

**Regional Children's Probate Courts
FY 2010/2011 Office Expenses
Consolidated Budget**



**PRELIMINARY
BUDGET**
Budget Committee Meeting
February 3, 2010

Description	(A) Six Month Actual 7/1/09-12/31/09	(B) Six Month Forecast 1/1/10-6/30/10	(A) + (B) TOTAL Forecast FYE June 2010	FULL YEAR Budget FYE June 2010	Prelim FULL YEAR Budget FYE June 2011	FYE 2011 Budget vs. 2010 Budget Increase (Decrease)	FYE 2011 Budget vs. 2010 Forecast Increase (Decrease)
Rent and Taxes	29,269	110,856	140,125	190,230	195,406	5,176	55,281
Repairs, Maintenance and Utilities	46,741	48,234	94,975	95,530	75,500	(20,030)	(19,475)
Professional Fees/Accounting Services	4,991	11,899	16,890	17,500	10,900	(6,600)	(5,990)
Dues and Subscriptions	104	125	229	730	300	(430)	71
Bank Fees	94	430	524	545	545	-	21
Insurance- Workers Comp, Liability	1,761	12,702	14,463	14,697	19,300	4,603	4,837
Education, Seminars, Training Material	50	2,500	2,550	4,250	2,750	(1,500)	200
Travel/Mileage	2,184	4,183	6,367	8,700	6,950	(1,750)	583
Coffee/Tea Expenses	972	1,544	2,517	2,350	3,000	650	483
Holiday/Special Occasion Expenses	760	188	949	-	1,200	1,200	251
Office Supplies	9,815	12,589	22,404	29,160	26,300	(2,860)	3,896
Office Furn and Equip-Purchases	9,531	-	9,531	500	4,000	3,500	(5,531)
Office Furn and Equip-Leases	4,735	7,891	12,626	16,200	14,300	(1,900)	1,674
Postage Equipment Lease/Supplies	6,040	9,479	15,519	18,700	15,000	(3,700)	(519)
Postal and Delivery Fees	5,153	7,688	12,840	9,850	13,350	3,500	510
Legal Notices and Advertising	3,309	5,857	9,166	5,100	10,700	5,600	1,534
Temporary Help	-	-	-	-	-	-	-
Interpreters/Translators	-	300	300	-	-	-	(300)
Other Expenses (describe below):							
Printing	138	-	138	-	-	-	(138)
Other Office Expense	5,721	7,000	12,721	-	-	-	(12,721)
Marshal fees	229	250	479	-	-	-	(479)
Shredding	66	66	132	-	-	-	(132)
TOTAL EXPENSE	131,662	243,781	375,444	414,042	399,501	(14,541)	24,057
TOTAL EXPENSE, EXCLUDING RENT	102,394	132,925	235,319	223,812	204,095	(19,717)	(31,224)

Central CT Regional Children's Probate Court

**PRELIMINARY
BUDGET**
Budget Committee Meeting
February 3, 2010

Description	(A) Six Month Actual 7/1/09-12/31/09	(B) Six Month Forecast 1/1/10-6/30/10	(A) + (B) TOTAL Forecast FYE June 2010	FULL YEAR Budget FYE June 2010	Prelim FULL YEAR Budget FYE June 2011	Notes/Comments
Rent and Taxes	-	-	-	46,365	51,506	Rent paid prior to 06/30/2009. Rent due 10/01/2010
Repairs, Maintenance and Utilities	24,851	2,880	27,731	21,500	9,000	Renovation for new court. Fcst = cleaning svc, phone
Professional Fees/Accounting Serv	548	2,250	2,798	3,000	1,500	Payroll service through Dec 2010
Dues and Subscriptions	-	-	-	-	-	
Bank Fees	4	-	4	-	-	
Insurance- Workers Comp, Liability	(42)	3,000	2,958	3,000	3,000	Received a credit - new bill not yet received
Education, Seminars, Training	50	350	400	400	400	
Travel/Mileage	22	978	1,000	1,000	500	
Coffee/Tea Expenses	66	300	366	400	400	
Holiday/Special Occasion Expenses	-	188	188	-	-	
Office Supplies	2,675	2,700	5,375	6,000	6,000	
Office Furn and Equip-Purchases	7,894	-	7,894	-	-	
Office Furn and Equip-Leases	645	2,300	2,945	3,000	3,000	Plan is to lease a new copier in the near future!
Postage Equipment Lease/Supplies	362	2,138	2,500	5,500	2,000	May need to lease new equipment
Postal and Delivery Fees	1,038	2,000	3,038	-	4,000	
Legal Notices and Advertising	574	1,000	1,574	1,600	1,000	Employment Advertisement for assistant clerk position
Temporary Help	-	-	-	-	-	
Interpreters/Translators	-	300	300	-	-	Upcoming hearings that require deaf interpreter.
Other Expenses (describe below):						
Printing	138		138			
Other Office Expense	5,721		5,721			\$848 for design fee for new space, \$1060 to movers
Marshal fees						\$3325 for lease neg, \$487 signs for new court.
Shredding						
TOTAL	44,545	20,384	64,929	91,765	82,306	

Prepared by:
Cathie Topper

Reviewed by:
Judge Philip A. Wright, Jr.

Financial Services - Telephone conference call
February 1, 2010 to discuss preliminary budgets

New Haven Regional Children's Probate Court

PRELIMINARY BUDGET

Budget Committee Meeting

February 3, 2010

Description	(A) Six Month Actual 7/1/09-12/31/09	(B) Six Month Forecast 1/1/10-6/30/10	(A) + (B) TOTAL Forecast FYE June 2010	FULL YEAR Budget FYE June 2010	Prelim FULL YEAR Budget FYE June 2011	Notes/Comments
Rent and Taxes	29,269	28,250	57,519	57,500	57,900	\$4,708 x 6mo = \$28,249 Jan to Jun 2010.
Repairs, Maintenance and Utilities	10,991	24,709	35,700	40,700	37,500	Second half of FY higher expense due to heating
Professional Fees/Accounting Serv	793	3,907	4,700	4,700	3,900	Payroll thru 12/10, doc scanning charges,
Dues and Subscriptions	-	-	-	-	-	
Bank Fees	-	200	200	200	200	
Insurance- Workers Comp, Liability	1,278	7,722	9,000	9,000	13,500	Last FY 2008-2009 total cost was \$15,907
Education, Seminars, Training	-	1,000	1,000	2,250	1,000	
Travel/Mileage	245	455	700	700	1,500	
Coffee/Tea Expenses	414	786	1,200	1,200	1,300	
Holiday/Special Occasion Expenses	529	-	529	-	1,000	
Office Supplies	2,254	5,500	7,754	13,500	10,000	
Office Furn and Equip-Purchases	-	-	-	-	3,000	
Office Furn and Equip-Leases	1,891	3,000	4,891	7,200	6,000	Pitney B has not invoiced 8/09-12/09-- lease neg.
Postage Equipment Lease/Supplies	4,038	5,962	10,000	10,000	10,000	Reserve acct/postage included under this line item
Postal and Delivery Fees	62	288	350	350	350	
Legal Notices and Advertising	845	1,655	2,500	2,500	2,500	
Temporary Help	-	-	-	-	-	
Interpreters/Translators	-	-	-	-	-	
Other Expenses (describe below):						
Printing			-			
Other Office Expense			-			
Marshal fees			-			
Shredding			-			
TOTAL	52,608	83,434	136,042	149,800	149,650	

Prepared by:
Kevin Diaz

Reviewed by:
Judge Frank Forgione

Financial Services - Telephone conference call
January 29, 2010 to discuss preliminary budgets

New London Regional Children's Probate Court

**PRELIMINARY
BUDGET**
Budget Committee Meeting
February 3, 2010

Description	(A) Six Month Actual 7/1/09-12/31/09	(B) Six Month Forecast 1/1/10-6/30/10	(A) + (B) TOTAL Forecast FYE June 2010	FULL YEAR Budget FYE June 2010	Prelim FULL YEAR Budget FYE June 2011	Notes/Comments
Rent and Taxes	-	46,365	46,365	46,365	48,000	
Repairs, Maintenance and Utilities	5,695	11,805	17,500	20,320	17,500	Second half of FY higher expense due to heating
Professional Fees/Accounting Serv	2,195	3,605	5,800	5,800	3,000	Reduce 2011 for central accounting
Dues and Subscriptions	-	-	-	-	-	
Bank Fees	-	-	-	25	25	
Insurance- Workers Comp, Liability	525	800	1,325	1,600	1,600	
Education, Seminars, Training Material	-	750	750	1,000	750	Training for 2 PCO's
Travel/Mileage	-	250	250	500	250	
Coffee/Tea Expenses	152	98	250	250	300	
Holiday/Special Occasion Expenses	-	-	-	-	-	
Office Supplies	1,775	2,500	4,275	4,660	4,300	Level with FY 2010 spending
Office Furn and Equip-Purchases	-	-	-	-	-	
Office Furn and Equip-Leases	739	1,000	1,739	2,500	1,800	
Postage Equipment Lease/Supplies	473	475	948	1,200	1,000	
Postal and Delivery Fees	2,000	3,000	5,000	5,000	5,000	\$2k for 6 months; annual figure incl Groton matters
Legal Notices and Advertising	598	602	1,200	-	1,200	
Temporary Help	-	-	-	-	-	
Interpreters/Translators	-	-	-	-	-	
Other Expenses (describe below):						
Printing			-		-	
Other Office Expense			-		-	
Marshal fees			-		-	
Shredding	66	66	132		-	
TOTAL	14,218	71,316	85,534	89,220	84,725	

Prepared by:
Richard Baude, CPA

Reviewed by:
Judge Matthew Greene

Financial Services - Telephone conference call
February 1, 2010 to discuss preliminary budgets

Northeast Regional Children's Probate Court

**PRELIMINARY
BUDGET**
Budget Committee Meeting
February 3, 2010

Description	(A) Six Month Actual 7/1/09-12/31/09	(B) Six Month Forecast 1/1/10-6/30/10	(A) + (B) TOTAL Forecast FYE June 2010	FULL YEAR Budget FYE June 2010	Prelim FULL YEAR Budget FYE June 2011	Notes/Comments
Rent and Taxes	-	36,241	36,241	40,000	38,000	escalation clause in lease FY 2011
Repairs, Maintenance and Utilities	1,605	1,070	2,675	5,140	3,000	cleaning services \$178/month, plus misc expense
Professional Fees/Accounting Serv	137	137	274	2,900	1,500	miscellaneous accounting services
Dues and Subscriptions	-	-	-	-	-	
Bank Fees	90	30	120	120	120	
Insurance- Workers Comp, Liability		1,180	1,180	1,097	1,200	
Education, Seminars, Training	-	-	-	200	200	
Travel/Mileage	1,211	1,500	2,711	3,500	2,700	2011 expenses flat to 2010 (mileage rate decreased)
Coffee/Tea Expenses	186	210	396	500	500	
Holiday/Special Occasion Expenses	232	-	232	-	200	
Office Supplies	3,111	889	4,000	4,000	5,000	
Office Furn and Equip-Purchases	1,637		1,637	500	1,000	
Office Furn and Equip-Leases	1,460	1,591	3,051	3,500	3,500	
Postage Equipment Lease/Supplies	1,167	904	2,072	2,000	2,000	
Postal and Delivery Fees	2,053	2,400	4,453	4,500	4,000	
Legal Notices and Advertising	1,292	600	1,892	1,000	2,000	
Temporary Help	-	-	-	-	-	
Interpreters/Translators	-	-	-	-	-	
Other Expenses (describe below):						
Printing			-			
Other Office Expense			-			
Marshal fees	229	250	479			
Shredding			-			
TOTAL	14,409	47,002	61,411	68,957	64,920	

Prepared by:
Kelley Gamache

Reviewed by:
Judge Dennis O'Brien

Financial Services - Telephone conference call
February 1, 2010 to discuss preliminary budgets

Waterbury Regional Children's Probate Court

**PRELIMINARY
BUDGET**
Budget Committee Meeting
February 3, 2010

Description	(A) Six Month Actual 7/1/09-12/31/09	(B) Six Month Forecast 1/1/10-6/30/10	(A) + (B) TOTAL Forecast FYE June 2010	FULL YEAR Budget FYE June 2010	Prelim FULL YEAR Budget FYE June 2011	Notes/Comments
Rent and Taxes	-	-	-	-	-	
Repairs, Maintenance and Utilities	3,600	7,770	11,370	7,870	8,500	
Professional Fees/Accounting Serv	1,318	2,000	3,318	1,100	1,000	Accounting/payroll fees for first half fiscal year
Dues and Subscriptions	104	125	229	730	300	
Bank Fees	-	200	200	200	200	
Insurance- Workers Comp, Liability	-	-	-	-	-	
Education, Seminars, Training Material	-	400	400	400	400	
Travel/Mileage	706	1,000	1,706	3,000	2,000	
Coffee/Tea Expenses	154	150	304	-	500	
Holiday/Special Occasion Expenses	-	-	-	-	-	
Office Supplies	-	1,000	1,000	1,000	1,000	
Office Furn and Equip-Purchases	-	-	-	-	-	
Office Furn and Equip-Leases	-	-	-	-	-	
Postage Equipment Lease/Supplies	-	-	-	-	-	
Postal and Delivery Fees	-	-	-	-	-	
Legal Notices and Advertising	-	2,000	2,000	-	4,000	
Temporary Help	-	-	-	-	-	
Interpreters/Translators	-	-	-	-	-	
Other Expenses (describe below):						
Printing			-			
Other Office Expense	-	7,000	7,000	-	-	Necessary expense for current fiscal year
Marshal fees			-			
Shredding			-			
TOTAL	5,882	21,645	27,527	14,300	17,900	

Prepared by:
Sherri McPartland

Reviewed by:
Judge Raymond Voelker
Judge Thomas Brunnock

Financial Services - Telephone conference call
February 1, 2010 to discuss preliminary budgets