

Detail of Administrative Costs Charged to Water and Sewer Department

Employee not on W&S payroll	hours/units	frequency/cost ea	Total hours	FY24 Cost	
Town Manager	53.77				
Prep for Bi-weekly Commission meetings	1.5		24	36	1,935.72
Bi-weekly Commission meetings	1		24	24	1,290.48
Prep for annual meeting	5		1	5	268.85
Prep for Budget and rates	15		1	15	806.55
Annual meetings	1		1	1	53.77
Oversight of projects and department	100		1	100	5,377.00
Engineers					
State Departments					
On-site visits					
Reviewing policies/rate review	15		1	15	806.55
Total hours per year				196	
Finance Director	50.91				
Accounts payable					
Review & Input Invoices	2		24	48	2,443.68
Print Checks & Stuff envelopes	0.5		24	12	610.92
File Invoices & warrants	0.5		24	12	610.92
Process Payroll	1.5		26	39	1,985.49
Enter meter reads & print bills	4		4	16	814.56
Stuff bills	1.5		4	6	305.46
postage	320		0.5	0	160.00
Shut off notices	3		4	12	610.92
postage	4		20	0	80.00
Post Payments	350 minutes per quarter	350	4	23	789.48
Payment agreements	2		4	8	407.28
Phone calls/emails	2		52	104	5,294.64
Reconcile bank statements	1		12	12	610.92
Process due from/due to	1		12	12	610.92
End of year adjustments and Audit work	40		1	40	2,036.40
Budget work	30		1	30	1,527.30
Loans & Reimbursement requests	4		12	48	2,443.68
Review or create policies/procedures/controls	10		1	10	509.10
Total hours per year				432	
Clerk & Assistant Clerk	42.81 (average between two employees)				
Receive payments	450		4	30	1,356.90
Receive emails/phone calls	3		52	104	6,678.36
Time to put postage on all mailings	1		12	12	513.72
Receiving and sorting daily mail	1		12	12	513.72
Total hours per year				158	
Total					41,453.29