents, etc., shall not be made available unless a specific agreement is made to the contrary in the Proposal. All the drawings, plans,

specifications, and deliverables prepared by SLR are instruments of SLR's service, and SLR shall be deemed the author of them and will retain all common law, statutory, and other reserved rights, including copyright, to them.

12. TAXES: Any charges payable under this Agreement are exclusive of any applicable taxes, tariff surcharges or other like amounts assessed by any governmental entity arising as a result of the provision of the Services by the SLR to the Client under this Agreement and such shall be payable by the Client to the SLR in addition to all other charges payable hereunder. Notwithstanding the foregoing, each Party is responsible for the payment of all taxes assessed on its own business operations, such as income or franchise taxes.

13. ASSIGNMENT: Neither SLR nor Client shall assign this Agreement (except Accounts Receivable) without the prior consent of the other Party, which shall not be unreasonably withheld. SLR may, however, employ any other Party or entity it deems necessary or proper for any part of the work required to be performed by SLR under the terms of this Agreement. Notwithstanding the foregoing, either Party may assign this Agreement to a successor in interest or affiliate upon notice to the other party.

14. INDEMNITY: Each Party shall indemnify the other Party, its officers, directors, partners, employees, and representatives, from and against losses, damages, and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are found to be caused by a negligent act, error, or omission of the indemnifying Party in the performance of services under this Agreement. Each Party has an affirmative obligation to notify the other Party of any claims of injury or damage subject to this indemnity. Such indemnity shall exclude damages to the extent they arise as a result of any grossly negligent actions or omissions, willful or reckless misconduct, or fraud by the indemnified Party or its employees, officers, owners, directors or agents. Each party hereto hereby waives any and every claim which arises or may arise in its favor and against the other party hereto which arises during the course of performance hereunder, for any and all loss or damage, which loss or damage is covered by valid and collectible insurance policies, to the extent that such loss or damage is recoverable under such policies.

15. DISPUTES: (a) If any dispute, difference or claim arises out of or in connection with this Agreement (including any question regarding its existence, validity or termination) a representative from SLR and a representative of the Client with authority to settle the dispute will, within seven days of a written request from one Party to the other, meet in good faith to resolve the dispute or difference. (b) If agreement in respect of the dispute or disagreement cannot be reached at such meeting or within such time period after the meeting agreed by the Parties, then such dispute or difference shall be addressed through mediation. Within a reasonable time, the Parties shall seek the assistance of a Mediator agreed by the Parties and shall share the costs thereof. (c) If no settlement has been reached within three months of the first appointment of a Mediator or such other date as agreed between the Parties, the mediation shall be deemed to have been unsuccessful and the dispute may be resolved by appropriate litigation, subject to the choice of law, jurisdiction, and venue provisions contained herein. (d) Any claim of whatever nature brought by Client against SLR shall be brought not later than two years after the date of substantial completion of SLR's services hereunder or the expiration of the appropriate statute of limitations, whichever is earlier. (e) In the event of litigation under this Agreement, the prevailing Party shall be entitled to reasonable attorneys' and experts' fees and other costs and expenses incurred directly or indirectly at trial, or appeal. Neither Party shall be entitled to the recovery of expert or attorneys' fees, or their respective costs or expenses, as a result of mediation of a dispute.

16. LIMIT of LIABILITY: The entire liability of SLR and SLR's agents, representatives and employees shall be limited to the total amount actually paid to SLR by the Client for Services performed under the Proposal or Engagement Letter that these terms and conditions are attached to pursuant to which the claim arose, whichever is lower.

17. CONSEQUENTIAL DAMAGES: In no event shall either Party to this Agreement be liable for any lost profits or revenue; loss of use or opportunity; loss of good will; costs of substitute facilities; cost of capital; or for any special, consequential, indirect, or punitive damages.

18. CONFIDENTIALITY AND PROTECTION OF DATA: Any proprietary data provided by either Party to the other will be kept strictly confidential, will only be accessible to selected staff, and will only be used for the performance of each Party's obligations hereunder. In addition, each Party will comply with its obligations under applicable data protection legislation in the jurisdiction in which it operates. If no such legislation exists, SLR confirms it will comply with the requirements of the UK Data Protection Act 2018 in respect of any personal data provided to it by the Client and reserves the right to seek confirmation of the data protection procedures the Client will apply to personal data provided by SLR. A previously signed nondisclosure agreement between the parties may be made a part hereof by written amendment.

19. INDEPENDENT CONTRACTOR: SLR is an independent contractor. Neither SLR nor its employees, agents or subcontractors are to be construed as the agents, servants, partners, joint venturers, or employees of Client or to have authority to act for or on behalf of the Client. Without limiting the generality of the foregoing, nothing in this Agreement shall authorize SLR to make any contract, agreement, warranty, or representation on behalf of Client or to incur any debt or other obligation in Client's name.

20. NON-WAIVER: The failure of any Party to enforce its rights under any provision of this Agreement shall not be construed to be a waiver of such provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other breach.

21. ENTIRE AGREEMENT, ORDER OF PRECEDENCE, SURVIVAL: This Agreement constitutes the entire agreement between Client and SLR regarding the Services and supersedes all prior or contemporaneous oral or written representations or agreements. This Agreement shall not be modified except by a document signed by both Parties and in writing. In the event of any inconsistency between any of the documentation which makes up this Agreement, the Agreement shall be interpreted in the following order of priority: (1) the Proposal or Engagement Letter that these terms and conditions are attached to, together with agreed amendments or modifications thereto; (2) this Agreement, as amended by the Parties. All

obligations arising prior to the termination of this Agreement (including without limitation the provisions of Section 11) and all provisions of this Agreement allocating responsibility or liability between Client and SLR shall survive the completion of Services hereunder and the termination of this Agreement.

22. COMPLIANCE WITH BRIBERY ACT: Client must hereby agree that it: shall comply with the U.S. Foreign Corrupt Practices Act (the "FCPA"), and (because the parent company of SLR is headquartered in the United Kingdom) the UK Bribery Act 2010 (the "Bribery Act") and shall procure that no persons associated with the Client (including an employee, sub-contractor or agent or other third Party working on behalf of the Client or any Group Company) ("Associated Person") shall commit any offense that would violate either the FCPA or the Bribery Act or any act which would constitute a Bribery Offense (as defined in the Bribery Act); (b) has in place, and shall maintain until termination of this Agreement, adequate procedures designed to prevent any Associated Person from committing a violation of the FCPA or a Bribery Offense; (c) shall not do or permit anything to be done which would cause SLR or any of SLR's employees, sub-contractors or agents to commit a violation of the FCPA or a Bribery Offense or incur any liability in relation to the FCPA or the Bribery Act; and (d) shall notify SLR immediately in writing if it becomes aware or has reason to believe that it has, or any of its Associated Persons have, breached or potentially breached any of the Client's obligations under this clause. Such notice to set out full details of the circumstances concerning the breach or potential breach of the Client's obligations.

23. NON-EXCLUSIVITY: Client understands and acknowledges that SLR has other business interests in addition to the Services to be performed under this Agreement, and, subject to any applicable restrictions on the use of Client provided information, SLR shall not be prevented or barred from rendering services of any nature for or on behalf of any other person, firm, corporation or entity.

24. SUCCESSOR INTERESTS: The covenants, conditions and terms of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the Parties hereto.

25. TERMINATION OR SUSPENSION: Either Party may terminate this Agreement upon ten (10) days written notice to the other. Either Party may terminate this Agreement in the event of a material breach by the other Party but only if said breach is through no fault of the terminating Party and said breach is not corrected before expiration of a reasonable cure period. The Client may at any time by not less than two (2) weeks' notice require SLR to suspend the performance of all or any part of the Services for a specified or unspecified period. On notice of suspension of all or any part of the Services SLR shall cease such suspended Services in an orderly and economical manner compatible with a possible order to restart. If this Agreement is suspended or terminated for any reason, Client shall pay SLR for all Services and Extra Services previously authorized and performed up through the termination date. If Client requests a restart of the Services following a suspension of greater than ninety days, SLR may charge the Client a reasonable restart fee. Lump sum fees, if applicable, quoted in this Agreement shall remain valid for a period of twelve (12) months from the Effective Date, unless otherwise agreed in writing. Thereafter, they may be adjusted in accordance with SLR's current rate structure. Hourly personnel rates may be adjusted on an annual basis.

26. CHOICE OF LAW: The validity, interpretation, construction and performance of this Agreement shall be governed by the laws of the State of Washington, without giving effect to its conflict of laws principles, and any litigation hereunder shall be brought in the state or federal courts located within the State of Washington.

27. COUNTERPARTS: This Agreement may be executed in counterparts (and by electronic means, e.g., DocuSign), each of which shall be deemed an original, but all of which together will constitute one and the same instrument.



2024 US DISCOUNTED RATE SCHEDULE

PROFESSIONAL SERVICES

Hourly Rate

Senior Advisor	\$330
Senior Principal	\$275
Principal 2	\$255
Principal 1	\$240
Senior 2	\$225
Senior 1	\$220
Associate 2	\$195
Associate 1	\$190
Project 2	\$170
Project 1	\$165
Staff 2	\$150
Staff 1	\$140
Chief Inspector	\$195
Senior Inspector	\$170
Inspector	\$150
Senior Draftsperson/Technician	\$140
Draftsperson/Technician	\$130
Party Chief	\$140
Survey Crew Member	\$115
Administrative	\$105

Note: Time will be billed to the nearest ¼ hour

**REIMBURSABLE EXPENSES**

	<u>Rate</u>
Bond Prints	\$ 2.00 Each
Large Bond Prints	\$ 3.00 Each
Fixed Line Mylars	\$75.00 Each
Color Plots/Mylars	\$30.00 Each
Large Color Plots/Mylars	\$45.00 Each
Photocopies – 8½ x 11	\$ 0.12 Per Copy
Photocopies – 11 x 17	\$ 0.24 Per Copy
Color Copies – 8½ x 11	\$ 1.25 Per Copy
Color Copies – 11 x 17	\$ 2.25 Per Copy
Binding 0-200 pages	\$ 6.00 Per Bound Copy
201 or more pages	\$ 7.50 Per Bound Copy
Board Mounting	\$25.00 Each
Each FedEx – \$0-\$25	\$25.00 Per FedEx
FedEx – Over \$25	Cost Per FedEx
Mileage	IRS Rate Per Mile

OTHER DIRECT CHARGES

	<u>Rate</u>
Subcontractors, vendors, and other expenses	Actual cost + 15%
Administrative charge	3% of labor charges
Expert witness testimony services (court and mediation)	50% labor surcharge

safety precautions and programs in connection with the work since these are the contractor's responsibility.

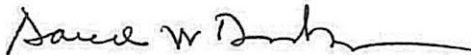
Acceptance

If the above proposal is acceptable, please confirm your acceptance by signing one copy in the space provided and returning it to us for our files.

We look forward to the opportunity to work together on this exciting project. If you have any questions or need further information, please do not hesitate to contact either of the undersigned at 203-271-1773.

Regards,

SLR International Corporation



David W. Dickson, PLA
Principal Landscape Architect
ddickson@slrconsulting.com

Attachments

141.P21834.00001.a1724.prop.docx



Mark Arigoni, PLA
US Sector Leader – Built Environment
marigoni@slrconsulting.com

The above proposal and attached Standard Terms and Conditions are understood and accepted:

By _____ Date _____

(Print name and title)



DarkTrace

City of Bristol
and Bristol Public Schools

What is DarkTrace?

- AI in a box
- Connects to our Network Core and watches 100% of our network traffic
 - Where everything comes from and where everything goes
 - Baselines “normal” traffic flows and email behaviors
 - Continuously learns our behaviors
 - Will Flag and Alert, in realtime, any and all anomalous activity on the network and in the email system
 - Will take authorized actions, in realtime, on email and network behavior
- Directly connects to our email system

Why DarkTrace?

- BOE and City proper in full agreement on product
 - Was identified, investigated, and tested cooperatively
- *** Phishing Email Protection ***
 - Will identify links and redirects in all phishing campaigns and shut them down in realtime, locking the links, and quarantining messages



City Mail Statistics that would have been actioned on by DarkTrace (functionality is yet to be licensed) May 1st to May 21st, 2024



SUMMARY

Darktrace Email



13,314

Emails **Actioned** or **Detected**

Active Identities

852 **Internal** and 17,154 **External**

Inbound Outbound

Actions Not Live

Total

157,759

Actioned

12,526

Users Targeted

742

Breakdown of Actioned Emails

Held

3,538

Targeted Action

8,988

Responses unique to Darktrace/Email

12,534

Why DarkTrace? Cont.

- Protects us from exploits against Operational Technology
 - New fad in compromising organizations
 - Threat actors target Building Management Systems
 - Hitachi, Johnson Controls, Mercury Systems etc...
 - HVAC techs simply get the systems working and do not follow IT best practice
 - Darktrace will give us insight where we currently have little to none, and protect us without interfering with operations
 - Will monitor and protect new (internet facing) SCADA system as well when it comes online
- Will take action and protect us in realtime
- Will also integrate with our current suite of security systems

Pricing:

Annual costs for 36 months

Pricing Details

The pricing below represents a **36-month** software license based on your full network deployment for your 1,500 IP's, 813 Emails accounts, one medium appliance, and one small email appliance.

Term: **36 months**
Standard payment terms: **Annual in advance** net 30
Discount available if contract signed by: **6/14/24**

Package	List Cost	Discounted Price 87%
<u>Platform Standard</u> City Only (Network and Email)	\$10,685 per month	\$1,381 per month

City:
\$16,572 / year

Pricing Details

The pricing below represents a **36-month** software license based on your full network deployment for your 10,500 IP's, 11,187 Emails accounts and one X2 appliance.

Term: **36 months**
Standard payment terms: **Annual in advance** net 30
Discount available if contract signed by: **6/14/24**

Package	List Cost	Discounted Price 87%
<u>Platform Standard</u> School Only (Network and Email)	\$74,798 per month	\$9,669 per month

BOE:
\$116,028 / year

Initial Pricing was List, and Laughable. Due to some keen negotiating and industry knowledge on Alison's part (BOE IT Director), we are currently being offered an 87% discount.

I am asking for an additional \$133,000.00 to cover the initial year cost as we adopt the product into our Budget going forward.



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Comptroller's Office
(Requesting Department)

Date: May 13, 2024
(Submission Date)

For the May 28, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☒ Transfer from Contingency \$ 15,000
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the _____
(governing Board of your department)
at its meeting held on _____.
(date)



(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

Additional funds needed for Unemployment.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From:	0018106 589000 Contingency	To:	0018102 521200 Unemployment	Amount:	\$15,000
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____

Grants:

Total Amount: Grant \$_____

City Share \$_____ %

Federal/State Share \$_____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____



City of Bristol CT
Purchasing Committee for the Board of Finance
Meeting Minutes – April 25, 2024

A Meeting of the Purchasing Committee of the Board of Finance was held on April 25, 2024 at 5:15pm in Meeting Room 1-1 within Bristol City Hall, 111 North Main Street, Bristol CT.

Present: Ron Burns, Mark Whitford, David Maikowski.

Also present: Purchasing Agent Roger Rousseau.

Meeting was called to order at 5:15 pm.

To discuss the state prequalification list of vendors, and to take any action as necessary.

The State of Connecticut maintains a list of prequalified vendors for a variety of trades, toward the objective of ensuring that properly vetted contractors perform work for the state and its political subdivisions (e.g. municipalities). C.G.S. 4a-100 mandates the establishment of the list, and C.G.S. 4b-91 mandates that every contract greater than \$500,000.00 for a state agency (or for a political subdivision that is using state funding for its contract) shall be awarded to a prequalified contractor from that list. The State of Connecticut has a full department dedicated to maintenance of this prequalification process.

The City of Bristol has, in certain instances, sought prequalification of vendors for a specific project, in cases where there is a specific skill involved; the decommissioning of the glycol-based geothermal system at Greene-Hills K8 School was determined to be a specific skill set, and Bristol directly prequalified contractors for that project. The City of Bristol does not have sufficient staffing, however, to properly manage a comprehensive prequalification program for all of its projects, and the Purchasing Department has routinely used the state prequalified list for projects, regardless of funding source.

The Board of Education recently solicited bids for a series of building improvement projects that involved ARPA/ESSER 2 (federal) funding; the Purchasing Department included state prequalification as a requirement for award for these projects. For two boiler replacement projects, all but one of the five bidders were on the prequalified list; the non-prequalified bidder was the lowest bidder on one of the projects. Bristol subsequently made award to the lowest bidder that was on the prequalified list.

The vendor that was not on the prequalified list took exception to Bristol's use of the list; although the contractor did not submit a formal protest, the Purchasing Department consulted with both the Office of Corporation Counsel and the City's ARPA consultant (UHY), who both concurred with the acceptability of its use in legal terms and compliance with ARPA eligibility guidelines.

Although the Purchasing Department had used the list in this manner before and its use for these bids had precedented use, the Purchasing Agent recommended that formal acknowledgment of the practice should be incorporated into Purchasing guidelines, specifically when bidding for work in specialized trades such as HVAC.

Motion was made by David Maikowski, seconded by Mark Whitford, and unanimously approved:
To modify Article 3.E.4 "Prequalification" of the Purchasing Manual via inclusion of the following:

The Purchasing Department shall require State of Connecticut DAS prequalification of HVAC vendors for all projects estimated to cost greater than \$250,000, regardless of funding source, unless specifically prohibited by the funding source.

To discuss calendar year 2024 meeting dates and to take any action as necessary.

Motion was made by David Maikowski, seconded by Mark Whitford, and unanimously approved:

To approve calendar of meetings to be held on the third Thursday of the month at 5:15pm, through December 2024.

Adjournment.

There being no other business, the meeting adjourned at 5:31 pm.

Respectfully submitted,

Roger D. Rousseau, Purchasing Agent

Banking & Audit Committee Minutes
May 10, 2024

A special meeting of the Banking & Audit Committee of the Board of Finance was held on May 10, 2024 at 8:30 a.m. in the City Hall Meeting Room 1-3, 111 North Main Street, Bristol.

Members Present: Dave Maikowski, Glenn Heiser, and Jon Mace

Also Present: City: Diane Waldron, Robin Manuele, Ryan Bodley, Rob Longo and Dawn Labella

CLA: Jeff Ziplow, Lindsey Intieri, and Aaron Perillo

1. Call to order.

Chairman Maikowski called the meeting to order at 8:30 a.m.

2. To review the Water & Sewer Accounts Receivable Process Assessment and to take any action as necessary.

CLA reviewed the goals and objectives of the audit, and gave an overview of the project. Lindsey reviewed the findings and recommendations related to the Water Department. One of the findings is that account adjustments are not consistently reviewed and approved by a supervisor prior to being processed and it is recommended that a formal process be put in place. Also, there is a MUNIS report that can be run and signed off on.

Other considerations were presented that came out of interviews. These included additional training from vendors as well as miscellaneous bills are not paid via InvoiceCloud, but through MUNIS billing. These cannot be paid online and require manual reconciliation. Integration of the systems was evaluated but it was cost prohibitive. CLA determined an overall audit rating of Satisfactory.

The next review CLA will be performing is of the Accounts Payable and Purchasing functions at the Water and Sewer Department.

3. To review the City's Investment Policy and to take any action as necessary.

Ryan stated the list of banks were updated to include Wells Fargo which is now being used for the Transfer Station. The Diversification paragraph was updated based on the discussion at the last meeting to read "Investments in securities that are not readily marketable, other than securities or deposits that mature within one year, may not exceed twenty percent (20%) of the portfolio's net assets at the time of purchase." Ryan noted that the Investment Policy is reviewed by the Board of Finance on an annual basis.

4. Adjournment.

Commissioner Mace made a motion seconded by Commissioner Heiser "to adjourn" at 9:15 a.m.

Jodi A. McGrane
Recording Secretary



City of Bristol, CT

Water & Sewer Accounts Receivable Process Assessment

April 2024 – Draft – Version 4

Prepared by:

Jeffrey Ziplow, Principal

Lindsey Intrieri, Director

Aaron Perillo, Senior

CliftonLarsonAllen LLP

29 South Main Street 4th Floor

West Hartford, CT 06107

[CLAconnect.com](https://www.claconnect.com)

CPAS | CONSULTANTS | WEALTH ADVISORS

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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



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Project Overview

A. Background

The City of Bristol (hereinafter referred to as the “City”) engaged CliftonLarsonAllen LLP (hereinafter referred to as “CLA”) to provide internal audit services related to the processes and controls associated with the Water and Sewer Department’s accounts receivable policies and procedures (hereinafter referred to as “AR”).

B. Project Approach & Tasks

This review included the following objectives:

1. Review the Water and Sewer Department’s accounts receivable policies and procedures including but not limited to, AR practices, adjustments to invoices/bills, invoice receipts and reconciliation process, and deposit process
2. Review and document (if currently undocumented), the City’s process for monitoring older accounts receivable balances (> 60-90 days)
3. Review the current operational processes, controls for the collection of cash receipts, deposits and reconciliations
4. Confirm/Test processing of Water and Sewer invoices
5. Confirm/Test reconciliation of cash receipts
6. Confirm/Test deposit and reconciliation processes
7. Confirm/Test receipts are issued at the time of collection and denote payment type
8. Confirm/Test how and who can void transactions
9. Confirm users and their access in the Water and Sewer Department software
10. Document findings and gaps observed as part of the review
11. Provide management with a report of our findings and recommendations
12. Meet with management to review the results of the report

C. Acknowledgements

CLA would like to thank the City’s Water and Sewer Department for their participation, support, on-going dialogue, and feedback during this internal audit.

Project Background

History of the Bristol Water and Sewer Department

- A. In 2018, the Bristol Water and Sewer operations were combined into a single department. The Department functions as a separate entity from the City of Bristol, operating solely on funds generated by water and sewer rates and charges.
 - a. Sewer Department is setup as a special revenue fund.
 - b. Water Department is setup as an enterprise fund.
- B. The Department is operated by a Board of Water Commissioners (5 members appointed by the Mayor and confirmed by City Council).
 - a. The Board approves the water and sewer rates and fees. The last rate change was in 2019.

Policies and Procedures

- A. The Department has a documented “Revenues and Receivables” file that outlines the employees involved in these processes, the steps involved in the utility billing process, how late payment fees and billing adjustments are handled, how billing complaints/disputes and terminations are handled.
- B. Rules and Regulations, City Charter, and City Ordinances relevant to the operations of the Water and Sewer Department are also documented.
 - a. The latest published Rules and Regulations were approved by the Board of Water Commissioners in December 2005.

Water and Sewer Department Technologies

- A. The Department utilizes the following technology tools and systems to perform meter reads, bill generation, and collection.
 - a. Neptune Technology Group – Water meters
 - b. Tyler Technologies Enterprise Utilities – Water/Sewer Billing and Collections software
 - c. Tyler Technologies Munis General Billing – Billing and Collections software for other/miscellaneous bill types/service fees including:
 - i. Water Shut offs/Reinstatement fees
 - ii. Water Line/Opt-in fees
 - iii. Meter Damage/Repair charges
 - iv. Stolen Meter/Missing Meter charge
 - v. Meter Line Repair charges (curb to meter)
 - vi. Property Closing fees
 - vii. Inspection/Permit fees
 - d. CLA reviewed Tyler Enterprise Utilities users, roles, and permissions, specifically for ability to adjust account bills/meter reads and write-off payments and deemed them appropriate.
 - i. The Supervisor and Office Manager are system administrators with full access/permissions within the software.

- ii. The Billing Analyst and Water/Sewer Administrative Assistant are assigned to the “Supervisor Admin” role which provides full access to utility billing tasks.
- iii. Passwords in Tyler Technologies are required to be complex and are changed every 90 days.

Water and Sewer Department Processes

A. Water and Sewer Department Billing

1. The Department’s two (2) Divisions (Water and Sewer) are organized into six (6) sections including Administrative, Construction, Sewer Collection, Metering, Sewer Treatment and Water Treatment.
2. Each utility bill for water and sewer customers typically has four (4) charges:
 - a. Water consumption
 - b. Water service charge
 - c. Sewer consumption
 - d. Sewer service charge
3. Meter reads are performed by the Department every three (3) months. Quarterly water bills are based on customer consumption (actual amount of cubic feet of water used during a three-month billing cycle).
 - e. The Billing Analyst runs the billing calculations in the Utility Billing software which takes the current meter read less the previous meter read, times the current rate.
 - i. Currently, the Department is issuing a bill run each month. One-third of the City is billed at a time.
4. Sewer consumption charges are the same each quarter and are calculated based on a customer’s winter quarter water usage for residential customers. Commercial customers are billed for sewer based upon their actual quarterly water meter usage.
5. Invoices are mailed or emailed to customers, depending on their preference.
6. CLA has documented this process workflow. It is located in the Appendix of this report.

B. Water and Sewer Department Accounts Receivable

1. Bills are due within 30 days, after which, a late fee of 1.5% is applied (minimum of \$1.50 charge).
2. Payments can be made onsite at the Water and Sewer Department (cash, check, credit card), online via InvoiceCloud (ACH, credit card, or autopay), or mailed (check only) to the office.
 - a. The Department has both in-office payment counters for customers as well as a drive-through window. A payment drop-box is also available for customers outside the Water and Sewer Department building and at the front counter.
 - i. The Department has two (2) cash drawers (one at the drive through window and one at the front counter). All customer payments made on site are issued a receipt automatically from the system. Cameras are present at the drive through window and front counter.

- b. InvoiceCloud will also take payments via a toll-free phone line.
 - c. The Department does not accept credit card payments over the phone.
 - d. The fee for online credit card payments via InvoiceCloud is not currently passed on to the customer.
- 3. The Public Utilities Regulatory Authority (PURA) regulations do not allow for customer sewer accounts to be terminated. Therefore, payments are always first applied towards balances due for sewer (oldest unpaid bill first, up to current). Once sewer balances are paid, payment can be applied to water.
 - 4. CLA has documented this process workflow. It is located in the Appendix of this report.

C. Billing Adjustments

- 1. Although rare, billing adjustments are sometimes necessary due to inaccurate meter reads, misapplication of a late fee, calculation error, or other errors.
- 2. The Billing Analyst will make the bill adjustment, document what change was made, and obtain approval from the Office Manager. Corresponding written sign-off/approval is retained with the daily packets.
- 3. After the bill is due, the system applies the appropriate late fee amount and the Billing Analyst sends a late payment notice to the customer.
- 4. CLA has documented this process workflow. It is located in the Appendix of this report.

D. Water and Sewer Department Collections

- 1. Past due customer balances are monitored monthly by the Admin Collections Clerk.
- 2. 30 days after the bill is due, the system applies the appropriate late fee amount and the Billing Analyst sends a late payment notice to the customer.
- 3. 60 days after the bill is due, the Billing Analyst sends a final notice to the customer and an additional late fee is applied. A door hanger is also placed at the property to notify the customer that they are past due on their account.
- 4. Two to three (2-3) weeks following the final notice, customers are sent a termination letter notifying them of the scheduled water termination date (2 weeks from the time of the notice).
- 5. Delinquent customers may contact the Water and Sewer Department for a payment extension (one extension allowed per billing cycle). Balances must be paid in full by the extension date to avoid termination of service.
- 6. Rental apartments follow a similar collections process but their terminations are handled differently.
 - a. Delinquent properties (landlords) are notified via certified letters and physical termination notification postings are additionally placed on the property to notify tenants. Property owners have 30 days to respond.
 - b. Payment agreements may be arranged between the property owner and the Water and Sewer Department in which 20% of bill must be paid in person with the remaining balance paid in 10 equal monthly payments. If a single payment is missed, following the agreement, water is terminated.

- c. Tenants are also able to directly pay a portion of the bill in order to keep water service connected and then subsequently reduce their rental payments by that amount.
- B. As noted above, sewer accounts cannot be terminated. Therefore, the Water and Sewer Department will provide exceptionally delinquent accounts to the Town Attorney to further the collections process (property liens, foreclosures, etc.)
 - a. The Water and Sewer Department recently began this task and as such has collected \$62,674 in overdue payments owed.
- C. CLA has documented this process workflow. It is located in the Appendix of this report.

E. Water and Sewer Department Reconciliation and Deposit Processes

- 1. Each day, at close of business the two (2) cash drawers are counted. The Payroll/Accounting Assistant runs a Payment Report out of Utility Billing and opens the Office's Daily Deposit Summary (Excel Worksheet).
 - a. The Cash Receipts Worksheet (an Excel Worksheet) is completed for the daily collections and is compared against the Utility Billing Payment Report.
 - b. Checks are totaled on a calculator/register tape and cash is totaled. The Payroll/Accounting Assistant records the totals on the Daily Deposit Summary and creates the bank deposit slip.
 - c. Checks received via mail are scanned to webster bank. A check summary is printed and stored with the physical checks for three (3) months in the Department safe. Cash and checks taken in person are bundled with the deposit slip and stored in the safe overnight.
 - d. In the morning, the Senior Accountant reviews the previous day batch and cash receipts worksheet. The deposit package is provided to a Water/Sewer Employee for delivery to the bank. The employee makes the deposit and returns to the Department with a receipt of deposit that is confirmed and filed by the Payroll/Accounting Assistant.
- B. On a monthly basis, the Senior Accountant reconciles the Utility Billing activity with Webster Bank and compares the account activity against the Cash Receipts worksheet. All check activity for the month is reviewed and reconciled as part of this, along with the online payments from InvoiceCloud.
 - a. The monthly bank reconciliations are reviewed/approved by the Superintendent.
- C. CLA has documented this process workflow. It is located in the Appendix of this report.

Audit Conclusion

As part of the City of Bristol Water and Sewer audit, CLA tested the following areas for the 2022-2023 Fiscal Year: Customer Payments, Daily Deposits, and Monthly Bank Reconciliation. For each area tested, CLA assessed the control for effectiveness and provided an audit conclusion of Satisfactory, Needs Improvement, Unsatisfactory, Inconclusive, or Not Applicable.

CLA determined an overall audit rating of Satisfactory.

Audit Conclusion Key	
Conclusion Rating	Rating Calculation/Logic
Satisfactory	90-100% of the samples selected for testing passed the test criteria with no exceptions
Needs Improvement	75% - 89% of the samples selected for testing passed the test criteria; exceptions were noted
Unsatisfactory	74% or less of the samples selected for testing passed the test criteria; exceptions were noted
Inconclusive	Audit test files and/or supporting documents were not available during testing; unable to conclude on testing results
Not Applicable	Testing was not applicable for the selected control

Accounts Receivable Testing

CLA Performed the following audit tests:

A. Customer Payments

#	Control Test	Results 2022-2023
PAY.1	Payment Amount Agrees to Customer Invoice	Satisfactory
PAY.2	Customer Invoice Initialed by Employee Taking Payment	Satisfactory
PAY.3	Total Payment Amounts Agree to MUNIS	Satisfactory
PAY.4	Amount Charged Agrees to Published Rate	Satisfactory



Based on the frequency of the process, CLA selected a sample of twenty-five (25) general bills and twenty-five (25) utility bills paid during fiscal 2023.

- a. CLA noted that there were no exceptions in our testing.

B. Daily Deposits

#	Control Test	Results 2022-2023
DEP.1	Daily Deposit Reconciliation was Completed	Satisfactory
DEP.2	Daily Deposit Reconciliation Tied to MUNIS	Satisfactory
DEP.3	Bank Deposit Slip Tied to Daily Deposit Reconciliation	Satisfactory
DEP.4	Bank Deposit Receipt Tied to Bank Deposit Slip	Satisfactory

Based on the frequency of the process, CLA selected a sample of twenty-five (25) daily deposits made during fiscal year 2023.

- a. CLA noted that for one of the days selected, the daily deposit slip and deposit receipt from the bank could not be located. As an alternative test procedure, CLA tied the deposit amount from the Daily Deposit Reconciliation worksheet to the bank statement and noted that the amounts agreed.

C. Monthly Bank Reconciliations

#	Control Test	Results 2022-2023
BR.1	Bank Reconciliation was Completed	Satisfactory
BR.2	Bank Reconciliation was Reviewed	Satisfactory

Based on the frequency of the process, CLA selected a sample of twenty-five (25) daily deposits made during fiscal year 2023.

- a. CLA noted that there were no exceptions in our testing.

Findings and Recommendations

1. Finding - Account adjustments are not consistently reviewed and approved by a supervisor prior to being processed

- A. Currently, there is not a formalized process to review and monitor adjustments made when a customer's meter read number is manually adjusted. Adjustments made by certain employees were reviewed and approved by the Office Manager with a documented date and signature. A paper copy of the approved adjustment is stored as backup documentation within a file folder for that year. However, only the adjustments that the employees brought to the Office Manager were being reviewed.

1. Recommendation - Formalize the account adjustment approval process

- A. The Water and Sewer should standardize the practice of having the Office Manager review, approve, and signoff/date on all account adjustments prepared by the office employees prior to the execution of the account adjustment.
- B. MUNIS can produce a report that shows adjustments made to customers' accounts. This report should be reviewed at least quarterly to verify that all customer adjustments have been reviewed in the MUNIS.
- C. Manual adjustments for no reads, meter faults, property sales, etc. should be included in this account adjustment approval process.
- D. This provides support and documents approval for the employee completing the adjustment.

2. Finding – There is no formal process for reconciliation of water turn on/reinstatement fees with account shutoffs

- A. When an account is shut off, a reinstatement fee is manually added to the account in MUNIS. The final shutoff report is maintained in excel. Currently there is not a reconciliation process to compare which accounts have had a shut off/reinstatement fee added in MUNIS compared to the excel listing of accounts that have been shutoff.

2. Recommendation - Formalize an account reconciliation process for reinstatement fees

- A. MUNIS can produce a report that shows accounts that have had a reinstatement charge applied. This report should be reviewed at least monthly to verify that all customer reinstatement fees have been applied in MUNIS.

Other Considerations

1. **Observation** – General Bill payments are being made to InvoiceCloud

- A. Currently, general bill payments (those outside of water/sewer bills) are not supported through InvoiceCloud. General/Miscellaneous bills are recorded and created out of MUNIS General Billing and the customers general billing account information is not linked to InvoiceCloud to link/match the payment with the invoice. However, if a customer knows their utility billing account number, they can go online to InvoiceCloud and make a payment to their utility account. Water and Sewer Department staff then need to research the payments made through InvoiceCloud to determine if the general bill amount was recorded in MUNIS Utility Billing and transfer the payment.

1. **Consideration** - Contact InvoiceCloud to determine if general bills can be linked to the system

- A. The Water and Sewer should consider discussing with InvoiceCloud how to incorporate their general bills into the system to take advantage of their payment platform and reduce the amount of time employees spend researching payments.

2. **Observation** – Training needed on MUNIS and InvoiceCloud

- A. During our discussions with the Water and Sewer Department, there were areas where the staff felt that they could use additional training. Some of these areas included:
 - a. Reporting on Adjustments from MUNIS Utility Billing
 - b. Reporting from MUNIS General Billing regarding miscellaneous charges
 - c. Understanding if InvoiceCloud can accommodate MUNIS general billing and how to set this up

2. **Consideration** – Obtain training from vendors

- A. The Water and Sewer Department should consider setting up time with their vendors to hold software training and should develop a list of items that they want to discuss, train on, (or request) in order to enhance their capabilities with both MUNIS and InvoiceCloud.

Management Comments

CLA obtained management comments from management at the Bristol Water and Sewer Department in response to the control findings and recommendations and Other Considerations.

1. **Finding** - Account adjustments are not consistently reviewed and approved by a supervisor prior to being processed

1. **Recommendation** - Formalize the account adjustment approval process

- A. **Management Comment:** A form has been created by a staff member which everyone will now use to request an adjustment. The hard copies will be saved in a folder by the staff member requesting the adjustment. Once a quarter, either the Office Manager or the Senior Accountant will review these adjustments and verify that the Account Adjustment Forms have been completed and approved.

2. **Finding** - There is no formal process for reconciliation of water turn on/reinstatement fees with account shutoffs

2. **Recommendation** - Formalize an account reconciliation process for reinstatement fees

- A. **Management Comment:** Each month a spreadsheet is completed showing the number of properties terminated for non-payment. A report showing the reinstatement fees for the month will be prepared, along with the completed spreadsheet and given to the Office Manager or Senior Accountant for their review. Verification will be made that the number of reinstatement fees equal the number of terminations. Any discrepancies will be researched.

1. **Observation** - General Bill payments are being made to InvoiceCloud

1. **Consideration** - Contact InvoiceCloud to determine if general bills can be linked to the system

- A. **Management Comment:** When we originally converted to MUNIS, adding General Bills into the regular Quarterly Billing was reviewed by the committee and determined that it would add additional time to recover our costs. An example of this delay would be if work was performed the day after a regular billing, that work would not be billed out for 90 days. We also reviewed adding the General Bills to InvoiceCloud at the time we switched from Webster Bank's online system to InvoiceCloud and were informed it would require an additional file upload from MUNIS. The cost to create the additional upload was over \$10,000. General Billing is for specific individual work performed outside of normal water or sewer service and is performed as a convenience to a relatively small portion of our customer base. The rates set for such General Billing work are set to be a break-even and any additional cost for the file upload alone would have to be funded from regular water and sewer sales. In the end, it was decided that we do not perform enough General Billing work, accounting for under 1.5% of all our bills, to utilize regular water and sewer funds to cover the investment. We have recently contacted InvoiceCloud again and were advised that there would also be extra processing fees for these General Bills through their software. Changing our On-Line payment system to a Payment Module through MUNIS would also be an option, but that module comes with larger shortfalls within the MUNIS module. This is a subject that we will continue to explore whenever upgrading either MUNIS or InvoiceCloud, however at this time it is just cost prohibited for the amount of General Billing work done.

2. **Observation** - Training needed on MUNIS and InvoiceCloud

2. **Consideration** - Formalize an account reconciliation process for reinstatement fees

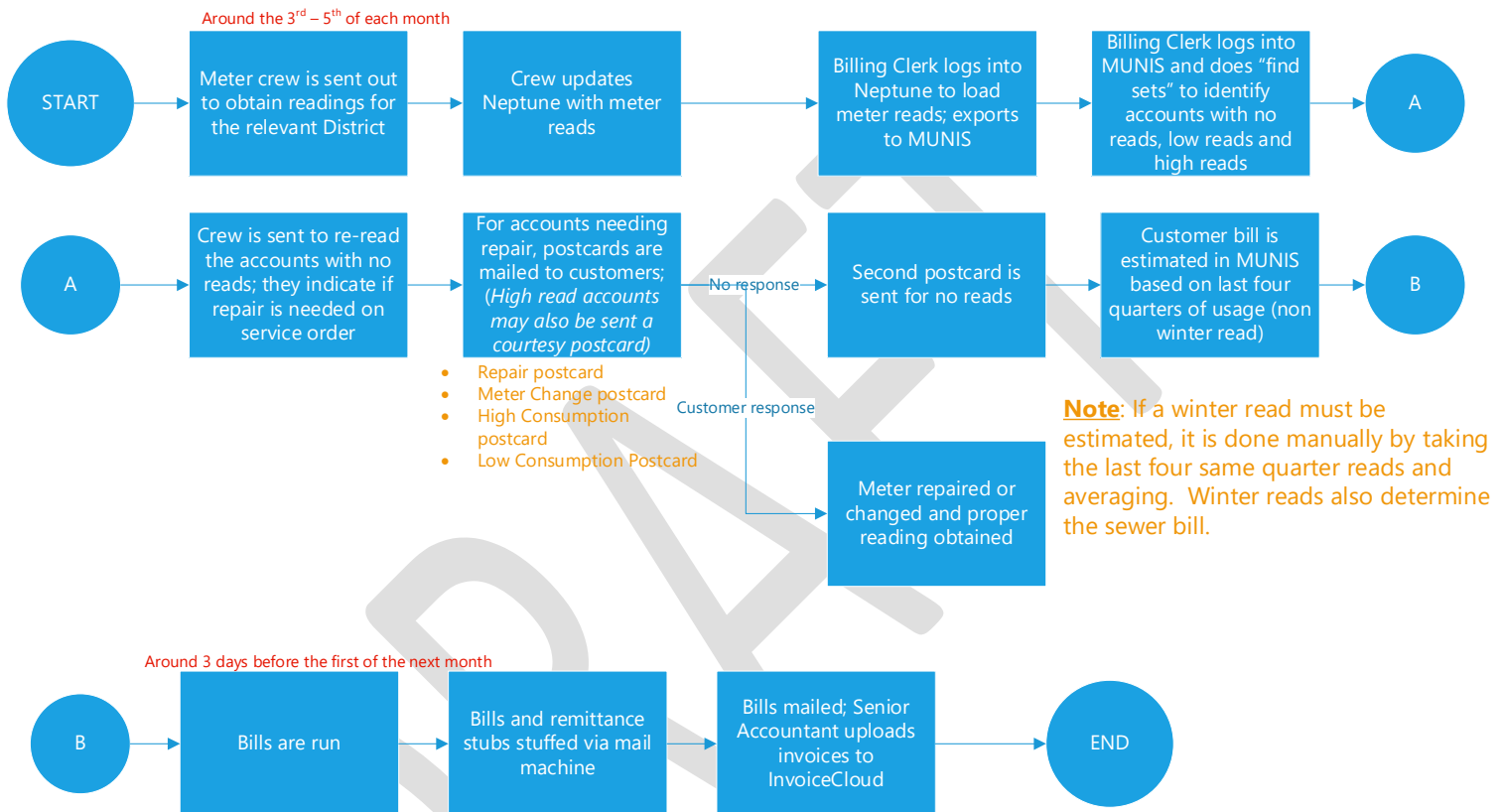
- A. **Management Comment:** We met with MUNIS and requested more information regarding not only additional training, but observations as to how we are handling certain transactions, and if there are more efficient ways to handle them. Since the inception of MUNIS, we have had several upgrades. In addition there have been employee turnovers to which the possibility of exact processing steps not being transferred from person to person is possible. Our bigger concern is that when an employee is taught to do something in a complex software such as MUNIS, they become robotic and are not allowed to look outside the box for more efficient ways to utilize the software. We are currently waiting to schedule a date for MUNIS to visit our Office.

Appendix

A. Process Workflows

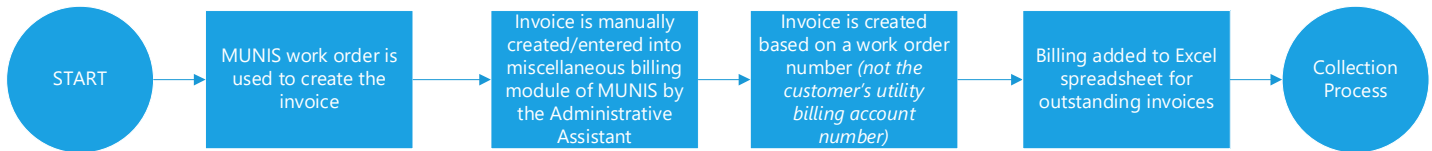
B. Interview List

Bristol Water and Sewer Department Water Billing Process Workflow – VFinal



Bristol Water and Sewer Department
Miscellaneous/Other Billing Process Workflow – VFinal

BILLING



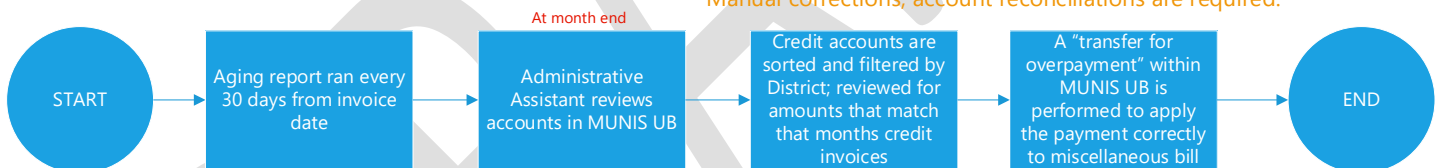
Note: There are anywhere from approximately 50 (slow month) to 300 (busy month) miscellaneous bills produced.

Miscellaneous Bill Types May Include:

- RPD Tests
- Shut off/on at curb
- Re-connect
- Water or sewer connections
- Inspection/permit
- Stolen meter/missing meter
- Insp/ABV
- Fines
- Cell tower invoices
- Land lease invoices
- Stolen/missing transmitters
- Assessments
- *and more

INVOICE CLOUD PAYMENT ACCOUNT RECONCILIATIONS

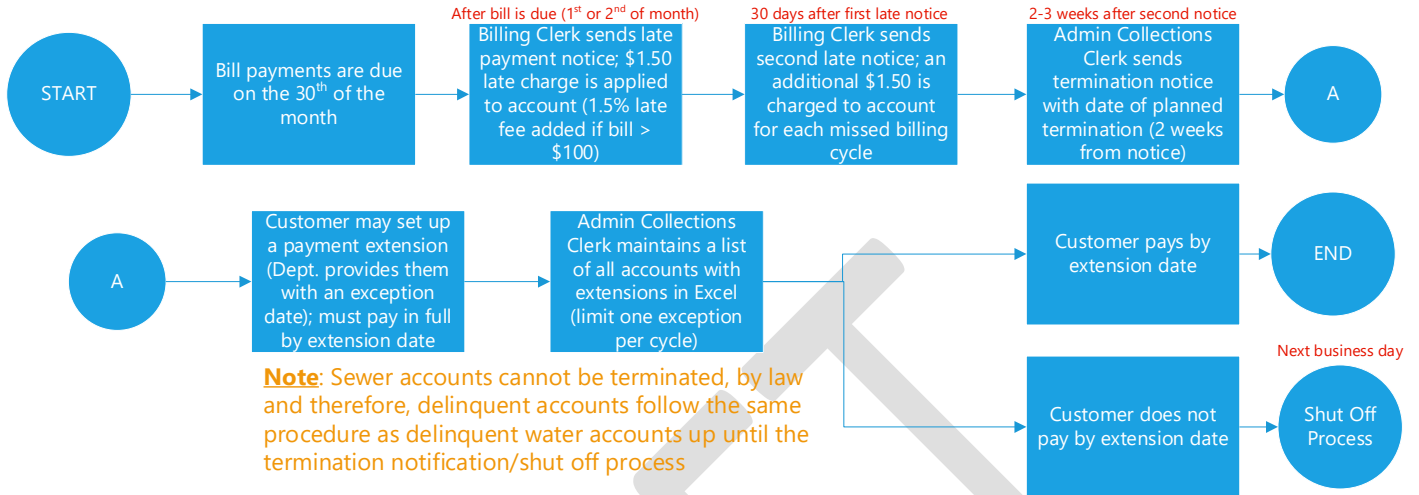
Note: When customers make a payment online, Invoice Cloud automatically deducts the payment amount from the customer's sewer account (as opposed to applying to miscellaneous bill). Manual corrections, account reconciliations are required.



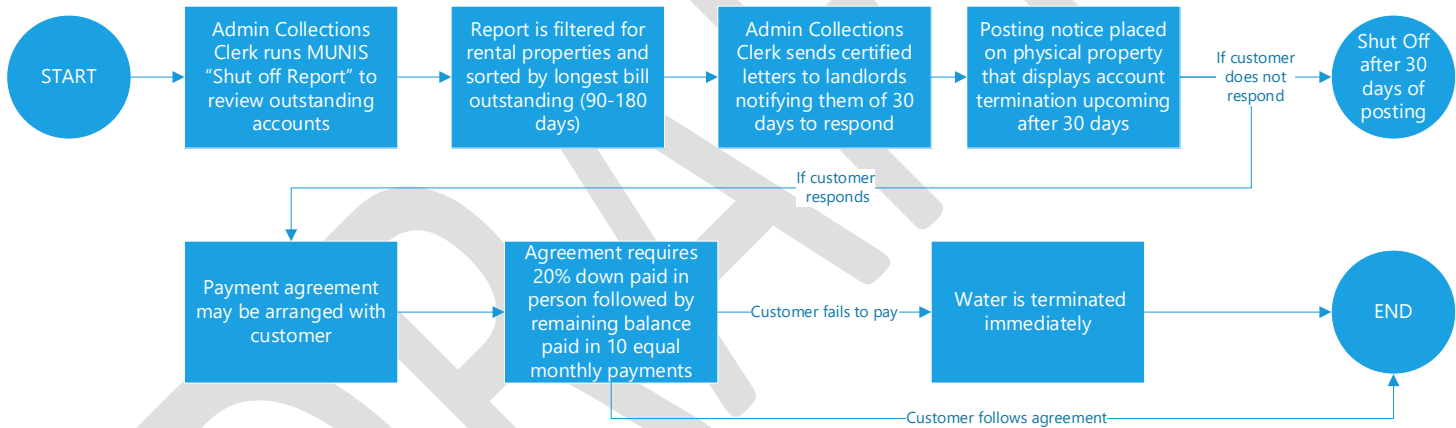
Bristol Water and Sewer Department

Water and Sewer Collections Process Workflow – VFInal

REGULAR ACCOUNTS



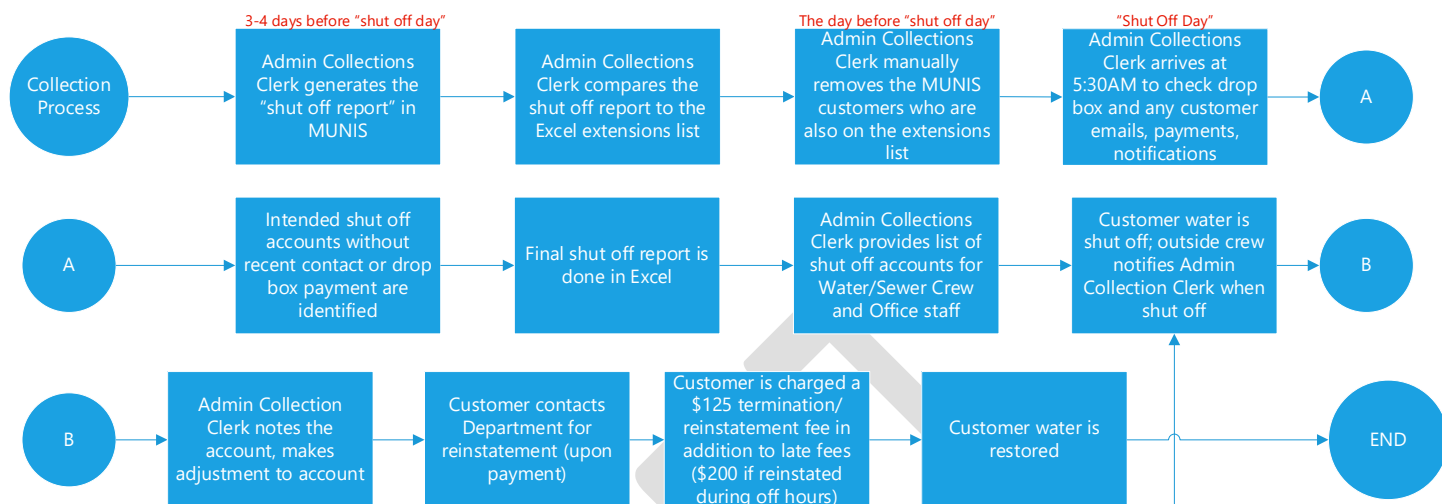
RENTAL ACCOUNTS



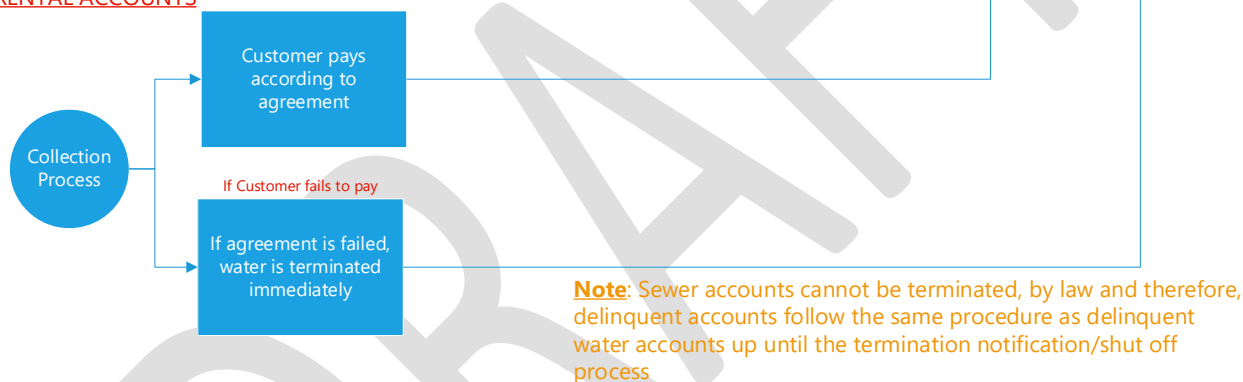
Bristol Water and Sewer Department

Water & Sewer Shut Off Process Workflow – VFinal

REGULAR ACCOUNTS

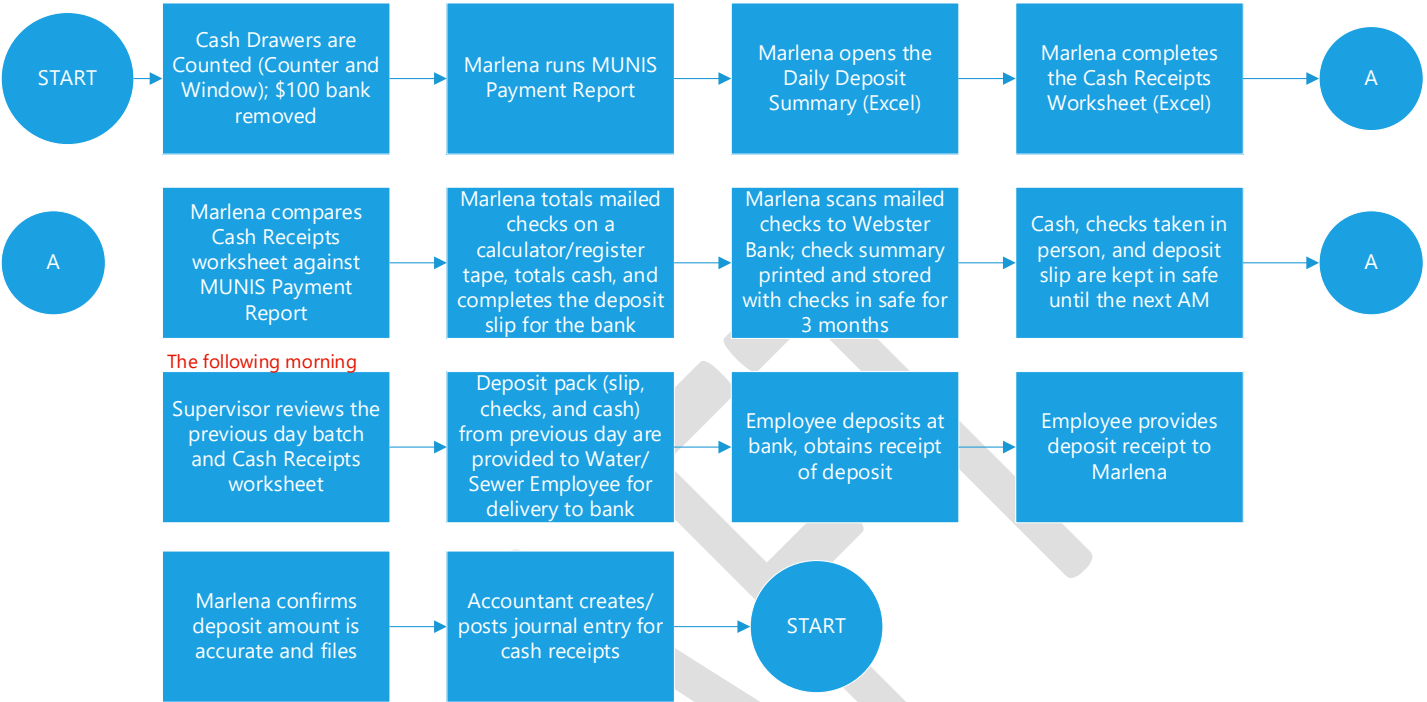


RENTAL ACCOUNTS

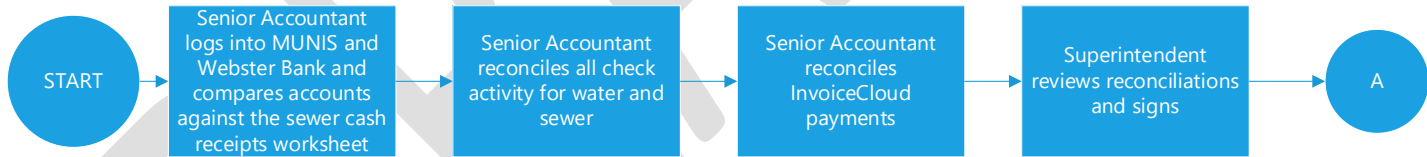


Bristol Water and Sewer Department
Reconciliation and Deposit Process Workflow – VFinal

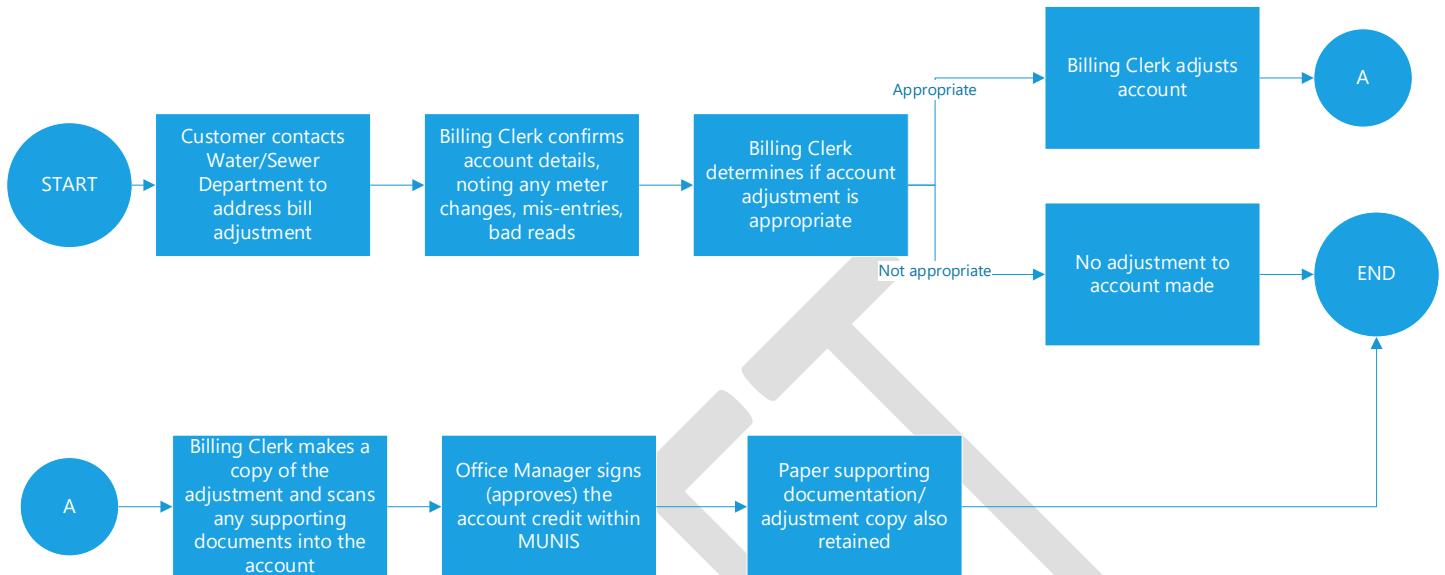
DAILY



MONTHLY



Bristol Water and Sewer Department
Adjustment Process Workflow – VFinal



City of Bristol Water and Sewer Department Interviewees

Heidi Caruso – Admin Collections Clerk	Marlena Kantor – Accounting Assistant/Payroll Clerk
Dawn LaBella – Office Manager	Jennifer LaPierre – Administrative Assistant
Renee LeMarre – Water/Sewer Administrative Assistant	Rob Longo - Superintendent
Kelli McLaughlin – Billing Analyst	Tim Smith – Senior Accountant/IT Support

DRAFT



Comptroller's Office | Phone: 860.584.6130

MEMORANDUM
May 28, 2024 Board of Finance Meeting
Office of the Comptroller
FY 2023-2024

To: Diane M. Waldron, Comptroller

From: Robin L. Manuele, Assistant Comptroller *RLM*

Date: May 20, 2024

RE: General Fund Contingency Account FY ending June 30, 2024

Attached herewith is a detailed analysis of the General Fund Reserve Account as of the previous months end.

This information will be provided to you on a monthly basis to update you regarding the reserve account activity and balance.

The July 1st appropriation was \$1,000,000

Year-to-date transfers from the Reserve Account
for expenditure purposes:

Balance available for transfers is \$747,443

6a. Police Memorial Committee	(\$6,000)
6b. Police Memorial Committee	(\$75,000)
7a. Comptroller's Office	(\$15,000)

**Balance available for transfers in 2023-2024
if all items are approved:** **\$651,443**

GENERAL FUND CONTINGENCY BALANCE

[illegible]



Purchasing Department | Tel (860) 584-6195

MEMORANDUM

To: Diane Waldron, Comptroller, Clerk for the Board of Finance
c: Jodi McGrane, Assistant to the Comptroller

From: Roger D. Rousseau, Purchasing Agent

Date: May 8, 2024

Roger Rousseau

Re: Procurement Card Processing

Attached is a report of procurement card activity for the month of April 2024; please include with the agenda for the next meeting of the Board of Finance.

Thanks for your assistance in this matter.

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

ACCOUNT NUMBER	
PAYMENT DUE DATE	05/25/2024
AMOUNT DUE	\$9,996.97
CURRENT BALANCE	\$9,996.97

Remit To: JPMORGAN CHASE BANK NA
P.O. BOX 4475
CAROL STREAM, IL 60197-4475

AMOUNT
ENCLOSED \$

BRISTOL BOE
ROGER ROUSSEAU
111 N MAIN ST
BRISTOL CT 06010-8112

**T0000108

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY
ORGANIZATION NAME: BRISTOL BOE
ACCOUNT NUMBER:

CLOSING DATE CREDIT LIMIT AVAILABLE CREDIT	04-30-24 40,000 30,003	PREVIOUS BALANCE	5,036.89
		PURCHASES AND OTHER CHARGES	9,996.97
		CASH ADVANCES	.00
		CREDITS	.00
FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060		PAYMENTS	5,036.89-
		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		FINANCE CHARGES	.00
		NEW BALANCE	9,996.97
		TOTAL PAYMENT DUE	9,996.97
		DISPUTED AMOUNT	.00

ACCT. NUMBER:	BRISTOL BOE
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COMMERCIAL ACCOUNT ACTIVITY				
BRISTOL BOE				TOTAL COMMERCIAL ACTIVITY \$5,036.89CR
ACCOUNTING CODE:				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-17	04-17	75405014108000200020480	PAYMENT RECEIVED -- THANK YOU	5,036.89 PY

INDIVIDUAL CARDHOLDER ACTIVITY				
SUSAN KROLIKOWSKI		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$1,224.50	\$0.00
TOTAL ACTIVITY				
\$1,224.50				
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-02	04-01	827111164092000015017487	CHSCA.ORG* CHSCA NEWINGTON CT	220.00
04-05	04-04	55429504095715669610682	CUSTOMINK LLC 8002934232 VA P.O.S.: 14047801 SALES TAX: 0.00	1,004.50
Total Purchasing Activity				\$1,224.50
DIANE SKELSKEY		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$5,172.01	\$0.00
TOTAL ACTIVITY				
\$5,172.01				
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-05	04-04	82117554095000004706461	DAKBOARD, LLC SYRACUSE NY	360.00
04-09	04-09	55432864100200711678652	ULINE *SHIP SUPPLIES 800-295-5510 WI P.O.S.: DIANE SALES TAX: 0.00	910.80
04-19	04-19	55432864110203865854028	ULINE *SHIP SUPPLIES 800-295-5510 WI P.O.S.: DIANE SALES TAX: 0.00	1,914.82
04-19	04-19	55432864110203865855397	ULINE *SHIP SUPPLIES 800-295-5510 WI P.O.S.: DIANE SALES TAX: 0.00	912.40
04-26	04-26	55432864117206041311337	ULINE *SHIP SUPPLIES 800-295-5510 WI P.O.S.: DIANE SALES TAX: 0.00	1,026.74
04-26	04-25	55506294116726109273543	PARKEAZ DANBURY CT P.O.S.: PO 116610927354 SALES TAX: 0.23	5.75
Total Purchasing Activity				\$5,130.51
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-26	04-26	55432864117206105990323	MTA*MNR ETIX TICKET 877-690-5116 NY	41.50
Total Travel Activity				\$41.50

ACCT. NUMBER:	BRISTOL BOE
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INDIVIDUAL CARDHOLDER ACTIVITY					
AMY MARTINO		CREDITS \$0.00	PURCHASES \$9.23	CASH ADV \$0.00	TOTAL ACTIVITY \$9.23
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-05	04-04	05436844096000340606242	DOLLAR TREE BRISTOL CT		2.25
04-26	04-25	55432864116205912379903	STOP & SHOP 0628 BRISTOL CT P.O.S.: 60 SALES TAX: 0.00		6.98
Total Purchasing Activity					\$9.23
KARA BANDA		CREDITS \$0.00	PURCHASES \$190.40	CASH ADV \$0.00	TOTAL ACTIVITY \$190.40
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-30	04-29	02305374121000569062418	BJS WHOLESALE #0203 SOUTHTON CT		190.40
Total Purchasing Activity					\$190.40
MICHELLE CROWLEY		CREDITS \$0.00	PURCHASES \$2,020.00	CASH ADV \$0.00	TOTAL ACTIVITY \$2,020.00
ACCOUNTING CODE:					
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-08	04-05	55506294096870984476146	DATTCO, INC. NEW BRITAIN CT P.O.S.: PO 096298447614 SALES TAX: 120.61		2,020.00
Total Travel Activity					\$2,020.00
CARLY FORTIN		CREDITS \$0.00	PURCHASES \$700.10	CASH ADV \$0.00	TOTAL ACTIVITY \$700.10
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-16	04-15	55548074107305004744648	PRICE CHOPPER #204 BRISTOL CT		99.90
04-17	04-15	52707154107010184038936	THE HOME DEPOT #6229 BRISTOL CT P.O.S.: OTL SALES TAX: 5.70		95.43
04-18	04-17	55548074109305004744786	PRICE CHOPPER #204 BRISTOL CT		81.22
04-22	04-19	55548074111305004745045	PRICE CHOPPER #204 BRISTOL CT		69.93
04-24	04-23	55548074115305004745546	PRICE CHOPPER #204 BRISTOL CT		107.88
04-26	04-25	55548074117305004745684	PRICE CHOPPER #204 BRISTOL CT		125.86
04-30	04-29	55548074121305004746298	PRICE CHOPPER #204 BRISTOL CT		119.88
Total Purchasing Activity					\$700.10

ACCT. NUMBER:	BRISTOL BOE
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INDIVIDUAL CARDHOLDER ACTIVITY					
DAVID FOULDS		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$250.23	\$0.00	\$250.23
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-22	04-19	02305374111000585226650	BJS WHOLESALE #0203 SOUTHTON CT		125.88
04-23	04-22	02305374114000570431767	BJS WHOLESALE #0315 TORRINGTON CT		43.09
04-30	04-29	55548074121305000656970	PRICE CHOPPER #204 BRISTOL CT		62.87
04-30	04-29	55548074121305003222069	MARKET32 PCHOPPER #156 TORRINGTON CT		18.39
Total Purchasing Activity					\$250.23
LYNN BOISVERT		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$430.50	\$0.00	\$430.50
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-19	04-18	55432864109203793135394	IN *QPR INSTITUTE, INC 509-5365100 WA P.O.S.: MQ0220274237 SALES TAX: 0.00		300.00
Total Purchasing Activity					\$300.00
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-24	04-24	55432864115205489553907	MTA*MNR ETIX TICKET 877-690-5116 NY		130.50
Total Travel Activity					\$130.50

J.P.Morgan

JPMORGAN CHASE BANK NA
P.O. BOX 15918
MAIL SUITE DE1-1404
WILMINGTON DE 19850

ACCOUNT NUMBER	
PAYMENT DUE DATE	05/25/2024
AMOUNT DUE	\$67,223.48
CURRENT BALANCE	\$67,223.48

Remit To: JPMORGAN CHASE BANK NA
P.O. BOX 4475
CAROL STREAM, IL 60197-4475

AMOUNT
ENCLOSED \$

CITY OF BRISTOL
ROGER ROUSSEAU
111 N MAIN ST
BRISTOL CT 06010-8112

***NM00000031

PLEASE TEAR PAYMENT COUPON AT PERFORATION

STATEMENT MESSAGES

COMMERCIAL ACCOUNT SUMMARY
ORGANIZATION NAME: CITY OF BRISTOL
ACCOUNT NUMBER:

CLOSING DATE CREDIT LIMIT AVAILABLE CREDIT	04-30-24 211,666 144,443	PREVIOUS BALANCE	79,635.23
		PURCHASES AND OTHER CHARGES	67,586.52
		CASH ADVANCES	.00
		CREDITS	363.04
FOR CUSTOMER SERVICE CALL: 1-800-316-6056 FOR TTY/TDD SERVICE CALL: 1-800-955-8060		PAYMENTS	79,635.23-
		LATE PAYMENT CHARGES	.00
		CASH ADVANCE FEE	.00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		FINANCE CHARGES	.00
		NEW BALANCE	67,223.48
		TOTAL PAYMENT DUE	67,223.48
		DISPUTED AMOUNT	.00

ACCT. NUMBER:	CITY OF BRISTOL
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COMMERCIAL ACCOUNT ACTIVITY				
CITY OF BRISTOL			TOTAL COMMERCIAL ACTIVITY	
ACCOUNTING CODE:			\$79,635.23CR	
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-22	04-22	75405014113061000270017	PAYMENT RECEIVED -- THANK YOU	79,635.23 PY

INDIVIDUAL CARDHOLDER ACTIVITY					
AUBREY MINKLER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$2,094.29	\$0.00	\$2,094.29
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-10	04-09	55548074101305002832334	PRICE CHOPPER #204 BRISTOL CT	79.96	
04-15	04-11	82300984103900016858596	THE ZOO FACTORY 480-6995519 AZ	790.95	
04-17	04-16	55548074108305000888307	PRICE CHOPPER #204 BRISTOL CT	41.06	
04-24	04-23	12302024114000803119075	CONNECTICUT COALITION HARTFORD CT	560.00	
Total Purchasing Activity					\$1,471.97
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-02	04-01	05436844093500172203318	PY *BRISTOL SELF STORA BRISTOL CT P.O.S.: 151c250d-c6b7-4 SALES TAX: 48.00	600.00	
Total Travel Activity					\$600.00
Fleet Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-10	04-09	52301864101016000952879	SUNOCO 0247816200 QPS BRISTOL CT	11.16	
04-17	04-16	52301864108016001121766	SUNOCO 0247816200 QPS BRISTOL CT	11.16	
Total Fleet Activity					\$22.32
JANET LITTLE		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$309.51	\$0.00	\$309.51
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-22	04-19	55432864110204118740923	AMAZON.COM*RU2ZN9QR3 AMZN.COM/BILL WA P.O.S.: 111-2130277-05570 SALES TAX: 0.00	275.00	
04-26	04-25	55432864116205985315925	AMZN MKTP US*5E0331U03 AMZN.COM/BILL WA P.O.S.: 111-8261031-07338 SALES TAX: 0.00	34.51	
Total Purchasing Activity					\$309.51

ACCT. NUMBER:	CITY OF BRISTOL
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INDIVIDUAL CARDHOLDER ACTIVITY					
DANIEL PERKINS		CREDITS \$0.00	PURCHASES \$282.80	CASH ADV \$0.00	TOTAL ACTIVITY \$282.80
ACCOUNTING CODE:					
Fleet Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-01	03-29	22303794090002228643642	AMG RETAIL I LLC #540 BERLIN CT P.O.S.: P38069 SALES TAX: 0.00		44.24
04-08	04-04	55308764096547576217151	SHELL OIL 575429178QPS GLASTONBURY CT		55.02
04-12	04-10	55546504102972134252496	PRIDE STORES HARTFORD CT		43.25
04-18	04-16	55546504108972138978447	PRIDE STORES HARTFORD CT		45.16
04-24	04-23	55639954115752000469121	EXXON RAJENDRA PATEL HARTFORD CT		46.87
04-29	04-26	55432864118206335050772	CUMBERLAND FARMS 4741 GLASTONBURY CT		48.26
Total Fleet Activity					\$282.80
LINDSEY RIVERS		CREDITS \$0.00	PURCHASES \$3,354.83	CASH ADV \$0.00	TOTAL ACTIVITY \$3,354.83
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-15	04-13	85189934105980010049816	CATHERINES UNIFORMS LL TERRYVILLE CT		327.00
04-16	04-15	82302994106315191000449	VERMEER MID ATLANTIC S SEYMOUR CT P.O.S.: 0101BRIST006 SALES TAX: 160.22		1,602.15
04-18	04-17	55432864108203388183917	AMZN MKTP US*PY60I19J3 AMZN.COM/BILL WA P.O.S.: Moving SALES TAX: 0.00		419.98
04-23	04-22	55432864113205061412821	IN *THE POND CONNECTIO 203-8850184 CT P.O.S.: 150832008_17E817- SALES TAX: 0.00		250.00
04-26	04-25	55432864116205927710142	AMZN MKTP US*QB9EK7MT3 AMZN.COM/BILL WA P.O.S.: Engineering SALES TAX: 0.00		132.99
04-26	04-25	55432864116205991620441	AMZN MKTP US*M98SK0G03 AMZN.COM/BILL WA P.O.S.: 593 SALES TAX: 9.20		154.08
04-26	04-24	82304044116001889416283	COASTAL TOOL & SUPPLY WEST HARTFORD CT		249.00
04-29	04-27	55432864118206540521427	AMZN MKTP US*IK4FR7753 AMZN.COM/BILL WA P.O.S.: Engineering SALES TAX: 0.00		68.38
04-29	04-28	55432864119206919697666	AMZN MKTP US*5N3TN3X53 AMZN.COM/BILL WA P.O.S.: Engineering SALES TAX: 0.00		53.26
04-29	04-28	55432864119206920887413	AMZN MKTP US*4800O6HM3 AMZN.COM/BILL WA P.O.S.: Engineering SALES TAX: 0.00		97.99
Total Purchasing Activity					\$3,354.83
RICHARD BROWN		CREDITS \$0.00	PURCHASES \$526.49	CASH ADV \$0.00	TOTAL ACTIVITY \$526.49
ACCOUNTING CODE:					

ACCT. NUMBER:	CITY OF BRISTOL
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INDIVIDUAL CARDHOLDER ACTIVITY					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-02	04-01	25247804092000041005939	CONNECTICUT ELECTRICAL TOLLAND CT		85.00
Total Purchasing Activity					\$85.00
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-10	04-08	55500364101091169000276	110 GRILL PORTSMOUTH PORTSMOUTH NH		87.27
04-11	04-09	55432864101201181475131	AC MARRIOTT PORTSMOUTH PORTSMOUTH NH 64494 ARRIVAL: 04-06-24		354.22
Total Travel Activity					\$441.49
DAVID OAKES		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$3,349.04	\$0.00	\$3,349.04
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-08	04-08	55432864099200470164475	AMZN MKTP US*C53UM9Z43 AMZN.COM/BILL WA P.O.S.: 111-7915418-12394 SALES TAX: 0.00		26.98
04-09	04-08	55432864099200556998085	AMZN MKTP US*CG2GY4Y03 AMZN.COM/BILL WA P.O.S.: 111-6418009-22186 SALES TAX: 0.00		83.73
04-10	04-10	55429504101719581780666	RC REPAIRCLINIC.COM 8002692609 MI		542.90
04-17	04-17	55432864108203210635910	AMZN MKTP US*6D6194RO3 AMZN.COM/BILL WA P.O.S.: 111-9702803-23338 SALES TAX: 0.00		16.89
04-22	04-19	52707154111010183869970	THE HOME DEPOT #6229 BRISTOL CT P.O.S.: WJ53473848 SALES TAX: 0.00		1,774.00
04-24	04-24	55432864115205432883583	ULINE *SHIP SUPPLIES 800-295-5510 WI P.O.S.: DAVID SALES TAX: 0.00		904.54
Total Purchasing Activity					\$3,349.04
ROGER ROUSSEAU		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$199.00	\$0.00	\$199.00
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-03	04-02	75418234093197083078043	FS *HRMINSIDERPRO SANTA BARBARA CA P.O.S.: 474d73fa3bedeaab SALES TAX: 0.00		199.00
Total Purchasing Activity					\$199.00
JENNIFER BRUNOLI		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$76.97	\$0.00	\$76.97

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	04-01	55432864092201119050981	AMZN MKTP US*MS7E55RD3 AMZN.COM/BILL WA P.O.S.: 112-9316168-93170 SALES TAX: 0.00	16.98
04-15	04-14	55432864105202464589958	AMAZON.COM*JM18Y1NF3 AMZN.COM/BILL WA P.O.S.: 111-6125806-86282 SALES TAX: 0.00	59.99
Total Purchasing Activity				\$76.97

SARAH LARSON	CREDITS \$75.82	PURCHASES \$2,716.19	CASH ADV \$0.00	TOTAL ACTIVITY \$2,640.37
ACCOUNTING CODE:				

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-31	55432864091201067343934	AMZN MKTP US*RA0LZ5591 AMZN.COM/BILL WA P.O.S.: 111-6817430-93898 SALES TAX: 0.00	15.98
04-02	04-01	55429504092713185584914	RESTAURANT SUPPLY 8558381010 FL	1,269.81
04-02	04-02	55432864093201419841146	ULINE *SHIP SUPPLIES 800-295-5510 WI P.O.S.: SARAH SALES TAX: 0.00	112.06
04-02	04-01	55546504092612548734372	SIGN PRO, INC PLANTSVILLE CT P.O.S.: 7587750 SALES TAX: 8.67	173.44
04-03	04-02	55429504093743327553104	RESTAURANT SUPPLY 8558381010 FL	75.82 CR
04-04	04-03	25265084095000011646855	AQUATIC COUNCIL ROCHESTER NY P.O.S.: 246789 SALES TAX: 19.75	395.00
04-08	04-06	55432864097200010427640	AMZN MKTP US*OY2N67RR3 AMZN.COM/BILL WA P.O.S.: 111-8381903-76698 SALES TAX: 0.00	21.98
04-09	04-08	55546504099612561730755	SIGN PRO, INC PLANTSVILLE CT P.O.S.: 75877 SALES TAX: 8.67	173.45
04-18	04-17	55432864108203478509666	IN *CRPA 860-7210384 CT P.O.S.: 39466 SALES TAX: 0.00	80.00
04-19	04-18	55432864109203782248992	AMZN MKTP US*YF4MFOOM3 AMZN.COM/BILL WA P.O.S.: 111-8163715-66178 SALES TAX: 0.00	395.28
04-22	04-19	55432864110204012134512	AMZN MKTP US*DY3RY4PX3 AMZN.COM/BILL WA P.O.S.: 111-2816218-73330 SALES TAX: 0.00	79.19
Total Purchasing Activity				\$2,640.37

MICHAEL TINGLEY	CREDITS \$0.00	PURCHASES \$4,195.44	CASH ADV \$0.00	TOTAL ACTIVITY \$4,195.44
ACCOUNTING CODE:				

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-29	82117554089000004921886	CAMEO CHICAGO IL	87.74
04-03	04-02	25140614094037767956720	SHARPS COMPLIANCE, INC HOUSTON TX P.O.S.: INV3596910 SALES TAX: 0.00	614.90
04-03	04-02	55432864093201671149675	IN *(A)SQUARED STUDIO 860-6850741 CT P.O.S.: 26686 SALES TAX: 0.00	87.50
04-03	04-02	82117554093000003080811	CAMEO CHICAGO IL	233.97

ACCT. NUMBER:

CITY OF BRISTOL

INDIVIDUAL CARDHOLDER ACTIVITY**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-11	04-10	55432864101201266503468	4IMPRINT, INC 4IMPRINT.COM WI P.O.S.: 27003369 SALES TAX: 0.00	299.32
04-12	04-11	55432864102201485140448	AMZN MKTP US*U01NH2403 AMZN.COM/BILL WA P.O.S.: 112-6646246-45410 SALES TAX: 0.00	34.00
04-12	04-11	55432864102201519274494	AMZN MKTP US*2L9BY1J03 AMZN.COM/BILL WA P.O.S.: 112-5493714-66058 SALES TAX: 0.00	21.54
04-15	04-12	55432864103201798707536	AMZN MKTP US*W93AS1ME3 AMZN.COM/BILL WA P.O.S.: 112-2581870-07778 SALES TAX: 0.00	16.21
04-15	04-13	55432864104202046018303	AMZN MKTP US*599BE65R3 AMZN.COM/BILL WA P.O.S.: 112-4799699-25274 SALES TAX: 0.00	52.00
04-15	04-12	55547504103083921359235	WRS/HEALTH ED/CHILD WACO TX	235.88
04-16	04-15	55432864106202794713418	AMZN MKTP US*R38581TH2 AMZN.COM/BILL WA P.O.S.: 112-2012172-84202 SALES TAX: 0.00	477.98
04-18	04-17	05436844109400098771807	WAL-MART #2719 BRISTOL CT	13.50
04-22	04-19	55432864110204130283654	4IMPRINT, INC 4IMPRINT.COM WI P.O.S.: 27066317 SALES TAX: 0.00	266.11
04-22	04-19	55432864110204130284504	4IMPRINT, INC 4IMPRINT.COM WI P.O.S.: 27055096 SALES TAX: 0.00	845.82
04-22	04-19	55432864110204130542760	4IMPRINT, INC 4IMPRINT.COM WI P.O.S.: 27085517 SALES TAX: 0.00	908.97
Total Purchasing Activity				\$4,195.44

ARIANNA THERRIAULT

CREDITS
\$0.00**PURCHASES**
\$5,076.06**CASH ADV**
\$0.00**TOTAL ACTIVITY**
\$5,076.06

ACCOUNTING CODE:

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-30	55432864090200737107167	STOP & SHOP 0628 BRISTOL CT P.O.S.: 76 SALES TAX: 0.00	156.11
04-10	04-10	55432864101201029854117	AMZN MKTP US*XJ73Q06D3 AMZN.COM/BILL WA P.O.S.: 111-6411051-77514 SALES TAX: 0.00	23.64
04-10	04-09	82705854100900014501940	SHABOO PRODUCTIONS LLC WILLIMANTIC CT P.O.S.: TheDrifters42024 SALES TAX: 0.00	1,381.00
04-16	04-15	15270214106000903846054	FACEBK GRHLR2Q7L2 MENLO PARK CA P.O.S.: 7340788709369043 SALES TAX: 0.00	600.00
04-22	04-20	05436844112400076467852	WAL-MART #2719 BRISTOL CT	13.20
04-22	04-20	55432864111204434799719	STOP & SHOP 0628 BRISTOL CT P.O.S.: 125 SALES TAX: 0.00	40.85
04-25	04-24	12302024115000205023072	WP**THE CAROUSEL MUSEU BRISTOL CT	500.00
04-25	04-24	15270214115000502593049	FACEBK* U5RSK488L2 MENLO PARK CA P.O.S.: 7544193955695187 SALES TAX: 0.00	255.03
04-25	04-24	15270214115000802806042	FACEBK* YMV6H3L7L2 MENLO PARK CA P.O.S.: 7423186194462626 SALES TAX: 0.00	27.23

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INDIVIDUAL CARDHOLDER ACTIVITY					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
Total Purchasing Activity					\$2,997.06
Travel Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-03	04-02	55436874094150949057174	DOUBLETREE HOTELS BRISTOL CT 292844 ARRIVAL: 04-02-24		1,323.00
04-24	04-23	55436874115171154429135	DOUBLETREE HOTELS BRISTOL CT 287637 ARRIVAL: 04-23-24		756.00
Total Travel Activity					\$2,079.00
DEBORAH PROZZO		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$899.87	\$0.00	\$899.87
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-16	04-15	55429504106745513943994	MOBILE BEACON 4019340500 RI		720.00
04-17	04-16	82305094107000023764728	CANVA* I04123-66587247 CAMDEN DE		179.87
Total Purchasing Activity					\$899.87
EDWARD C KRAWIECKI JR		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$340.23	\$0.00	\$340.23
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-03	04-02	05436844094000335937323	VCN*CTJUDEFILINGCIVIL HARTFORD CT		139.33
04-09	04-08	85454914099900012200694	CONNECTICUT STAMP & SE 860-4745382 CT P.O.S.: 15889 SALES TAX: 0.00		49.40
04-10	04-08	85182444100980013403061	CONNECTICUT BAR ASSOCI NEW BRITAIN CT P.O.S.: 201199419402 SALES TAX: 5.91		99.00
04-15	04-12	05436844104000348700229	VCN*CTJUDEFILINGCIVIL HARTFORD CT		17.50
04-25	04-24	05436844116000351769992	VCN*CTJUDEFILINGCIVIL HARTFORD CT		17.50
04-26	04-25	05436844117000354875118	VCN*CTJUDEFILINGCIVIL HARTFORD CT		17.50
Total Purchasing Activity					\$340.23
MARCO PALMERI		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$132.99	\$8,756.00	\$0.00	\$8,623.01
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description		Amount
04-03	04-02	75418234093197100877930	ADCES CHICAGO IL		101.90
04-04	04-03	85500394094900019728063	CT NURSES ASSOCIATION 203-2381207 CT P.O.S.: CHJgkbysTCG5VzCoh SALES TAX: 13.34		175.00

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CITY OF BRISTOL

INDIVIDUAL CARDHOLDER ACTIVITY**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-04	04-03	85500394094900019728071	CT NURSES ASSOCIATION 203-2381207 CT P.O.S.: yo1yc314SvWa9uNM7 SALES TAX: 26.67	350.00
04-08	04-07	55432864098200288335375	AMAZON.COM*M51FG1LX3 AMZN.COM/BILL WA P.O.S.: Core Office Supl SALES TAX: 0.00	24.41
04-08	04-07	55432864098200292508363	AMZN MKTP US*C22JW77H3 AMZN.COM/BILL WA P.O.S.: core office suppl SALES TAX: 0.00	37.33
04-10	04-09	55432864100200940678606	AMZN MKTP US*R184K4Y23 AMZN.COM/BILL WA P.O.S.: IMM25 PROG SUP SALES TAX: 0.00	797.94
04-11	04-10	75418234101197680806275	LENOVO UNITED STATES RALEIGH NC P.O.S.: 4645484641 SALES TAX: 0.00	611.12
04-15	04-12	55432864103201836140187	AMZN MKTP US*269W77HT3 AMZN.COM/BILL WA P.O.S.: PER CAPITA SALES TAX: 0.00	33.45
04-15	04-12	55432864103201836642091	AMZN MKTP US*2Z3UU93T3 AMZN.COM/BILL WA P.O.S.: PER CAPITA SALES TAX: 0.00	535.50
04-15	04-14	55432864105202376173446	AMZN MKTP US*DC58553K3 AMZN.COM/BILL WA P.O.S.: CDCY3 PROG SUP SALES TAX: 0.00	144.90
04-15	04-15	55432864106202602189793	AMZN MKTP US*V585J8FL3 AMZN.COM/BILL WA P.O.S.: PER CAPITA SALES TAX: 0.00	10.48
04-15	04-15	55432864106202630983019	AMZN MKTP US*V22RE1VM3 AMZN.COM/BILL WA P.O.S.: PER CAPITA SALES TAX: 0.00	89.00
04-16	04-15	55432864106202827264876	AMZN MKTP US*VB31H64Q3 AMZN.COM/BILL WA P.O.S.: PER CAPITA SALES TAX: 0.00	222.68
04-19	04-18	55432864109203665378171	AMZN MKTP US*VP0H21DA3 AMZN.COM/BILL WA P.O.S.: IMM25 PROG SUP SALES TAX: 0.00	1,929.54
04-22	04-21	55432864112204663359606	AMZN MKTP US*QO9RC0AQ3 AMZN.COM/BILL WA P.O.S.: CDCY3 PROG SUP SALES TAX: 0.00	37.69
04-23	04-22	55432864113205058976598	AMZN MKTP US AMZN.COM/BILL WA P.O.S.: IMM25 PROG SUP SALES TAX: 0.00	132.99 CR
04-25	04-24	55429504115717935119221	EB CT HEALTHCARE FOR 8014137200 CA	50.00
04-30	04-30	55432864121207357084280	AMZN MKTP US*TP4OT1UI3 AMZN.COM/BILL WA P.O.S.: immunization gran SALES TAX: 0.00	389.90
Total Purchasing Activity				\$5,407.85

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-31	05410194091741666176865	FEDEX775623116419 800-4633339 TN P.O.S.: 775623116419 SALES TAX: 0.00	24.01
04-03	04-02	55432864093201653405541	EXPEDIA 72796232091869 EXPEDIA.COM WA	1,895.36
04-03	04-02	55432864093201653405558	EXPEDIA 72796232091869 EXPEDIA.COM WA	20.99
04-04	04-02	55417344094870944080783	AMERICAN 00170113140304 SEATTLE WA MCGLONE/LOUISE DEPART: 06-01-24 P.O.S.: SALES TAX: \$0.00 BDL AA S CLT AA S AUS	313.10

INDIVIDUAL CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount		
04-04	04-02	55417344094870944080791	AMERICAN 00170113140330 SEATTLE WA MAGDA/CAITLYNN DEPART: 06-01-24 P.O.S.: SALES TAX: \$0.00 BDL AA S CLT AA S AUS	313.10		
04-04	04-02	55417344094870945436984	DELTA 00670318110534 SEATTLE WA MAGDA/CAITLYNN DEPART: 06-05-24 P.O.S.: SALES TAX: \$0.00 AUS DL U ATL DL U BDL	298.60		
04-04	04-02	55417344094870945436992	DELTA 00670318110545 SEATTLE WA MCGLONE/LOUISE DEPART: 06-05-24 P.O.S.: SALES TAX: \$0.00 AUS DL U ATL DL U BDL	298.60		
04-30	04-29	52708244121962145020058	THEPARKINGSPOT-ECW402 WINDSOR LOCKS CT	51.40		
Total Travel Activity				\$3,215.16		
JAMES DIVIRGILIO JR			CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
			\$0.00	\$2,735.87	\$0.00	\$2,735.87
ACCOUNTING CODE:						

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-31	55432864091200966402536	AMAZON.COM*GP73A2DF3 AMZN.COM/BILL WA P.O.S.: 113-4665497-27370 SALES TAX: 0.00	41.45
04-01	03-31	55432864091200997433534	AMZN MKTP US*RA1CL0VK1 AMZN.COM/BILL WA P.O.S.: 113-7823805-20666 SALES TAX: 0.00	115.80
04-01	03-31	55432864091201010292048	AMZN MKTP US*G77V63VA3 AMZN.COM/BILL WA P.O.S.: 113-9741832-61250 SALES TAX: 0.00	60.99
04-05	04-04	55432864095202235114526	AMZN MKTP US*D38LL2DY3 AMZN.COM/BILL WA P.O.S.: 113-5288261-00474 SALES TAX: 0.00	38.56
04-08	04-05	55432864096202513800464	AMZN MKTP US*CC8G92JR3 AMZN.COM/BILL WA P.O.S.: 113-5927300-78834 SALES TAX: 0.00	1,228.96
04-10	04-09	55432864100200933440550	AMZN MKTP US*D29BW9WZ3 AMZN.COM/BILL WA P.O.S.: 112-4599960-51410 SALES TAX: 0.00	26.73
04-15	04-11	52707154103010182354032	THE HOME DEPOT #6229 BRISTOL CT P.O.S.: JIM SALES TAX: 0.00	228.00
04-18	04-17	55263524109091022807212	HARBOR FREIGHT TOOLS31 BRISTOL CT	43.45
04-22	04-21	55432864112204757405802	AMZN MKTP US*BH49P3GA3 AMZN.COM/BILL WA P.O.S.: 113-6050290-02338 SALES TAX: 0.00	195.99
04-29	04-28	55432864119206687486102	AMZN MKTP US*VD7PT9SD3 AMZN.COM/BILL WA P.O.S.: 113-1782340-26154 SALES TAX: 0.00	161.99
Total Purchasing Activity				\$2,141.92
Fleet Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-22	04-19	02305374111000585212387	TRACTOR SUPPLY #1493 FARMINGTON CT	593.95
Total Fleet Activity				\$593.95

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INDIVIDUAL CARDHOLDER ACTIVITY					
SARA BIANCHI		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$34.29	\$1,350.59	\$0.00	\$1,316.30
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-02	04-01	55432864092201314216361	AMZN MKTP US AMZN.COM/BILL WA P.O.S.: 113-5540173-83474 SALES TAX: 0.00	34.29 CR	
04-10	04-08	52707154100010178342275	THE HOME DEPOT #6229 BRISTOL CT P.O.S.: GE WASHER SALES TAX: 0.00	398.40	
04-11	04-10	55432864101201116359897	AMAZON.COM*QI6HP3IR3 AMZN.COM/BILL WA P.O.S.: 113-6997981-00818 SALES TAX: 0.00	50.47	
04-16	04-15	75369434106455803203295	THE UPS STORE 5290 BRISTOL CT P.O.S.: V5290-2924041517174680131 SALES TAX: 0.00	13.03	
04-24	04-23	52708064114660000027884	PC RICHARD & SON #86 NEWINGTON CT	578.88	
04-25	04-24	55432864115205529520791	AMZN MKTP US*3P9MN0Y23 AMZN.COM/BILL WA P.O.S.: 113-5038103-63418 SALES TAX: 0.00	38.48	
04-25	04-24	55432864115205575304991	AMZN MKTP US*YD1LY7H03 AMZN.COM/BILL WA P.O.S.: 113-2147428-73138 SALES TAX: 0.00	34.29	
04-26	04-25	55432864116205876975241	AMZN MKTP US*P05J19KH3 AMZN.COM/BILL WA P.O.S.: 113-1590308-66610 SALES TAX: 0.00	237.04	
Total Purchasing Activity					\$1,316.30
STEVEN SCHRIVER		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$79.98	\$0.00	\$79.98
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-22	04-19	55263524111091022811095	HARBOR FREIGHT TOOLS31 BRISTOL CT	49.98	
04-29	04-26	55310204118400615000450	OCEAN STATE 327 BRISTOL CT	30.00	
Total Purchasing Activity					\$79.98
ERICA BENOIT		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
		\$0.00	\$723.39	\$0.00	\$723.39
ACCOUNTING CODE:					
Purchasing Activity					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
04-08	04-05	55432864096202614825881	AMZN MKTP US*6906I6343 AMZN.COM/BILL WA P.O.S.: 408 SALES TAX: 0.00	122.97	
04-09	04-09	55432864100200717586941	AMZN MKTP US*AK6M47PQ3 AMZN.COM/BILL WA P.O.S.: 408 SALES TAX: 0.00	85.15	
04-11	04-10	55417344102121023755329	BENCHCRAFT GOLF COURSE PORTLAND OR P.O.S.: 12102375519 SALES TAX: 0.00	400.00	
04-24	04-23	55483824115400003074272	WAL-MART #2719 BRISTOL CT	16.84	
04-29	04-28	55432864119206939156743	AMZN MKTP US*R970J9ZQ3 AMZN.COM/BILL WA P.O.S.: 113-3376349-66714 SALES TAX: 0.00	98.43	

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INDIVIDUAL CARDHOLDER ACTIVITY						
Purchasing Activity						
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
Total Purchasing Activity					\$723.39	
RICHARD HART			CREDITS \$0.00	PURCHASES \$436.01	CASH ADV \$0.00	TOTAL ACTIVITY \$436.01
ACCOUNTING CODE:						
Purchasing Activity						
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
04-08	04-05	12302024096001276979039	PET SUPPLIES PLUS 4113 BRISTOL CT		70.80	
04-22	04-19	75265864110480703051260	ROGUE 614-3586190 OH		209.75	
04-23	04-22	25247804113001730003743	VALLEY GREEN PLAINVILL PLAINVILLE CT		64.00	
04-26	04-25	12302024116001400681028	PET SUPPLIES PLUS 4113 BRISTOL CT		73.46	
Total Purchasing Activity					\$418.01	
Travel Activity						
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
04-29	04-26	55546504118016460200000	LAZ PKG 540528/M04529 HARTFORD CT		18.00	
Total Travel Activity					\$18.00	
DOUGLAS TRILLO			CREDITS \$0.00	PURCHASES \$799.41	CASH ADV \$0.00	TOTAL ACTIVITY \$799.41
ACCOUNTING CODE:						
Purchasing Activity						
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
04-04	04-03	55263524095091022774541	HARBOR FREIGHT TOOLS31 BRISTOL CT		35.93	
04-26	04-25	55263524117091010924540	HARBOR FREIGHT TOOLS31 BRISTOL CT		25.98	
04-29	04-24	85353354117416735232160	BEACON ATHL 4029357733 WI		737.50	
Total Purchasing Activity					\$799.41	
DAWN NIELSEN			CREDITS \$0.00	PURCHASES \$135.99	CASH ADV \$0.00	TOTAL ACTIVITY \$135.99
ACCOUNTING CODE:						
Purchasing Activity						
Post Date	Tran Date	Reference Number	Transaction Description		Amount	
04-22	04-19	55429504110715166511491	THEEVENTSCALPLUGINS 8318547649 MI		99.99	
04-23	04-22	82305094113000018943610	QR.IO GENERATOR NEWARK DE		35.00	
Total Purchasing Activity					\$134.99	

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INDIVIDUAL CARDHOLDER ACTIVITY				
Miscellaneous Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-02	04-01	55432864092201367092008	APPLE.COM/BILL 866-712-7753 CA	1.00
Total Miscellaneous Activity				\$1.00
ERIC EVANS			CREDITS	PURCHASES
5405-0170-4944-6341			\$0.00	\$598.79
			CASH ADV	TOTAL ACTIVITY
			\$0.00	\$598.79
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-03	04-02	55432864093201690640282	AMAZON WEB SERVICES AWS.AMAZON.CO WA P.O.S.: 80000228294349 SALES TAX: 0.00	20.09
Total Purchasing Activity				\$20.09
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-29	04-26	59174204117634003081080	AMERICAN 0012136150909 FORT WORTH TX UMAIR/MUHAMMED DEPART: 05-20-24 P.O.S.: SALES TAX: \$0.00 BDL AA V CLT AA V IND MQ Q ORD	578.70
Total Travel Activity				\$578.70
STEPHEN BYNUM			CREDITS	PURCHASES
			\$0.00	\$1,675.77
			CASH ADV	TOTAL ACTIVITY
			\$0.00	\$1,675.77
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-29	52707154090010182528556	THE HOME DEPOT #6229 BRISTOL CT P.O.S.: JRB SALES TAX: 0.00	85.72
04-02	04-01	55548074093305000756402	PRICE CHOPPER #204 BRISTOL CT	88.89
04-10	04-09	05436844101400063420974	WAL-MART #2719 BRISTOL CT	7.97
04-12	04-11	55548074103305000639622	PRICE CHOPPER #204 BRISTOL CT	4.59
04-12	04-11	55548074103305000982139	PRICE CHOPPER #204 BRISTOL CT	171.61
04-17	04-16	55548074108305000783110	PRICE CHOPPER #204 BRISTOL CT	30.34
04-22	04-20	75418234111198342827061	CLINICSOURCE SAN DIEGO CA	205.75
04-24	04-23	55548074115305000794019	PRICE CHOPPER #204 BRISTOL CT	105.43
04-26	04-25	05436844117400067386090	WAL-MART #2719 BRISTOL CT	56.39
04-29	04-26	55432864117206308754757	4IMPRINT, INC 4IMPRINT.COM WI P.O.S.: 27055286 SALES TAX: 0.00	518.49
04-30	04-29	55548074121305000701644	PRICE CHOPPER #204 BRISTOL CT	100.59
Total Purchasing Activity				\$1,375.77

ACCT. NUMBER:	CITY OF BRISTOL
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INDIVIDUAL CARDHOLDER ACTIVITY				
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-04	04-03	55436874095130952457866	LARAS LABYRINTH WETHERSFIELD CT P.O.S.: 13095245785 SALES TAX: 0.00	300.00
Total Travel Activity				\$300.00
CRAIG KASPARIAN		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$778.87	\$0.00
		TOTAL ACTIVITY		\$778.87
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-02	04-01	75129954092900015056365	PLANTERS CHOICE WATERT 203-4264037 CT P.O.S.: 102889 SALES TAX: 8.73	174.50
04-04	04-03	55420124094800109474449	BIS SAFETY SOFTWARE SHERWOOD PARK AB	44.95
04-04	04-03	55420124094800109474472	BIS SAFETY SOFTWARE SHERWOOD PARK AB	44.95
04-04	04-03	55420124094800109474522	BIS SAFETY SOFTWARE SHERWOOD PARK AB	44.95
04-08	04-05	55420124096800109470312	BIS SAFETY SOFTWARE SHERWOOD PARK AB	44.95
04-17	04-16	55457374107000084000796	GRIMCO INC SUNSET HILLS MO P.O.S.: 011997947 SALES TAX: 0.00	149.57
04-19	04-18	55546504109207850200012	SIGN SOURCE BRISTOL CT	20.00
Total Purchasing Activity				\$523.87
Fleet Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-22	04-19	55421354111627152739795	ALLOY WELDING AND MANU BRISTOL CT P.O.S.: 0001 SALES TAX: 0.00	255.00
Total Fleet Activity				\$255.00
MAYOR JEFF CAGGIANO		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$162.14	\$0.00
		TOTAL ACTIVITY		\$162.14
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-25	04-24	55309594115700720958181	HARTFORD COURANT MG2 S HARTFORD CT	27.96
Total Purchasing Activity				\$27.96
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-18	04-16	55310204108400318000254	LONGHORN STEAK 0125606 SOUTHINGTON CT	134.18
Total Travel Activity				\$134.18
MARK PENNEY		CREDITS	PURCHASES	CASH ADV
		\$0.00	\$161.68	\$0.00
		TOTAL ACTIVITY		\$161.68
ACCOUNTING CODE:				

ACCT. NUMBER:	CITY OF BRISTOL
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INDIVIDUAL CARDHOLDER ACTIVITY				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-26	04-25	55432864117206059551485	STOP & SHOP 0628 BRISTOL CT P.O.S.: 179 SALES TAX: 0.00	11.68
04-29	04-26	05436844117300199746304	FSP*CCM NEW HAVEN CT P.O.S.: 105390 SALES TAX: 0.00	150.00
Total Purchasing Activity				\$161.68
ALYSHA PIROG		CREDITS \$0.00	PURCHASES \$39.94	CASH ADV \$0.00
				TOTAL ACTIVITY \$39.94
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-24	04-23	55432864114205259707130	CHEWY.COM 800-672-4399 FL	39.94
Total Purchasing Activity				\$39.94
KIRSTEN GIROUARD		CREDITS \$0.00	PURCHASES \$93.48	CASH ADV \$0.00
				TOTAL ACTIVITY \$93.48
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-12	04-11	82117554102000003265551	CCCC* CCCC* CT BRISTOL CT	85.00
04-24	04-24	55432864115205489163004	AMAZON.COM*8D9VE7FR3 AMZN.COM/BILL WA P.O.S.: 114-3694797-87170 SALES TAX: 0.50	8.48
Total Purchasing Activity				\$93.48
AMRY SHELBY		CREDITS \$0.00	PURCHASES \$5,188.66	CASH ADV \$0.00
				TOTAL ACTIVITY \$5,188.66
ACCOUNTING CODE:				
Purchasing Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-31	55432864091201059832365	AMZN MKTP US*G606S9GK3 AMZN.COM/BILL WA P.O.S.: 112-2150068-30418 SALES TAX: 0.00	501.24
04-01	04-01	55432864092201119788598	AMZN MKTP US*IL8WP2RA3 AMZN.COM/BILL WA P.O.S.: 112-3940571-13730 SALES TAX: 0.00	258.22
04-05	04-04	55432864095202318337457	IN *CRPA 860-7210384 CT P.O.S.: 40460 SALES TAX: 0.00	333.00
04-09	04-08	05410194099091239608263	TARGET 00024349 SOUTHINGTON CT	150.00
04-09	04-08	55263524100027679745759	CAB STORE EAST HARTFOR EAST HARTFORD CT	392.77
04-10	04-09	55432864100200810211074	AMZN MKTP US*71ICR7E03 AMZN.COM/BILL WA P.O.S.: 112-2680938-04338 SALES TAX: 0.00	112.00
04-10	04-09	55432864100200872464744	AMZN MKTP US*S78G50YH3 AMZN.COM/BILL WA P.O.S.: 112-3881262-57426 SALES TAX: 0.00	14.95
04-10	04-10	55432864101201077050543	AMZN MKTP US*0390298K3 AMZN.COM/BILL WA P.O.S.: 112-6676868-92562 SALES TAX: 0.00	24.98

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-11	04-10	55483824102400001920018	WAL-MART #2719 BRISTOL CT	226.56
04-15	04-12	55432864103201704128918	AMZN MKTP US*B00GT2ID3 AMZN.COM/BILL WA P.O.S.: 112-3627829-72978 SALES TAX: 0.00	338.00
04-15	04-15	55432864106202663480123	AMZN MKTP US*1W9QL9ZU3 AMZN.COM/BILL WA P.O.S.: 112-1529830-18658 SALES TAX: 0.00	8.97
04-15	04-15	55432864106202663506059	AMZN MKTP US*IS2Y64IQ3 AMZN.COM/BILL WA P.O.S.: 112-1529830-18658 SALES TAX: 0.00	117.95
04-15	04-15	55432864106202664608904	AMZN MKTP US*PY6WX6G73 AMZN.COM/BILL WA P.O.S.: 112-5395391-45138 SALES TAX: 0.00	65.79
04-16	04-15	55432864106202794396255	AMZN MKTP US*873S01LX3 AMZN.COM/BILL WA P.O.S.: 112-7605750-34546 SALES TAX: 0.00	179.85
04-16	04-16	55432864107202919957089	AMZN MKTP US*LJ30Y91W3 AMZN.COM/BILL WA P.O.S.: 112-3741900-20730 SALES TAX: 0.00	39.66
04-17	04-17	55432864108203261731261	AMAZON.COM*VD7DQ8RB3 AMZN.COM/BILL WA P.O.S.: 112-2717293-68690 SALES TAX: 0.00	23.98
04-17	04-16	82117554107000003565542	CCCC* CT BRISTOL CT	1,000.00
04-18	04-17	05410194109105443056172	STAPLES 00101956 SOUTHLINGTON CT P.O.S.: 000340405 SALES TAX: 0.00	44.98
04-22	04-21	55432864112204692010105	AMZN MKTP US*576VX5IQ3 AMZN.COM/BILL WA P.O.S.: 112-9125845-63018 SALES TAX: 0.00	92.23
04-24	04-23	05410194114091237046756	TARGET 00024349 SOUTHLINGTON CT	206.89
04-26	04-25	05410194117105442153814	STAPLES 00101956 SOUTHLINGTON CT P.O.S.: 000134694 SALES TAX: 0.00	56.96
04-30	04-29	55429504120745806732049	STERLINGROPE.COM 3363780444 NC	471.68
Total Purchasing Activity				\$4,660.66
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-15	04-12	55500364104207088600114	SPARE TIME BRISTOL BRISTOL CT	528.00
Total Travel Activity				\$528.00

LISA ZIOGAS	CREDITS \$119.94	PURCHASES \$3,011.24	CASH ADV \$0.00	TOTAL ACTIVITY \$2,891.30
ACCOUNTING CODE:				

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-31	55432864091201010231822	AMZN MKTP US*0K4YM9ER3 AMZN.COM/BILL WA P.O.S.: 112-9725295-20002 SALES TAX: 0.00	893.10
04-04	04-04	55432864095202086389581	AMZN MKTP US*V76VZ6LG3 AMZN.COM/BILL WA P.O.S.: 112-7025107-19250 SALES TAX: 0.00	181.35
04-08	04-05	05436844097000344664824	DOLLAR TREE BRISTOL CT	6.00
04-08	04-05	55432864096202653814317	AMZN MKTP US AMZN.COM/BILL WA P.O.S.: 114-3126528-47162 SALES TAX: 0.00	119.94 CR

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-08	04-05	55548074097305000623350	PRICE CHOPPER #204 BRISTOL CT	29.48
04-15	04-12	55548074104305000641494	PRICE CHOPPER #204 BRISTOL CT	35.25
04-17	04-17	55432864108203276908045	AMZN MKTP US*7B25G6ER3 AMZN.COM/BILL WA P.O.S.: 114-2862656-88922 SALES TAX: 0.00	13.02
04-19	04-18	554328641092037011105570	SQ *FBI NATIONAL ACADE GOSO.COM CT P.O.S.: 00011529215139006 SALES TAX: 0.00	30.00
04-19	04-19	55432864110203945388898	NATIONAL REGISTRY EMT 614-888-4484 OH P.O.S.: 00000000000000000 SALES TAX: 0.00	88.00
04-19	04-19	55432864110203945388914	NATIONAL REGISTRY EMT 614-888-4484 OH P.O.S.: 00000000000000000 SALES TAX: 0.00	88.00
04-19	04-19	55432864110203945388955	NATIONAL REGISTRY EMT 614-888-4484 OH P.O.S.: 00000000000000000 SALES TAX: 0.00	88.00
04-23	04-23	55432864114205115003856	AMZN MKTP US*RL8GC1SN0 AMZN.COM/BILL WA P.O.S.: 114-1500837-43242 SALES TAX: 0.00	175.00
04-25	04-24	55432864115205609380330	AMZN MKTP US*W20QK0UZ3 AMZN.COM/BILL WA P.O.S.: 114-9167265-99138 SALES TAX: 0.00	17.15
04-26	04-24	02305374116200090916937	HOBBY LOBBY #603 BRISTOL CT	106.99
04-29	04-26	82305094117000019705857	CANVA* I04133-46963895 CAMDEN DE	149.90
04-29	04-25	85140514117900016500145	BRISTOL WATER DEPARTME BRISTOL CT P.O.S.: 1007679 SALES TAX: 0.00	155.21
04-30	04-30	55432864121207333776546	COMCAST BOSTON 800-266-2278 NH P.O.S.: 8773400131157901 SALES TAX: 0.00	169.39
04-30	04-30	55432864121207333776579	COMCAST BOSTON 800-266-2278 NH P.O.S.: 8773400131153652 SALES TAX: 0.00	185.40
Total Purchasing Activity				\$2,291.30

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-04	04-03	75306374094030701291482	HARTFORD GUN CLUB INC EAST GRANBY CT P.O.S.: 000001 SALES TAX: 0.00	600.00
Total Travel Activity				\$600.00

BRISTOL SENIOR CENTER	CREDITS \$0.00	PURCHASES \$9,393.78	CASH ADV \$0.00	TOTAL ACTIVITY \$9,393.78
ACCOUNTING CODE:				

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-30	05436844091400091141966	SAMS CLUB #6636 NEWINGTON CT	121.30
04-01	03-31	55432864091201036936933	AMAZON PRIME*RA3WW9MU1 AMZN.COM/BILL WA P.O.S.: D01-9324935-75970 SALES TAX: 0.00	139.00
04-01	03-30	55446414091703000782019	RESTAURANT DEPOT WATERBURY CT P.O.S.: 8209433 SALES TAX: 0.00	402.58
04-01	03-30	55483824091400000850953	SAMSClub #6636 NEWINGTON CT	258.42

ACCT. NUMBER:

CITY OF BRISTOL

INDIVIDUAL CARDHOLDER ACTIVITY**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-02	04-01	02305374093000560302650	BJS WHOLESALE #0203 SOUTHLINGTON CT	381.91
04-02	04-01	55432864092201262838711	AMZN MKTP US*L12GG9JF3 AMZN.COM/BILL WA P.O.S.: 129 SALES TAX: 0.00	134.27
04-02	04-01	55432864093201393342111	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 12 SALES TAX: 0.00	21.14
04-03	04-02	55432864093201561885297	AMZN MKTP US*RA88X02A1 AMZN.COM/BILL WA P.O.S.: 129 SALES TAX: 0.00	36.31
04-03	04-03	55432864094201817868278	AMZN MKTP US*7N1M78C83 AMZN.COM/BILL WA P.O.S.: 129 SALES TAX: 0.00	42.00
04-04	04-03	55432864095202049694739	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 88 SALES TAX: 0.00	76.97
04-08	04-07	02305374099000511423476	BJS WHOLESALE #0203 SOUTHLINGTON CT	560.54
04-08	04-07	55432864098200167707314	AMZN MKTP US*J80RW7BO3 AMZN.COM/BILL WA P.O.S.: 129 SALES TAX: 0.00	25.72
04-08	04-05	55446414097703000150617	RESTAURANT DEPOT WATERBURY CT P.O.S.: 8209433 SALES TAX: 0.00	617.78
04-09	04-08	55432864100200690252362	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 3 SALES TAX: 0.00	163.74
04-09	04-08	55432864100200690252982	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 46 SALES TAX: 0.00	13.82
04-10	04-09	02305374101000548214266	BJS WHOLESALE #0203 SOUTHLINGTON CT	103.93
04-10	04-09	55432864101200992113501	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 6 SALES TAX: 0.00	28.44
04-10	04-08	55446414100703000936317	RESTAURANT DEPOT WATERBURY CT P.O.S.: 8209433 SALES TAX: 0.00	181.63
04-10	04-09	55548074101400008071589	CITY TRUE VALUE HARDWA BRISTOL CT P.O.S.: 807158 SALES TAX: 0.00	797.09
04-12	04-11	55432864103201616059946	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 28 SALES TAX: 0.00	46.59
04-15	04-12	05436844104000348712364	DOLLAR TREE BRISTOL CT	252.50
04-15	04-13	55432864104202124450725	AMZN MKTP US*R84HO7VX3 AMZN.COM/BILL WA P.O.S.: 129 SALES TAX: 0.00	119.86
04-15	04-13	55432864104202191634433	AMZN MKTP US*TU7GN7NX3 AMZN.COM/BILL WA P.O.S.: 113-5332294-23666 SALES TAX: 0.00	95.98
04-16	04-15	02305374107000597190213	BJS WHOLESALE #0203 SOUTHLINGTON CT	522.67
04-16	04-15	55432864107202896392045	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 17 SALES TAX: 0.00	134.47
04-16	04-16	55432864107202919586672	AMZN MKTP US*SR6347HN3 AMZN.COM/BILL WA P.O.S.: 113-2866124-95738 SALES TAX: 0.00	16.97
04-18	04-17	55432864108203430394777	AMZN MKTP US*RE2G67E93 AMZN.COM/BILL WA P.O.S.: 113-7114511-86842 SALES TAX: 0.00	72.00
04-18	04-17	85456674108900012902239	DINN BROTHERS TROPHY 413-7503466 MA	762.70
04-22	04-18	52707154110010183569068	THE HOME DEPOT #6229 BRISTOL CT P.O.S.: 0 SALES TAX: 0.00	40.00

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-22	04-21	55432864112204746608938	AMZN MKTP US*E48M45D23 AMZN.COM/BILL WA P.O.S.: 113-3533062-61218 SALES TAX: 0.00	45.94
04-23	04-22	02305374114000570439786	BJS WHOLESALE #0203 SOUTHLINGTON CT	462.69
04-23	04-22	55432864114205106409195	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 26 SALES TAX: 0.00	109.03
04-23	04-23	55432864114205191976249	AMZN MKTP US*B222647J3 AMZN.COM/BILL WA P.O.S.: 113-9365954-49634 SALES TAX: 0.00	193.00
04-24	04-23	65187424115000001281817	WEST CERAMICS SUPPLY I HIGHLAND NY	419.49
04-26	04-25	55432864117206008229522	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 24 SALES TAX: 0.00	161.96
04-29	04-26	02305374118000603121134	BJS WHOLESALE #0203 SOUTHLINGTON CT	265.99
04-29	04-28	02305374120000526279650	BJS WHOLESALE #0203 SOUTHLINGTON CT	428.71
04-29	04-26	05436844118400072163574	SAMS CLUB #6636 NEWINGTON CT	321.38
04-29	04-26	55432864118206348347744	SHOPRITE FARMINGTN AV BRISTOL CT P.O.S.: 31 SALES TAX: 0.00	43.97
04-29	04-28	55432864120206982977307	SHOPRITE SOUTHLNGTON S1 SOUTHLINGTON CT P.O.S.: 53 SALES TAX: 0.00	37.72
04-29	04-26	55446414118703001147211	RESTAURANT DEPOT WATERBURY CT P.O.S.: 8209433 SALES TAX: 0.00	226.52
04-30	04-29	55432864120207247325860	AMAZON.COM*2H39L5CF3 AMZN.COM/BILL WA P.O.S.: 113-6553315-61602 SALES TAX: 0.00	26.96
04-30	04-29	55432864120207251181050	AMZN MKTP US*PF53X6WL3 AMZN.COM/BILL WA P.O.S.: 113-2157074-94306 SALES TAX: 0.00	35.43
04-30	04-30	55432864121207322549532	AMZN MKTP US*ZA7980R13 AMZN.COM/BILL WA P.O.S.: 113-4809298-73026 SALES TAX: 0.00	103.16
Total Purchasing Activity				\$9,052.28
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-10	04-09	75454914100900017200036	MAX PIZZA BRISTOL CT	166.50
04-15	04-12	55500364104091543000189	CRAVINGS AN AMERICAN E BRISTOL CT	116.00
04-22	04-19	75454914110900010400011	MAX PIZZA BRISTOL CT	59.00
Total Travel Activity				\$341.50

DIANE WALDRON	CREDITS \$0.00	PURCHASES \$5,963.21	CASH ADV \$0.00	TOTAL ACTIVITY \$5,963.21
ACCOUNTING CODE:				

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-03	04-02	55480774093200378700048	LIFECORE FITNESS INC CARLSBAD CA	1,349.10
04-03	04-02	55480774093200378700170	LIFECORE FITNESS INC CARLSBAD CA	2,699.10

INDIVIDUAL CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-16	04-15	55432864106202811443171	AMZN MKTP US*LD1H64EB3 AMZN.COM/BILL WA P.O.S.: WELLNESS SALES TAX: 0.00	279.00
04-22	04-19	02300964110300289444342	GOVERNMENT FINANCE OFF CHICAGO IL	950.00
04-22	04-22	55432864113204860596587	AMZN MKTP US*C23LK1XF3 AMZN.COM/BILL WA P.O.S.: WELLNESS SALES TAX: 0.00	72.34
04-23	04-22	02300964113300265447803	GOVERNMENT FINANCE OFF CHICAGO IL	600.00
04-30	04-29	55432864120207235254239	AMZN MKTP US*7O2SE5CW3 AMZN.COM/BILL WA P.O.S.: COMPTROLLERS SALES TAX: 0.00	13.67
Total Purchasing Activity				\$5,963.21

BRISTOL FIRE DEPT	CREDITS \$0.00	PURCHASES \$170.73	CASH ADV \$0.00	TOTAL ACTIVITY \$170.73
ACCOUNTING CODE:				

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-22	04-19	75369434110479500971339	THE UPS STORE 5290 BRISTOL CT P.O.S.: V5290-2924041915484549091 SALES TAX: 0.00	20.54
04-26	04-25	75369434116513804004696	THE UPS STORE 5290 BRISTOL CT P.O.S.: V5290-2924042515482852605 SALES TAX: 0.00	12.67
04-29	04-25	52707154117010183746941	THE HOME DEPOT #6229 BRISTOL CT P.O.S.: TRAINING SALES TAX: 0.00	53.72
Total Purchasing Activity				\$86.93

Fleet Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-22	04-19	55480774110207669700156	NUTMEG INTERNATIONAL HARTFORD CT	83.80
Total Fleet Activity				\$83.80

JOSH MEDEIROS	CREDITS \$0.00	PURCHASES \$1,910.27	CASH ADV \$0.00	TOTAL ACTIVITY \$1,910.27
ACCOUNTING CODE:				

Purchasing Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-26	04-25	82711164116000010598202	SURVEYMONK* T 45561535 SAN MATEO CA	468.00
Total Purchasing Activity				\$468.00

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-18	04-17	55417344109871091721966	DELTA 00622283738720 DELTA.COM CA MEDEIROS PHD/JO DEPART: 05-19-24 P.O.S.: SALES TAX: \$0.00 BDL DL W DTW DL W PDX	548.60

ACCT. NUMBER:	CITY OF BRISTOL
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INDIVIDUAL CARDHOLDER ACTIVITY				
Travel Activity				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-19	04-18	55432864109203698553691	UNITED 01623815734892 UNITED.COM TX MEDEIROS/JOSHUA DEPART: 05-21-24 P.O.S.: SALES TAX: \$0.00 PDX UA L ORD	214.60
04-19	04-17	55432864109203698869089	UNITED 01642937353901 UNITED.COM TX MEDEIROS /ECONOMY P DEPART: 05-21-24 P.O.S.: SALES TAX: \$0.00 PDX UA L ORD	119.00
04-19	04-18	55500364109700912323726	JETBLUE 2792151283227 8005382583 NY JOSHUA DR MEDEIROS DEPART: 06-08-24 P.O.S.: SALES TAX: \$0.00 BDL B6 M MCO B6 P BDL	322.07
04-19	04-18	55500364109700912324112	JETBLUE 2794443080661 8005382583 NY JOSHUA DR MEDEIROS DEPART: 06-08-24 P.O.S.: SALES TAX: \$0.00 BDL B6 M MCO B6 P BDL	238.00
Total Travel Activity				\$1,442.27

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2210	XXXXXXXX03489733	Marco Palmeri	4210	2024 10	New	2024/10	8,623.01
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14865	AMZN MKTP US*TP40T1UI3	AMAZON MKTPLACE PMTS		04/30/2024	04/30/2024	05/01/2024	389.90
14866	THEPARKINGSPOT-ECW402	THEPARKINGSPOT-ECW402		04/29/2024	04/30/2024	05/01/2024	51.40
14867	EB CT HEALTHCARE FOR	EB CONNECTICUT EMS EX		04/24/2024	04/25/2024	05/01/2024	50.00
14868	AMZN MKTP US	AMAZON MKTPLACE PMTS		04/22/2024	04/23/2024	05/01/2024	-132.99
14869	AMZN MKTP US*Q09RC0AQ3	AMAZON MKTPLACE PMTS		04/21/2024	04/22/2024	05/01/2024	37.69
14870	AMZN MKTP US*VP0H21DA3	AMAZON MKTPLACE PMTS		04/18/2024	04/19/2024	05/01/2024	1929.54
14871	AMZN MKTP US*VB31H64Q3	AMAZON MKTPLACE PMTS		04/15/2024	04/16/2024	05/01/2024	222.68
14872	AMZN MKTP US*V585J8FL3	AMAZON MKTPLACE PMTS		04/15/2024	04/15/2024	05/01/2024	10.48
14873	AMZN MKTP US*V22RE1VM3	AMAZON MKTPLACE PMTS		04/15/2024	04/15/2024	05/01/2024	89.00
14874	AMZN MKTP US*DC58553K3	AMAZON MKTPLACE PMTS		04/14/2024	04/15/2024	05/01/2024	144.90
14875	AMZN MKTP US*2Z3UU93T3	AMAZON MKTPLACE PMTS		04/12/2024	04/15/2024	05/01/2024	535.50
14876	AMZN MKTP US*269W77HT3	AMAZON MKTPLACE PMTS		04/12/2024	04/15/2024	05/01/2024	33.45
14877	LENOVO UNITED STATES	LENOVO, INC.		04/10/2024	04/11/2024	05/01/2024	611.12
14878	AMZN MKTP US*R184K4Y23	AMAZON MKTPLACE PMTS		04/09/2024	04/10/2024	05/01/2024	797.94
14879	AMZN MKTP US*C22JW77H3	AMAZON MKTPLACE PMTS		04/07/2024	04/08/2024	05/01/2024	37.33
14880	AMAZON.COM*M51FG1LX3	AMAZON.COM		04/07/2024	04/08/2024	05/01/2024	24.41
14881	CT NURSES ASSOCIATION	CT NURSES ASSOCIATION		04/03/2024	04/04/2024	05/01/2024	175.00
14882	CT NURSES ASSOCIATION	CT NURSES ASSOCIATION		04/03/2024	04/04/2024	05/01/2024	350.00
14883	AMERICAN AIRLINES	AMERICAN AIRLINES		04/02/2024	04/04/2024	05/01/2024	313.10
14884	AMERICAN AIRLINES	AMERICAN AIRLINES		04/02/2024	04/04/2024	05/01/2024	313.10
14885	DELTA	DELTA		04/02/2024	04/04/2024	05/01/2024	298.60
14886	DELTA	DELTA		04/02/2024	04/04/2024	05/01/2024	298.60
14887	ADCES	ADCES		04/02/2024	04/03/2024	05/01/2024	101.90
14888	BBHLTH WFD24 GRANT CONF & ME	EXPEDIA 7278045500591		04/02/2024	04/03/2024	05/01/2024	20.99
14889	BBHLTH WFD24 GRANT CONF & ME	EXPEDIA 7278045500591		04/02/2024	04/03/2024	05/01/2024	1895.36
14890	BBHLTH SCH HLTH PROG SUP FY	FEDEX 82352659		03/31/2024	04/01/2024	05/01/2024	24.01

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
6064210	561800	PROGRAM SUPPLIES		Y-Apprv	N	6815.64
6064210	561800	PROGRAM SUPPLIES		N	N	-132.99
6064213	561800	PROGRAM SUPPLIES		N	N	24.01
6064221	581120 WFD24	CONFERENCES & MEMBERSHIPS		Y-Apprv	N	1916.35

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2211	XXXXXXXX06346948	James DiVirgilio	3010	2024 10	New	2024/10	2,735.87
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14891	AMZN MKTP US*VD7PT9SD3	AMAZON MKTPLACE PMTS		04/28/2024	04/29/2024	05/01/2024	161.99
14892	AMZN MKTP US*BH49P3GA3	AMAZON MKTPLACE PMTS		04/21/2024	04/22/2024	05/01/2024	195.99
14893	TRACTOR SUPPLY #1493	TRACTOR SUPPLY CO		04/19/2024	04/22/2024	05/01/2024	593.95
14894	HARBOR FREIGHT TOOLS31	HARBOR FREIGHT TOOLS31		04/17/2024	04/18/2024	05/01/2024	43.45
14895	THE HOME DEPOT #6229	HOME DEPOT		04/11/2024	04/15/2024	05/01/2024	228.00
14896	AMZN MKTP US*D29BW9WZ3	AMAZON MKTPLACE PMTS		04/09/2024	04/10/2024	05/01/2024	26.73
14897	AMZN MKTP US*CC8G92JR3	AMAZON MKTPLACE PMTS		04/05/2024	04/08/2024	05/01/2024	1228.96
14898	AMZN MKTP US*D38LL2DY3	AMAZON MKTPLACE PMTS		04/04/2024	04/05/2024	05/01/2024	38.56
14899	AMAZON.COM*GP73A2DF3	AMAZON.COM		03/31/2024	04/01/2024	05/01/2024	41.45
14900	AMZN MKTP US*G77V63VA3	AMAZON MKTPLACE PMTS		03/31/2024	04/01/2024	05/01/2024	60.99
14901	AMZN MKTP US*RA1CLOVK1	AMAZON MKTPLACE PMTS		03/31/2024	04/01/2024	05/01/2024	115.80

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0013017	561400	MAINT SUPPLIES & MATERIALS		Y-Apprv	N	2735.87

2212	XXXXXXXX07099929	Aubrey Minkler	7000	2024 10	New	2024/10	2,094.29
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14902	CONNECTICUT COALITION	CONNECTICUT COALITION TO END H		04/23/2024	04/24/2024	05/01/2024	560.00
14903	PARENT AND CHILD PROGRAM SUP	SUNOCO 0388676900 QPS		04/16/2024	04/17/2024	05/01/2024	11.16
14904	PRICE CHOPPER #204	PRICE CHOPPER		04/16/2024	04/17/2024	05/01/2024	41.06
14905	THE ZOO FACTORY	CAROLYN HUSHBECK		04/11/2024	04/15/2024	05/01/2024	790.95
14906	PRICE CHOPPER #204	PRICE CHOPPER		04/09/2024	04/10/2024	05/01/2024	79.96
14907	SUNOCO 0247816200 QPS	SUNOCO 0388676900 QPS		04/09/2024	04/10/2024	05/01/2024	11.16
14908	PY *BRISTOL SELF STORA	HENRY J TRACZ JR		04/01/2024	04/02/2024	05/01/2024	600.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0017025	587232	RELOCATION COSTS		Y-Apprv	N	2083.13
1061031	561800	PARNT PROGRAM SUPPLIES		N	N	11.16

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2213	XXXXXXXX14709251	Sara Bianchi	2211	2024 10	New	2024/10	1,316.30
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14909	AMZN MKTP US*P05J19KH3	AMAZON MKTPLACE PMTS		04/25/2024	04/26/2024	05/01/2024	237.04
14910	AMZN MKTP US*3P9MN0Y23	AMAZON MKTPLACE PMTS		04/24/2024	04/25/2024	05/01/2024	38.48
14911	AMZN MKTP US*YD1LY7H03	AMAZON MKTPLACE PMTS		04/24/2024	04/25/2024	05/01/2024	34.29
14912	PC RICHARD & SON #86	PC RICHARD & SON #86		04/23/2024	04/24/2024	05/01/2024	578.88
14913	THE UPS STORE 5290	SHIPPING EXPRESS LLC		04/15/2024	04/16/2024	05/01/2024	13.03
14914	AMAZON.COM*QI6HP3IR3	AMAZON.COM		04/10/2024	04/11/2024	05/01/2024	50.47
14915	THE HOME DEPOT #6229	HOME DEPOT		04/08/2024	04/10/2024	05/01/2024	398.40
14916	AMZN MKTP US	AMAZON MKTPLACE PMTS		04/01/2024	04/02/2024	05/01/2024	-34.29

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0012211	561800	PROGRAM SUPPLIES		N	N	1316.30

2214	XXXXXXXX14805201	Janet Little	1020	2024 10	New	2024/10	309.51
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14917	AMZN MKTP US*5E0331U03	AMAZON MKTPLACE PMTS		04/25/2024	04/26/2024	05/01/2024	34.51
14918	AMAZON.COM*RU2ZN9QR3	AMAZON.COM		04/19/2024	04/22/2024	05/01/2024	275.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0011020	561800	PROGRAM SUPPLIES		N	N	309.51

2215	XXXXXXXX20929987	Daniel Perkins	2110	2024 10	New	2024/10	282.80
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14919	CUMBERLAND FARMS 4741	CUMBERLAND FARMS 5448		04/26/2024	04/29/2024	05/01/2024	48.26
14920	EXXON RAJENDRA PATEL	MILL PLAIN MOBIL		04/23/2024	04/24/2024	05/01/2024	46.87
14921	PRIDE STORES	PRIDE STORES 463020309		04/16/2024	04/18/2024	05/01/2024	45.16
14922	PRIDE STORES	PRIDE STORES 463020309		04/10/2024	04/12/2024	05/01/2024	43.25
14923	SHELL OIL 575429178QPS	SHELL OIL 575429178QPS		04/04/2024	04/08/2024	05/01/2024	55.02
14924	AMG RETAIL I LLC #540	CITGO FOOD BAG #536Q39		03/29/2024	04/01/2024	05/01/2024	44.24

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0012110	561800	PROGRAM SUPPLIES		N	N	282.80

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2216	XXXXXXXX24969457	Steven Schriver	7000	2024 10	New	2024/10	79.98
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14925	OCEAN STATE 327	OCEAN STATE JOB LOT		04/26/2024	04/29/2024	05/01/2024	30.00
14926	HARBOR FREIGHT TOOLS31	HARBOR FREIGHT TOOLS31		04/19/2024	04/22/2024	05/01/2024	49.98

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0017022	561400	MAINT SUPPLIES & MATERIALS		Y-Apprv	N	79.98

2217	XXXXXXXX29973965	Lisa Ziogas	2110	2024 10	New	2024/10	2,891.30
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14927	COMCAST BOSTON	COMCAST BOSTON		04/30/2024	04/30/2024	05/01/2024	185.40
14928	COMCAST BOSTON	COMCAST BOSTON		04/30/2024	04/30/2024	05/01/2024	169.39
14929	CANVA* I04133-46963895	CANVA* I03242-30825543		04/26/2024	04/29/2024	05/01/2024	149.90
14930	BRISTOL WATER DEPARTME	BRISTOL WATER AND SEWER DEPT		04/25/2024	04/29/2024	05/01/2024	155.21
14931	HOBBY LOBBY #603	HOBBY LOBBY STORES, INC		04/24/2024	04/26/2024	05/01/2024	106.99
14932	AMZN MKTP US*W20QK0UZ3	AMAZON MKTPLACE PMTS		04/24/2024	04/25/2024	05/01/2024	17.15
14933	AMZN MKTP US*RL8GC1SN0	AMAZON MKTPLACE PMTS		04/23/2024	04/23/2024	05/01/2024	175.00
14934	NATIONAL REGISTRY EMT	NATIONAL REGISTRY EMT		04/19/2024	04/19/2024	05/01/2024	88.00
14935	NATIONAL REGISTRY EMT	NATIONAL REGISTRY EMT		04/19/2024	04/19/2024	05/01/2024	88.00
14936	NATIONAL REGISTRY EMT	NATIONAL REGISTRY EMT		04/19/2024	04/19/2024	05/01/2024	88.00
14937	SQ *FBI NATIONAL ACADE	SQ *CONNECTICUT ASSOCI		04/18/2024	04/19/2024	05/01/2024	30.00
14938	AMZN MKTP US*7B25G6ER3	AMAZON MKTPLACE PMTS		04/17/2024	04/17/2024	05/01/2024	13.02
14939	PRICE CHOPPER #204	PRICE CHOPPER		04/12/2024	04/15/2024	05/01/2024	35.25
14940	PRICE CHOPPER #204	PRICE CHOPPER		04/05/2024	04/08/2024	05/01/2024	29.48
14941	DOLLAR TREE	DOLLAR TREE STORES INC		04/05/2024	04/08/2024	05/01/2024	6.00
14942	AMZN MKTP US	AMAZON MKTPLACE PMTS		04/05/2024	04/08/2024	05/01/2024	-119.94
14943	AMZN MKTP US*V76VZ6LG3	AMAZON MKTPLACE PMTS		04/04/2024	04/04/2024	05/01/2024	181.35
14944	HARTFORD GUN CLUB INC	HARTFORD GUN CLUB		04/03/2024	04/04/2024	05/01/2024	600.00
14945	AMZN MKTP US*OK4YM9ER3	AMAZON MKTPLACE PMTS		03/31/2024	04/01/2024	05/01/2024	893.10

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0012110	561800	PROGRAM SUPPLIES		N	N	2891.30

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2218	XXXXXXXX31224474	Erica Benoit	7000	2024 10	New	2024/10	723.39
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14946	AMZN MKTP US*R970J9ZQ3	AMAZON MKTPLACE PMTS		04/28/2024	04/29/2024	05/01/2024	98.43
14947	WAL-MART #2719	WALMART		04/23/2024	04/24/2024	05/01/2024	16.84
14948	BENCHCRAFT GOLF COURSE	BENCHCRAFT GOLF COURSE		04/10/2024	04/11/2024	05/01/2024	400.00
14949	AMZN MKTP US*AK6M47PQ3	AMAZON MKTPLACE PMTS		04/09/2024	04/09/2024	05/01/2024	85.15
14950	AMZN MKTP US*6906I6343	AMAZON MKTPLACE PMTS		04/05/2024	04/08/2024	05/01/2024	122.97

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0017023	531000	PROFESSIONAL FEES & SERVICES		N	N	723.39

2219	XXXXXXXX32076991	Lindsey Rivers	3010	2024 10	New	2024/10	3,354.83
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14951	AMZN MKTP US*5N3TN3X53	AMAZON MKTPLACE PMTS		04/28/2024	04/29/2024	05/01/2024	53.26
14952	AMZN MKTP US*480006HMH	AMAZON MKTPLACE PMTS		04/28/2024	04/29/2024	05/01/2024	97.99
14953	AMZN MKTP US*IK4FR7753	AMAZON MKTPLACE PMTS		04/27/2024	04/29/2024	05/01/2024	68.38
14954	AMZN MKTP US*M98SK0G03	AMAZON MKTPLACE PMTS		04/25/2024	04/26/2024	05/01/2024	154.08
14955	AMZN MKTP US*QB9EK7MT3	AMAZON MKTPLACE PMTS		04/25/2024	04/26/2024	05/01/2024	132.99
14956	COASTAL TOOL & SUPPLY	COASTAL TOOL + SUPPLY CORP.		04/24/2024	04/26/2024	05/01/2024	249.00
14957	IN *THE POND CONNECTIO	INTUIT		04/22/2024	04/23/2024	05/01/2024	250.00
14958	AMZN MKTP US*PY60I19J3	AMAZON MKTPLACE PMTS		04/17/2024	04/18/2024	05/01/2024	419.98
14959	VERMEER MID ATLANTIC S	VERMEER MID ATLANTIC LLC		04/15/2024	04/16/2024	05/01/2024	1602.15
14960	CATHERINES UNIFORMS LL	CATHERINE'S UNIFORMS LLC		04/13/2024	04/15/2024	05/01/2024	327.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0013010	581120	CONFERENCES & MEMBERSHIPS		Y-Apprv	N	3354.83

2220	XXXXXXXX32904564	Richard Brown	2615	2024 10	New	2024/10	526.49
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14961	MARRIOTT	MARRIOTT		04/09/2024	04/11/2024	05/01/2024	354.22
14962	110 GRILL PORTSMOUTH	110 GRILL PORTSMOUTH		04/08/2024	04/10/2024	05/01/2024	87.27
14963	CONNECTICUT ELECTRICAL	CONNECTICUT ELECTRICAL		04/01/2024	04/02/2024	05/01/2024	85.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0012615	561800	PROGRAM SUPPLIES		Y-Apprv	N	526.49

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2221	XXXXXXXX34862015	Richard Hart	2211	2024 10	New	2024/10	436.01
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14964	LAZ PKG 540528/M04529	LAZ PARKING 550337-FLA		04/26/2024	04/29/2024	05/01/2024	18.00
14965	PET SUPPLIES PLUS 4113	PET SUPPLIES PLUS 4113		04/25/2024	04/26/2024	05/01/2024	73.46
14966	VALLEY GREEN PLAINVILL	VG ACQUISITIONS LLC		04/22/2024	04/23/2024	05/01/2024	64.00
14967	ROGUE	COULTER VENTURES LLC		04/19/2024	04/22/2024	05/01/2024	209.75
14968	PET SUPPLIES PLUS 4113	PET SUPPLIES PLUS 4113		04/05/2024	04/08/2024	05/01/2024	70.80

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0012211	581120	CONFERENCES & MEMBERSHIPS		Y-Apprv	N	436.01

2222	XXXXXXXX37752940	Douglas Trillo	7000	2024 10	New	2024/10	799.41
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14969	BEACON ATHL	PAYPAL		04/24/2024	04/29/2024	05/01/2024	737.50
14970	HARBOR FREIGHT TOOLS31	HARBOR FREIGHT TOOLS31		04/25/2024	04/26/2024	05/01/2024	25.98
14971	HARBOR FREIGHT TOOLS31	HARBOR FREIGHT TOOLS31		04/03/2024	04/04/2024	05/01/2024	35.93

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0017022	543000	REPAIRS & MAINTENANCE		N	N	799.41

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2223	XXXXXXXX41929524	Bristol Senior Center	1027	2024 10	New	2024/10	9,393.78
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14972	AMZN MKTP US*ZA7980R13	AMAZON MKTPLACE PMTS		04/30/2024	04/30/2024	05/01/2024	103.16
14973	AMZN MKTP US*PF53X6WL3	AMAZON MKTPLACE PMTS		04/29/2024	04/30/2024	05/01/2024	35.43
14974	AMAZON.COM*2H39L5CF3	AMAZON.COM		04/29/2024	04/30/2024	05/01/2024	26.96
14975	SHOPRITE SOUTHTON S1	SHOPRITE SOUTHTON		04/28/2024	04/29/2024	05/01/2024	37.72
14976	BJS WHOLESALE #0203	BJ WHOLESALERS		04/28/2024	04/29/2024	05/01/2024	428.71
14977	SAMS CLUB #6636	WALMART		04/26/2024	04/29/2024	05/01/2024	321.38
14978	RESTAURANT DEPOT	RESTAURANT DEPOT		04/26/2024	04/29/2024	05/01/2024	226.52
14979	BJS WHOLESALE #0203	BJ WHOLESALERS		04/26/2024	04/29/2024	05/01/2024	265.99
14980	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/26/2024	04/29/2024	05/01/2024	43.97
14981	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/25/2024	04/26/2024	05/01/2024	161.96
14982	WEST CERAMICS SUPPLY I	WEST'S CERAMIC SUPPLY INC		04/23/2024	04/24/2024	05/01/2024	419.49
14983	AMZN MKTP US*B222647J3	AMAZON MKTPLACE PMTS		04/23/2024	04/23/2024	05/01/2024	193.00
14984	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/22/2024	04/23/2024	05/01/2024	109.03
14985	BJS WHOLESALE #0203	BJ WHOLESALERS		04/22/2024	04/23/2024	05/01/2024	462.69
14986	AMZN MKTP US*E48M45D23	AMAZON MKTPLACE PMTS		04/21/2024	04/22/2024	05/01/2024	45.94
14987	MAX PIZZA	MAX PIZZA RESTAURANT		04/19/2024	04/22/2024	05/01/2024	59.00
14988	THE HOME DEPOT #6229	HOME DEPOT		04/18/2024	04/22/2024	05/01/2024	40.00
14989	DINN BROTHERS TROPHY	DINN BROS		04/17/2024	04/18/2024	05/01/2024	762.70
14990	AMZN MKTP US*RE2G67E93	AMAZON MKTPLACE PMTS		04/17/2024	04/18/2024	05/01/2024	72.00
14991	AMZN MKTP US*SR6347HN3	AMAZON MKTPLACE PMTS		04/16/2024	04/16/2024	05/01/2024	16.97
14992	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/15/2024	04/16/2024	05/01/2024	134.47
14993	BJS WHOLESALE #0203	BJ WHOLESALERS		04/15/2024	04/16/2024	05/01/2024	522.67
14994	AMZN MKTP US*R84HO7VX3	AMAZON MKTPLACE PMTS		04/13/2024	04/15/2024	05/01/2024	119.86
14995	AMZN MKTP US*TU7GN7NX3	AMAZON MKTPLACE PMTS		04/13/2024	04/15/2024	05/01/2024	95.98
14996	DOLLAR TREE	DOLLAR TREE STORES INC		04/12/2024	04/15/2024	05/01/2024	252.50
14997	CRAVINGS AN AMERICAN E	CRAVINGS AN AMERICAN EATERY LL		04/12/2024	04/15/2024	05/01/2024	116.00
14998	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/11/2024	04/12/2024	05/01/2024	46.59
14999	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/09/2024	04/10/2024	05/01/2024	28.44
15000	BJS WHOLESALE #0203	BJ WHOLESALERS		04/09/2024	04/10/2024	05/01/2024	103.93
15001	MAX PIZZA	MAX PIZZA RESTAURANT		04/09/2024	04/10/2024	05/01/2024	166.50
15002	CITY TRUE VALUE HARDWA	CITY HARDWARE INC		04/09/2024	04/10/2024	05/01/2024	797.09
15003	RESTAURANT DEPOT	RESTAURANT DEPOT		04/08/2024	04/10/2024	05/01/2024	181.63
15004	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/08/2024	04/09/2024	05/01/2024	163.74
15005	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/08/2024	04/09/2024	05/01/2024	13.82
15006	AMZN MKTP US*J80RW7B03	AMAZON MKTPLACE PMTS		04/07/2024	04/08/2024	05/01/2024	25.72
15007	BJS WHOLESALE #0203	BJ WHOLESALERS		04/07/2024	04/08/2024	05/01/2024	560.54
15008	RESTAURANT DEPOT	RESTAURANT DEPOT		04/05/2024	04/08/2024	05/01/2024	617.78
15009	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/03/2024	04/04/2024	05/01/2024	76.97
15010	AMZN MKTP US*7N1M78C83	AMAZON MKTPLACE PMTS		04/03/2024	04/03/2024	05/01/2024	42.00
15011	AMZN MKTP US*RA88X02A1	AMAZON MKTPLACE PMTS		04/02/2024	04/03/2024	05/01/2024	36.31
15012	BJS WHOLESALE #0203	BJ WHOLESALERS		04/01/2024	04/02/2024	05/01/2024	381.91
15013	SHOPRITE FARMINGTN AV	SHOPRITE FARMINGTN AV		04/01/2024	04/02/2024	05/01/2024	21.14
15014	AMZN MKTP US*L12GG9JF3	AMAZON MKTPLACE PMTS		04/01/2024	04/02/2024	05/01/2024	134.27
15015	AMAZON PRIME*RA3WW9MU1	AMAZONPRIME MEMBERSHIP		03/31/2024	04/01/2024	05/01/2024	139.00
15016	SAMSClub #6636	WALMART		03/30/2024	04/01/2024	05/01/2024	258.42
15017	RESTAURANT DEPOT	RESTAURANT DEPOT		03/30/2024	04/01/2024	05/01/2024	402.58
15018	SAMS CLUB #6636	WALMART		03/30/2024	04/01/2024	05/01/2024	121.30

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
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PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7301027	584701	SENIOR ACTIVITY EXPENSES				Y-Apprv N	9393.78

2224 XXXXXXXX48846905 Dawn Nielsen 4101 2024 10 New 2024/10 135.99
 GL Effective Date: 04/30/2024 Invoice Date: 04/30/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15019	QR.IO GENERATOR	QR.IO GENERATOR		04/22/2024	04/23/2024	05/01/2024	35.00
15020	THEEVENTSCALPLUGINS	THEEVENTSCALPLUGINS		04/19/2024	04/22/2024	05/01/2024	99.99
15021	APPLE.COM/BILL	APPLE COMPUTER INC		04/01/2024	04/02/2024	05/01/2024	1.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
1044101	557700 G2024	ADVERTISING		N	N	135.99

2225 XXXXXXXX49446341 Eric Evans 1020 2024 10 New 2024/10 598.79
 GL Effective Date: 04/30/2024 Invoice Date: 04/30/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15022	AMERICAN AIRLINES	AMERICAN AIRLINES		04/26/2024	04/29/2024	05/01/2024	578.70
15023	AMAZON WEB SERVICES	AMAZON MKTPLACE PMTS		04/02/2024	04/03/2024	05/01/2024	20.09

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0011020	561800	PROGRAM SUPPLIES		N	N	598.79

2226 XXXXXXXX53187594 David Oakes 3010 2024 10 New 2024/10 3,349.04
 GL Effective Date: 04/30/2024 Invoice Date: 04/30/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15024	ULINE *SHIP SUPPLIES	ULINE INC		04/24/2024	04/24/2024	05/01/2024	904.54
15025	THE HOME DEPOT #6229	HOME DEPOT		04/19/2024	04/22/2024	05/01/2024	1774.00
15026	AMZN MKTP US*6D6194R03	AMAZON MKTPLACE PMTS		04/17/2024	04/17/2024	05/01/2024	16.89
15027	RC REPAIRCLINIC.COM	RC REPAIRCLINIC.COM		04/10/2024	04/10/2024	05/01/2024	542.90
15028	AMZN MKTP US*CG2GY4Y03	AMAZON MKTPLACE PMTS		04/08/2024	04/09/2024	05/01/2024	83.73
15029	AMZN MKTP US*C53UM9Z43	AMAZON MKTPLACE PMTS		04/08/2024	04/08/2024	05/01/2024	26.98

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0013013	561400	MAINT SUPPLIES & MATERIALS		Y-Apprv N		3349.04

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2227	XXXXXXXX54169424	Stephen Bynum	7000	2024 10	New	2024/10	1,675.77
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15030	PRICE CHOPPER #204	PRICE CHOPPER		04/29/2024	04/30/2024	05/01/2024	100.59
15031	4IMPRINT, INC	4IMPRINT INC		04/26/2024	04/29/2024	05/01/2024	518.49
15032	WAL-MART #2719	WALMART		04/25/2024	04/26/2024	05/01/2024	56.39
15033	PRICE CHOPPER #204	PRICE CHOPPER		04/23/2024	04/24/2024	05/01/2024	105.43
15034	CLINICSOURCE	CLINICSOURCE		04/20/2024	04/22/2024	05/01/2024	205.75
15035	PRICE CHOPPER #204	PRICE CHOPPER		04/16/2024	04/17/2024	05/01/2024	30.34
15036	PRICE CHOPPER #204	PRICE CHOPPER		04/11/2024	04/12/2024	05/01/2024	4.59
15037	PRICE CHOPPER #204	PRICE CHOPPER		04/11/2024	04/12/2024	05/01/2024	171.61
15038	WAL-MART #2719	WALMART		04/09/2024	04/10/2024	05/01/2024	7.97
15039	LARAS LABYRINTH	LARAS LABYRINTH		04/03/2024	04/04/2024	05/01/2024	300.00
15040	PRICE CHOPPER #204	PRICE CHOPPER		04/01/2024	04/02/2024	05/01/2024	88.89
15041	THE HOME DEPOT #6229	HOME DEPOT		03/29/2024	04/01/2024	05/01/2024	85.72

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0011031	531120	PROJECT AWARE		Y-Apprv	N	1675.77

2228	XXXXXXXX54299260	Diane waldron	1018	2024 10	New	2024/10	5,963.21
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15042	OFFICE SUPPLIES	AMAZON MKTPLACE PMTS		04/29/2024	04/30/2024	05/01/2024	13.67
15043	GFOA	GOVERNMENT FINANCE OFFICERS AS		04/22/2024	04/23/2024	05/01/2024	600.00
15044	SUPPLIES	AMAZON MKTPLACE PMTS		04/22/2024	04/22/2024	05/01/2024	72.34
15045	JP GFOA	GOVERNMENT FINANCE OFFICERS AS		04/19/2024	04/22/2024	05/01/2024	950.00
15046	WELLNESS KETTLEBELLS	AMAZON MKTPLACE PMTS		04/15/2024	04/16/2024	05/01/2024	279.00
15047	WELLNESS FITNESS EQUIP	LIFECORE FITNESS INC		04/02/2024	04/03/2024	05/01/2024	1349.10
15048	WELLNESS FITNESS EQUIP	LIFECORE FITNESS INC		04/02/2024	04/03/2024	05/01/2024	2699.10

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0011018	569000	OFFICE SUPPLIES		N	N	30.02
0011018	581120	CONFERENCES & MEMBERSHIPS		Y-Apprv	N	3178.10
1168102	520850	WELLNESS PROGRAM		N	N	2755.09

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2229	XXXXXXXX55737740	Criag Kasparian	3010	2024 10	New	2024/10	778.87
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15049	ALLOY WELDING AND MANU	ALLOY WELDING & MFG CO INC		04/19/2024	04/22/2024	05/01/2024	255.00
15050	SIGN SOURCE	SPOT ON SIGN SOLUTIONS, INC		04/18/2024	04/19/2024	05/01/2024	20.00
15051	GRIMCO INC	GRIMCO INC		04/16/2024	04/17/2024	05/01/2024	149.57
15052	BIS SAFETY SOFTWARE	BIS SAFETY SOFTWARE		04/05/2024	04/08/2024	05/01/2024	44.95
15053	BIS SAFETY SOFTWARE	BIS SAFETY SOFTWARE		04/03/2024	04/04/2024	05/01/2024	44.95
15054	BIS SAFETY SOFTWARE	BIS SAFETY SOFTWARE		04/03/2024	04/04/2024	05/01/2024	44.95
15055	BIS SAFETY SOFTWARE	BIS SAFETY SOFTWARE		04/03/2024	04/04/2024	05/01/2024	44.95
15056	PLANTERS CHOICE WATERT	PLANTERS' CHOICE LLC		04/01/2024	04/02/2024	05/01/2024	174.50

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0013015	561800	PROGRAM SUPPLIES		Y-Apprv	N	778.87

2230	XXXXXXXX58594083	Roger Rousseau	1017	2024 10	New	2024/10	199.00
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15057	FS *HRMINSIDERPRO	FS *TECHSMITH		04/02/2024	04/03/2024	05/01/2024	199.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0011017	589115	P CARD TRANSACTIONS		Y-Apprv	N	199.00

2231	XXXXXXXX58774263	Jennifer Brunoli	1013	2024 10	New	2024/10	76.97
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15058	AMAZON.COM*JM18Y1NF3	AMAZON.COM		04/14/2024	04/15/2024	05/01/2024	59.99
15059	AMZN MKTP US*MS7E55RD3	AMAZON MKTPLACE PMTS		04/01/2024	04/01/2024	05/01/2024	16.98

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0011013	531140	TRAINING		N	N	76.97

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2232	XXXXXXXX61904562	Josh Medeiros	7000	2024 10	New	2024/10	1,910.27
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15060	SURVEYMONK* T 45561535	SURVEYMONKEY INC		04/25/2024	04/26/2024	05/01/2024	468.00
15061	JETBLUE AIRWAYS (JETBLUE)	JETBLUE AIRWAYS (JETBLUE)		04/18/2024	04/19/2024	05/01/2024	322.07
15062	JETBLUE AIRWAYS (JETBLUE)	JETBLUE AIRWAYS (JETBLUE)		04/18/2024	04/19/2024	05/01/2024	238.00
15063	UNITED AIRLINES	UNITED AIRLINES		04/18/2024	04/19/2024	05/01/2024	214.60
15064	UNITED AIRLINES	UNITED AIRLINES		04/17/2024	04/19/2024	05/01/2024	119.00
15065	DELTA	DELTA		04/17/2024	04/18/2024	05/01/2024	548.60

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0017021	561800	PROGRAM SUPPLIES		Y-Apprv	N	1910.27

2233	XXXXXXXX63834524	Sarah Larson	7000	2024 10	New	2024/10	2,640.37
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15066	AMZN MKTP US*DY3RY4PX3	AMAZON MKTPLACE PMTS		04/19/2024	04/22/2024	05/01/2024	79.19
15067	AMZN MKTP US*YF4MF00M3	AMAZON MKTPLACE PMTS		04/18/2024	04/19/2024	05/01/2024	395.28
15068	IN *CRPA	INTUIT		04/17/2024	04/18/2024	05/01/2024	80.00
15069	SIGN PRO, INC	SIGN-PRO, INC		04/08/2024	04/09/2024	05/01/2024	173.45
15070	AMZN MKTP US*OY2N67RR3	AMAZON MKTPLACE PMTS		04/06/2024	04/08/2024	05/01/2024	21.98
15071	AQUATIC COUNCIL	AQUATIC COUNCIL		04/03/2024	04/04/2024	05/01/2024	395.00
15072	RESTAURANT SUPPLY	RESTAURANT SUPPLY		04/02/2024	04/03/2024	05/01/2024	-75.82
15073	ULINE *SHIP SUPPLIES	ULINE INC		04/02/2024	04/02/2024	05/01/2024	112.06
15074	RESTAURANT SUPPLY	RESTAURANT SUPPLY		04/01/2024	04/02/2024	05/01/2024	1269.81
15075	SIGN PRO, INC	SIGN-PRO, INC		04/01/2024	04/02/2024	05/01/2024	173.44
15076	AMZN MKTP US*RA0LZ5591	AMAZON MKTPLACE PMTS		03/31/2024	04/01/2024	05/01/2024	15.98

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0017023	561800	PROGRAM SUPPLIES		Y-Apprv	N	2716.19
0017023	561800	PROGRAM SUPPLIES		N	N	-75.82

2234	XXXXXXXX65267324	Jeff Caggiano	1011	2024 10	New	2024/10	162.14
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15077	HARTFORD COURANT MG2 S	THE HARTFORD COURANT		04/24/2024	04/25/2024	05/01/2024	27.96
15078	LONGHORN STEAK 0125606	LONGHORN STEAK 0125502		04/16/2024	04/18/2024	05/01/2024	134.18

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0011011	581120	CONFERENCES & MEMBERSHIPS		N	N	27.96
0011011	583100	CITY PROMOTIONAL ACTIVITIES		N	N	134.18

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total	
2235	XXXXXXXX65376297	Bristol Fire Fleet Operations	2211	2024 10	New	2024/10	170.73	
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
15079	THE HOME DEPOT #6229	HOME DEPOT		04/25/2024	04/29/2024	05/01/2024	53.72	
15080	THE UPS STORE 5290	SHIPPING EXPRESS LLC		04/25/2024	04/26/2024	05/01/2024	12.67	
15081	THE UPS STORE 5290	SHIPPING EXPRESS LLC		04/19/2024	04/22/2024	05/01/2024	20.54	
15082	NUTMEG INTERNATIONAL	NUTMEG INTERNATIONAL TRUCKS IN		04/19/2024	04/22/2024	05/01/2024	83.80	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
0012211	561807	MECHANICAL DIVISION		N		N		170.73
2236	XXXXXXXX68668882	Mark Penney	1021	2024 10	New	2024/10	161.68	
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
15083	FSP*CCM	CT ASSOC OF MUNICIPAL ATTORNEY		04/26/2024	04/29/2024	05/01/2024	150.00	
15084	STOP & SHOP 0628	STOP & SHOP SUPERMARKET INC		04/25/2024	04/26/2024	05/01/2024	11.68	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
0011021	557700	ADVERTISING		N		N		161.68
2237	XXXXXXXX68941768	Alysha Pirog	2110	2024 10	New	2024/10	39.94	
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
15085	CHEWY.COM	CHEWY.COM		04/23/2024	04/24/2024	05/01/2024	39.94	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
1062110	561800 23G03	PROGRAM SUPPLIES		N		N		39.94

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2238	XXXXXXXX72082537	Michael Tingley	7000	2024 10	New	2024/10	4,195.44
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15086	4IMPRINT, INC	4IMPRINT INC		04/19/2024	04/22/2024	05/01/2024	845.82
15087	4IMPRINT, INC	4IMPRINT INC		04/19/2024	04/22/2024	05/01/2024	266.11
15088	4IMPRINT, INC	4IMPRINT INC		04/19/2024	04/22/2024	05/01/2024	908.97
15089	WAL-MART #2719	WALMART		04/17/2024	04/18/2024	05/01/2024	13.50
15090	AMZN MKTP US*R38581TH2	AMAZON MKTPLACE PMTS		04/15/2024	04/16/2024	05/01/2024	477.98
15091	AMZN MKTP US*599BE65R3	AMAZON MKTPLACE PMTS		04/13/2024	04/15/2024	05/01/2024	52.00
15092	WRS/HEALTH ED/CHILD	WRS GROUP		04/12/2024	04/15/2024	05/01/2024	235.88
15093	AMZN MKTP US*W93AS1ME3	AMAZON MKTPLACE PMTS		04/12/2024	04/15/2024	05/01/2024	16.21
15094	AMZN MKTP US*U01NH2403	AMAZON MKTPLACE PMTS		04/11/2024	04/12/2024	05/01/2024	34.00
15095	AMZN MKTP US*2L9BY1J03	AMAZON MKTPLACE PMTS		04/11/2024	04/12/2024	05/01/2024	21.54
15096	4IMPRINT, INC	4IMPRINT INC		04/10/2024	04/11/2024	05/01/2024	299.32
15097	IN *(A)SQUARED STUDIO	INTUIT		04/02/2024	04/03/2024	05/01/2024	87.50
15098	CAMEO	CAMEO		04/02/2024	04/03/2024	05/01/2024	233.97
15099	SHARPS COMPLIANCE, INC	SHARPS COMPLIANCE, INC		04/02/2024	04/03/2024	05/01/2024	614.90
15100	CAMEO	CAMEO		03/29/2024	04/01/2024	05/01/2024	87.74

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
1067025	561800 23G11	PROGRAM SUPPLIES		Y-Apprv	N	4195.44

2239	XXXXXXXX72493171	Arianna Therriault	7000	2024 10	New	2024/10	5,076.06
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15101	WP**THE CAROUSEL MUSEU	CABLE TRAINING INC		04/24/2024	04/25/2024	05/01/2024	500.00
15102	FACEBK* U5RSK488L2	FACEBK QUEEN7GJXL2		04/24/2024	04/25/2024	05/01/2024	255.03
15103	FACEBK* YMV6H3L7L2	FACEBK QUEEN7GJXL2		04/24/2024	04/25/2024	05/01/2024	27.23
15104	DOUBLETREE	BRISTOL HOTEL LLC		04/23/2024	04/24/2024	05/01/2024	756.00
15105	WAL-MART #2719	WALMART		04/20/2024	04/22/2024	05/01/2024	13.20
15106	STOP & SHOP 0628	STOP & SHOP SUPERMARKET INC		04/20/2024	04/22/2024	05/01/2024	40.85
15107	FACEBK GRHLR2Q7L2	FACEBK QUEEN7GJXL2		04/15/2024	04/16/2024	05/01/2024	600.00
15108	AMZN MKTP US*XJ73Q06D3	AMAZON MKTPLACE PMTS		04/10/2024	04/10/2024	05/01/2024	23.64
15109	SHABOO PRODUCTIONS LLC	SHABOO PRODUCTIONS LLC		04/09/2024	04/10/2024	05/01/2024	1381.00
15110	DOUBLETREE	BRISTOL HOTEL LLC		04/02/2024	04/03/2024	05/01/2024	1323.00
15111	STOP & SHOP 0628	STOP & SHOP SUPERMARKET INC		03/30/2024	04/01/2024	05/01/2024	156.11

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
1067033	584145	ARTS & CULT EXP		Y-Apprv	N	5076.06

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total	
2240	XXXXXXXX85907845	Deborah Prozzo	6010	2024 10	New	2024/10	899.87	
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
15112	CANVA* I04123-66587247	CANVA* I03242-30825543		04/16/2024	04/17/2024	05/01/2024	179.87	
15113	MOBILE BEACON	NORTH AMERICAN CATHOLIC EDU PR		04/15/2024	04/16/2024	05/01/2024	720.00	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
0016010	561800	PROGRAM SUPPLIES		N		N		899.87
2241	XXXXXXXX88726275	Edward Krawiecki	1022	2024 10	New	2024/10	340.23	
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
15114	VCN*CTJUDEFILINGCIVIL	CT SUPERIOR COURT		04/25/2024	04/26/2024	05/01/2024	17.50	
15115	VCN*CTJUDEFILINGCIVIL	CT SUPERIOR COURT		04/24/2024	04/25/2024	05/01/2024	17.50	
15116	VCN*CTJUDEFILINGCIVIL	CT SUPERIOR COURT		04/12/2024	04/15/2024	05/01/2024	17.50	
15117	CONNECTICUT BAR ASSOCI	CT BAR ASSOCIATION INC		04/08/2024	04/10/2024	05/01/2024	99.00	
15118	CONNECTICUT STAMP & SE	CONNECTICUT STAMP & SEAL LLC		04/08/2024	04/09/2024	05/01/2024	49.40	
15119	VCN*CTJUDEFILINGCIVIL	CT SUPERIOR COURT		04/02/2024	04/03/2024	05/01/2024	139.33	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
0011022	531000	PROFESSIONAL FEES & SERVICES		N		N		340.23
2242	XXXXXXXX90353289	Kirsten Girouard	1011	2024 10	New	2024/10	93.48	
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
15120	AMAZON.COM*8D9VE7FR3	AMAZON.COM		04/24/2024	04/24/2024	05/01/2024	8.48	
15121	CCCC* CCCC* CT	BRISTOL CHAMBER OF COMMERCE		04/11/2024	04/12/2024	05/01/2024	85.00	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
0011011	581120	CONFERENCES & MEMBERSHIPS		N		N		85.00
0011011	583100	CITY PROMOTIONAL ACTIVITIES		N		N		8.48

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2243	XXXXXXXX93441354	Amry Shelby	7000	2024 10	New	2024/10	5,188.66
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15122	STERLINGROPE.COM	STERLINGROPE.COM		04/29/2024	04/30/2024	05/01/2024	471.68
15123	STAPLES 00101956	STAPLES INC		04/25/2024	04/26/2024	05/01/2024	56.96
15124	TARGET 00024349	TARGET.COM *		04/23/2024	04/24/2024	05/01/2024	206.89
15125	AMZN MKTP US*576VX5IQ3	AMAZON MKTPLACE PMTS		04/21/2024	04/22/2024	05/01/2024	92.23
15126	STAPLES 00101956	STAPLES INC		04/17/2024	04/18/2024	05/01/2024	44.98
15127	AMAZON.COM*VD7DQ8RB3	AMAZON.COM		04/17/2024	04/17/2024	05/01/2024	23.98
15128	CCCC* CT	BRISTOL CHAMBER OF COMMERCE		04/16/2024	04/17/2024	05/01/2024	1000.00
15129	AMZN MKTP US*LJ30Y91W3	AMAZON MKTPLACE PMTS		04/16/2024	04/16/2024	05/01/2024	39.66
15130	AMZN MKTP US*873S01LX3	AMAZON MKTPLACE PMTS		04/15/2024	04/16/2024	05/01/2024	179.85
15131	AMZN MKTP US*PY6WX6G73	AMAZON MKTPLACE PMTS		04/15/2024	04/15/2024	05/01/2024	65.79
15132	AMZN MKTP US*1W9QL9ZU3	AMAZON MKTPLACE PMTS		04/15/2024	04/15/2024	05/01/2024	8.97
15133	AMZN MKTP US*IS2Y64IQ3	AMAZON MKTPLACE PMTS		04/15/2024	04/15/2024	05/01/2024	117.95
15134	SPARE TIME BRISTOL	BOWL NEW ENGLAND INC		04/12/2024	04/15/2024	05/01/2024	528.00
15135	AMZN MKTP US*B00GT2ID3	AMAZON MKTPLACE PMTS		04/12/2024	04/15/2024	05/01/2024	338.00
15136	WAL-MART #2719	WALMART		04/10/2024	04/11/2024	05/01/2024	226.56
15137	AMZN MKTP US*0390298K3	AMAZON MKTPLACE PMTS		04/10/2024	04/10/2024	05/01/2024	24.98
15138	AMZN MKTP US*7I1CR7E03	AMAZON MKTPLACE PMTS		04/09/2024	04/10/2024	05/01/2024	112.00
15139	AMZN MKTP US*S78G50YH3	AMAZON MKTPLACE PMTS		04/09/2024	04/10/2024	05/01/2024	14.95
15140	TARGET 00024349	TARGET.COM *		04/08/2024	04/09/2024	05/01/2024	150.00
15141	CAB STORE EAST HARTFOR	CAB STORE EAST HARTFOR		04/08/2024	04/09/2024	05/01/2024	392.77
15142	IN *CRPA	INTUIT		04/04/2024	04/05/2024	05/01/2024	333.00
15143	AMZN MKTP US*IL8WP2RA3	AMAZON MKTPLACE PMTS		04/01/2024	04/01/2024	05/01/2024	258.22
15144	AMZN MKTP US*G606S9GK3	AMAZON MKTPLACE PMTS		03/31/2024	04/01/2024	05/01/2024	501.24

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
0017023	561800	PROGRAM SUPPLIES		Y-Apprv	N	5188.66

2244	XXXXXXXX13403305	Susan Krolkowski	91116	2024 10	New	2024/10	1,224.50
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15145	CUSTOMINK LLC	CUSTOM INK LLC		04/04/2024	04/05/2024	05/01/2024	1004.50
15146	CHSCA.ORG* CHSCA	CHSCA.ORG* CHSCA		04/01/2024	04/02/2024	05/01/2024	220.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
A4003210	558007	STAFF TRANSPORT - ATHLETICS		Y-Apprv	N	1224.50

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2245	XXXXXXXX28309604	Diane Skelskey	92225	2024 10	New	2024/10	5,172.01
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15147	ULINE *SHIP SUPPLIES	ULINE INC		04/26/2024	04/26/2024	05/01/2024	1026.74
15148	MTA*MNR ETIX TICKET	MTA*MNR ETIX TICKET		04/26/2024	04/26/2024	05/01/2024	41.50
15149	PARKEAZ	PARKEAZ		04/25/2024	04/26/2024	05/01/2024	5.75
15150	ULINE *SHIP SUPPLIES	ULINE INC		04/19/2024	04/19/2024	05/01/2024	1914.82
15151	ULINE *SHIP SUPPLIES	ULINE INC		04/19/2024	04/19/2024	05/01/2024	912.40
15152	ULINE *SHIP SUPPLIES	ULINE INC		04/09/2024	04/09/2024	05/01/2024	910.80
15153	DAKBOARD, LLC	DANIEL KING		04/04/2024	04/05/2024	05/01/2024	360.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
A4002227	561408	MAINTENANCE SUPPLIES - TECH		Y-Apprv	N	5172.01

2246	XXXXXXXX40726033	Amy Martino	91200	2024 10	New	2024/10	9.23
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15154	STOP & SHOP 0628	STOP & SHOP SUPERMARKET INC		04/25/2024	04/26/2024	05/01/2024	6.98
15155	DOLLAR TREE	DOLLAR TREE STORES INC		04/04/2024	04/05/2024	05/01/2024	2.25

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
A4001200	561109	INSTRUCT SUPPLIES - SPED		N	N	9.23

2247	XXXXXXXX46256856	Lynn Boisvert	92510	2024 10	New	2024/10	430.50
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15156	MTA*MNR ETIX TICKET	MTA*MNR ETIX TICKET		04/24/2024	04/24/2024	05/01/2024	130.50
15157	IN *QPR INSTITUTE, INC	INTUIT		04/18/2024	04/19/2024	05/01/2024	300.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
A4002510	561201	ADMIN SUPPLIES - GENERAL		N	N	430.50

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2248	XXXXXXXX83197321	Carly Fortin	92210	2024 10	New	2024/10	700.10
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15158	PRICE CHOPPER #204	PRICE CHOPPER		04/29/2024	04/30/2024	05/01/2024	119.88
15159	PRICE CHOPPER #204	PRICE CHOPPER		04/25/2024	04/26/2024	05/01/2024	125.86
15160	PRICE CHOPPER #204	PRICE CHOPPER		04/23/2024	04/24/2024	05/01/2024	107.88
15161	PRICE CHOPPER #204	PRICE CHOPPER		04/19/2024	04/22/2024	05/01/2024	69.93
15162	PRICE CHOPPER #204	PRICE CHOPPER		04/17/2024	04/18/2024	05/01/2024	81.22
15163	THE HOME DEPOT #6229	HOME DEPOT		04/15/2024	04/17/2024	05/01/2024	95.43
15164	PRICE CHOPPER #204	PRICE CHOPPER		04/15/2024	04/16/2024	05/01/2024	99.90

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
A4002210	561102	INSTRUCT SUPPLIES - INSTRUCT		N	N	700.10

2249	XXXXXXXX94212127	David Foulds	93100	2024 10	New	2024/10	250.23
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15165	PRICE CHOPPER #204	PRICE CHOPPER		04/29/2024	04/30/2024	05/01/2024	62.87
15166	MARKET32 PCHOPPER #156	PRICE CHOPPER		04/29/2024	04/30/2024	05/01/2024	18.39
15167	BJS WHOLESALE #0315	BJ WHOLESALE		04/22/2024	04/23/2024	05/01/2024	43.09
15168	BJS WHOLESALE #0203	BJ WHOLESALE		04/19/2024	04/22/2024	05/01/2024	125.88

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
C4003100	561600	FOOD SUPPLIES		Y-Apprv	N	250.23

2250	XXXXXXXX94928758	Kara Banda	91200	2024 10	New	2024/10	190.40
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15169	BJS WHOLESALE #0203	BJ WHOLESALE		04/29/2024	04/30/2024	05/01/2024	190.40

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
A4001200	569009	OFFICE SUPPLIES - SPED		N	N	190.40

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2251	XXXXXXXX95721830	Michelle Crowley	92320	2024 10	New	2024/10	2,020.00
GL Effective Date: 04/30/2024		Invoice Date: 04/30/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
15170	DATTCO, INC.	DATTCO INC		04/05/2024	04/08/2024	05/01/2024	2020.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
A4002321	569001	OFFICE SUPPLIES - GENERAL		Y-Apprv	N	2020.00	

** END OF REPORT - Generated by Anastasia Hernandez **

BRISTOL WATER AND SEWER - WATER
Monthly Income Statement
For April 2024

For Information Only

<u>ACCT#</u>	<u>DESCRIPTION</u>	2024 YTD	2023 YTD	YTD DIFFERENCE
461100	METERED SALES TO CUSTOMERS	5,816,090.50	6,029,700.05	(213,609.55)
470000	FORFEITED DISCOUNTS & PENALTY	54,257.54	50,391.61	3,865.93
471000	MISCELLANEOUS SERVICE REV	26,457.60	28,542.95	(2,085.35)
474000	MISCELLANEOUS REVENUE-LIENS	2,960.00	590.00	2,370.00
474100	MISC REVENUE-SEWER LIENS	4,040.00	1,290.00	2,750.00
474200	REVENUE -WPC	85,500.00	42,750.00	42,750.00
475000	MISCELLANEOUS OP REVENUE	11,320.57	5,905.86	5,414.71
TOTAL 1 - OPERATING REVENUES		6,000,626.21	6,159,170.47	(158,544.26)
475100	TIMBER SALES	0.00	6,375.38	(6,375.38)
475200	SCRAP METAL SALES	2,640.00	4,931.00	(2,291.00)
475300	REINSTATE SERVICES	47,300.00	25,600.00	21,700.00
475400	CELL TOWER LEASES	167,332.49	174,982.48	(7,649.99)
475500	FINES	11,000.00	8,000.00	3,000.00
475525	REMOVE METER	3,000.00	3,200.00	(200.00)
475550	CLOSING COSTS	44,775.00	54,050.00	(9,275.00)
475600	LAND LEASES	23,840.24	29,392.99	(5,552.75)
TOTAL 2 - NONOPERATING REVENUES		299,887.73	306,531.85	(6,644.12)
500000	NEW BRITAIN AGREEMENT	130,670.14	259,714.95	(129,044.81)
506415	CHEMICAL TREATMENT	287,436.42	200,684.62	86,751.80
506700	SEASONAL LABOR	23,083.34	0.00	23,083.34
509025	MOTOR VEHICLE FUEL	56,544.34	49,207.72	7,336.62
509060	LIGHT&POWER	309,069.67	296,883.27	12,186.40
509075	TELEPHONE	16,721.14	18,539.21	(1,818.07)
509100	POSTAGE	18,005.04	40,719.76	(22,714.72)
509125	ADVERTISING	3,260.80	1,051.62	2,209.18
509135	OFFICE SUPPLIES	22,898.70	37,232.92	(14,334.22)
509150	CONFERENCE & MEMBERSHIPS	30,971.81	18,030.61	12,941.20
509160	MAINT/SERVICE AGREEMENTS	38,225.47	67,927.14	(29,701.67)
509162	CLOTHING/UNIFORMS	7,651.53	7,288.36	363.17
509165	LEASE	9,435.49	12,356.73	(2,921.24)
509170	PROFESSIONAL SERVICES	244,497.24	301,021.63	(56,524.39)
509175	LIENS	2,449.67	1,940.00	509.67
509180	CONTRACTOR SERVICES	253,153.43	631,045.27	(377,891.84)
509185	SEWER USE FEE	13,500.00	5,400.00	8,100.00
509188	MAINTENANCE & SUPPLIES	592,964.93	392,442.62	200,522.31
509190	FUEL OIL	36,080.32	62,998.37	(26,918.05)
509240	PROPERTY INSURANCE	111,270.45	93,744.13	17,526.32
509250	INJURIES & DAMAGES	38,396.47	14,587.99	23,808.48
509261	RETIREMENT EXPENSE	158,450.00	149,500.00	8,950.00
509300	MISC OPERATING EXP	9,682.34	8,371.81	1,310.53
509399	MOTOR VEHICLE PARTS & SUPPLIES	21,939.36	21,066.07	873.29
509400	MOTOR VEHICLE SERVICE/REPAIR	31,782.76	35,434.04	(3,651.28)
TOTAL 3 - OPERATING EXPENSES		2,468,140.86	2,727,188.84	(259,047.98)

BRISTOL WATER AND SEWER - WATER
Monthly Income Statement
For April 2024

<u>ACCT#</u>	<u>DESCRIPTION</u>	2024 YTD	2023 YTD	YTD DIFFERENCE
506011	SOURCE OF SUPPLY LABOR	152,556.43	139,963.01	12,593.42
506420	WATER TREATMENT EXPENSE	91,407.57	54,501.86	36,905.71
506421	WATER TREATMENT LABOR	263,587.55	351,271.74	(87,684.19)
506431	MISCELLANEOUS LABOR	109,586.07	4,810.59	104,775.48
506600	TRANSMISSION&DISTRIBUTION	132,982.57	110,928.56	22,054.01
506621	PAYROLL-LABOR EXPENSE	43,563.17	25,339.28	18,223.89
506631	METER PR EXPENSE	367,194.70	259,761.08	107,433.62
506640	CUSTOMER INSTALLATION EXP	36,349.64	70,200.56	(33,850.92)
506641	INSTALLATION-LABOR EXP	(90,432.21)	(162,480.81)	72,048.60
506731	PAYROLL-LABOR EXPENSE	335,798.15	166,186.03	169,612.12
506751	PAYROLL -LABOR EXP	63,901.74	117,140.42	(53,238.68)
506761	PAYROLL - LABOR EXPENSE	(3,349.57)	(4,739.28)	1,389.71
506771	PAYROLL-LABOR EXPENSE	68,482.16	83,015.49	(14,533.33)
509031	BILLING&COLLECTION PAYROLL	209,400.80	194,109.33	15,291.47
509200	ADMINISTRATIVE SALARIES	276,408.84	196,825.08	79,583.76
TOTAL 4 - EMPLOYEE SALARIES		2,057,437.61	1,606,832.94	450,604.67
509262	SOCIAL SECURITY	165,767.30	154,037.76	11,729.54
509264	CIGNA MEDICAL	909,348.74	911,138.14	(1,789.40)
509267	MADISON NATIONAL	3,190.60	3,235.00	(44.40)
TOTAL 5 - BENEFITS		1,078,306.64	1,068,410.90	9,895.74
510000	DEPRECIATION	975,090.00	901,190.00	73,900.00
520000	TAXES	505,510.20	514,177.70	(8,667.50)
525100	INTEREST ON LONG TERM DEBT	32,201.69	30,161.77	2,039.92
TOTAL 6 - DEPRECIATION,TAXES & INTERE		1,512,801.89	1,445,529.47	67,272.42
525000	INTEREST & DIVIDEND INCOME	115,254.00	76,686.53	38,567.47
TOTAL 7 - INTEREST INCOME		115,254.00	76,686.53	38,567.47
NET INCOME		(700,919.06)	(305,573.30)	(395,345.76)

BRISTOL WATER AND SEWER - WPC
Monthly Income Statement
For April 2024

<u>ACCT#</u>	<u>DESCRIPTION</u>	2024 YTD	2023 YTD	YTD DIFFERENCE
402000	SEWER ASSESSMENTS AND ADJ	0.00	4,350.49	(4,350.49)
410003	ASSESS-INT,LIENS AND PENALTIES	147.39	862.71	(715.32)
422005	CUSTOMER DUMPING FEES	139,320.36	79,988.00	59,332.36
422006	COMMERCIAL SEWER USER FEE	1,462,772.68	1,594,146.93	(131,374.25)
422007	DOMESTIC SEWER USER FEES	3,812,556.36	3,968,773.08	(156,216.72)
422008	FACTORY SEWER USER FEES	154,900.00	167,764.16	(12,864.16)
422009	PUBLIC SEWER USER FEES	281,032.88	278,233.28	2,799.60
442015	SEWER CONNECTION PERMITS	62,370.00	63,540.00	(1,170.00)
443000	F.O.G. PERMITS	0.00	12,100.00	(12,100.00)
454001	MISCELLANEOUS-OTHER	19,047.00	4,304.99	14,742.01
480013	MISC REVENUE LIENS	85,020.27	9,300.00	75,720.27
480014	SEWER PENALTY FEE	41,368.83	38,752.21	2,616.62
TOTAL 1 - OPERATING REVENUES		6,058,535.77	6,222,115.85	(163,580.08)
522100	CLOTHING ALLOWANCE	2,396.38	1,928.32	468.06
531000	PROFESSIONAL FEES AND SERVICES	44,000.78	44,359.01	(358.23)
531150	ADMINISTRATIVE FEES	85,500.00	29,520.00	55,980.00
541000	PUBLIC UTILITIES	582,037.85	441,899.84	140,138.01
541100	WATER AND SEWER CHARGES	10,870.68	12,657.91	(1,787.23)
542120	TIPPING FEES	807,897.98	735,004.58	72,893.40
542140	REFUSE	511.20	182.20	329.00
543000	REPAIRS AND MAINTENANCE	106,958.64	87,170.62	19,788.02
543011	COLLECTION SYSTEM MAINT & REHA	72,838.02	140,849.13	(68,011.11)
543100	MOTOR VEHICLE SERVICE & REPAIR	34,131.40	15,343.12	18,788.28
543110	MAJOR REPAIRS	95,102.89	87,765.93	7,336.96
544400	RENTS AND LEASES	3,559.60	3,523.35	36.25
552100	LIABILITY INSURANCE	93,794.11	14,730.48	79,063.63
553000	TELEPHONE	7,885.90	1,588.67	6,297.23
553100	POSTAGE	24,512.72	42.14	24,470.58
557700	ADVERTISING	84.17	0.00	84.17
561150	LABORATORY SUPPLIES	16,371.24	14,391.60	1,979.64
561400	MAINT SUPPLIES AND MATERIALS	767,106.13	476,188.97	290,917.16
561800	PROGRAM SUPPLES	20,256.14	48,109.17	(27,853.03)
562200	NATURAL GAS	23,439.74	23,641.63	(201.89)
562300	GENERATOR FUEL	7,534.50	8,389.81	(855.31)
562600	MOTOR FUELS	22,953.62	22,048.87	904.75
563000	MOTOR VEHICLE PARTS	7,832.54	3,139.03	4,693.51
563100	TIRES	0.00	2,755.80	(2,755.80)
569000	OFFICE SUPPLIES	3,261.42	1,802.44	1,458.98
569200	OTHER SUPPLIES	0.00	747.47	(747.47)
570200	BUILDINGS	169,178.60	97,994.00	71,184.60
570300	IMPROV OTHER THAN BUILDINGS	36,026.37	513,688.95	(477,662.58)
570400	MACHINERY & EQUIPMENT	197,232.95	774,358.73	(577,125.78)
570900	MAJOR REPAIRS TO EQUIPMENT	54,913.27	3,271.29	51,641.98
581120	CONFERENCES AND MEMBERSHIPS	1,645.72	1,036.00	609.72
581135	SCHOOLING & EDUCATION	4,404.00	2,831.25	1,572.75
581280	LIEN FEES	13,090.33	5,660.00	7,430.33

BRISTOL WATER AND SEWER - WPC
Monthly Income Statement
For April 2024

<u>ACCT#</u>	<u>DESCRIPTION</u>	<u>2024 YTD</u>	<u>2023 YTD</u>	<u>YTD DIFFERENCE</u>
589000	CONTINGENCY	62,150.23	0.00	62,150.23
589100	MISCELLANEOUS	2,175.00	107.22	2,067.78
590000	PENSION AND OPEB EXPENSE	59,090.00	0.00	59,090.00
TOTAL 3 - OPERATING EXPENSES		3,440,744.12	3,616,727.53	(175,983.41)
514000	REGULAR WAGES WPC	1,378,881.86	1,153,163.66	225,718.20
515100	OVERTIME WAGES AND SALARIES	50,720.46	42,272.46	8,448.00
517000	OTHER WAGES	17,301.28	19,077.39	(1,776.11)
517100	PUBLIC WORKS PLOWING	0.00	2,103.59	(2,103.59)
TOTAL 4 - EMPLOYEE SALARIES		1,446,903.60	1,216,617.10	230,286.50
509262	SOCIAL SECURITY	105,078.10	93,481.68	11,596.42
520100	LIFE INSURANCE	2,941.15	2,112.00	829.15
520400	WORKERS COMP INSURANC	114,000.00	0.00	114,000.00
591500	TRANSFER OUT INTERNAL SERVICE	385,715.11	365,695.71	20,019.40
TOTAL 5 - BENEFITS		607,734.36	461,289.39	146,444.97
588125	LOAN INTEREST EXPENSE	154,183.76	168,415.00	(14,231.24)
TOTAL 6 - INTEREST EXPENSE		154,183.76	168,415.00	(14,231.24)
460000	INTEREST INCOME	0.00	18,011.57	(18,011.57)
TOTAL 7 - INTEREST INCOME		0.00	18,011.57	(18,011.57)
NET INCOME		408,969.93	777,078.40	(332,085.33)



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010
(860) 584-6200 ext. 0

May 15, 2024

Board of Finance
Diane M. Waldron, Clerk
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

At a meeting of the City Council on May 14, 2024 it was voted that the litigation matter of Shawna Capalupo Brooks v. Timothy O'Brien, et al, U.S. District Court docket 3:21 CV 01688 VAB, be settled for the amount of \$20,000.00, and that the Corporation Counsel be authorized to sign any and all documents on behalf of the City of Bristol to effectuate this judgment.

Very truly yours,

A handwritten signature in cursive script that reads "Erica Cabiya".

Erica Cabiya, CCTC
Town and City Clerk

EC/mb

cc: Atty. Thomas Conlin, Asst. Corp. Counsel