

Shared Services Allocation

updated 6/6/25

Dept	Expense Description	Fiscal Year 2026			WA Budget FY26			Meeting Notes
		Estimated FY26 Cost	WA	Town %	WA Budget Amt	WA Function	WA Object	
T/C	Teacher Welcome Breakfast/Gift	\$ 5,000	0%	0%	\$ -			KR will put in an SLA for the amount of the breakfast. Amount will decr.
General Svcs	Records Management: LaserFiche	\$ 47,050	20%	80%	\$ 9,410	41	6398	WA moving to a new student records system. Finance uses LF for AP, JEs, audit
General Svcs	Records Management: Just FOIA	\$ 6,600	50%	50%	\$ 3,300	41	6398	
General Svcs	Records Management: Granicus	\$ 6,000	25%	75%	\$ 1,500	41	6398	Granicus being replaced by CivicPlus
General Svcs	Copier R&M & Supplies	\$ 4,600	80%	20%	\$ 3,680	11	6399	MFD Business Solutions: toner, printer overages, maintenance \$3,800/mn (14,000 bw 0.03, 12,000 clr 0.06), 23-Town, 31-WA
General Svcs	Copier Rental (MFD Leasing)	\$ 20,076	80%	20%	\$ 16,061	53	6269	MacQuerie (4 WA, 1 FS) \$1,673/mnth (2-PYP, 1 sec, 1 A&S) (23 printers owned by WA, lease includes maintenance costs for these printers)
General Svcs	Application Software Maintenance	\$ 1,000	0%	100%	\$ -			STW/OpenGov
General Svcs	Town Hall Rent	\$ 624,000	0%	100%	\$ -	51	6299	** remove per WC
General Svcs	Mobile Phone (AT&T hot spots)	\$ 1,680	100%	0%	\$ 1,680	53	6257	
General Svcs	Internet: Fiberlight (primary)	\$ 11,244	75%	25%	\$ 8,433	53	6257	\$937 internet svc (mnth)
General Svcs	Internet: Fiberlight R&M	\$ 12,768	33%	67%	\$ 4,213	53	6257	\$1,064 (maint/mnth)
General Svcs	Internet: Spectrum (back-up)	\$ 12,000	0%	100%	\$ -	53	6257	Internet back-up for all locations per WC 6/4/25, Spectrum will be paid by the Town for the remaining contract period
General Svcs	Misc Rental (postage meter)	\$ 160	20%	100%	\$ 32	41	6299	Postage meter in copy room, Finance uses it to post AP checks, 1099/W2 forms
General Svcs	Postage	\$ 1,000	20%	80%	\$ 200	41	6399	Cost for filling the meter
General Svcs	Special Events (EE Banquet)	\$ 12,500	0%	100%	\$ -			Confirmed by KR, WA won't be participating, will be doing an SLA for their EOY party
General Svcs	Special Events (SR Banquet) Town Contrib	\$ 3,500	0%	100%	\$ -			Town will only contribute for SS and BOT who will attend. SLA needed for student plates.
General Svcs	Office Supplies	\$ 5,000	20%	80%	\$ 1,000	41	6399	SS use of office supplies in copy room
General Svcs	Dues & Subscriptions: Amazon Prime	\$ 500	20%	80%	\$ 100	41	6499	

Dept	Expense Description	Fiscal Year 2026			WA Budget FY26			Meeting Notes
		Estimated FY26 Cost	WA	Town %	WA Budget Amt	WA Function	WA Object	
General Svcs	Dues & Subscriptions: Sam's Club	\$ 100	20%	80%	\$ 20	41	6499	
General Svcs	Meeting Expense (Swagit/Granicus meeting streaming service)	\$ 26,000	25%	75%	\$ 6,500	41	6398	
General Svcs	Utilities Electric	\$ 96,000	0%	100%	\$ -	51	6256	** remove per WC Allocation of use by SS staff
Finance	Financial Consultant: Advisor	\$ 10,000	0%	100%	\$ -	41	6299	
Finance	Financial Consultant: Allocation Study	\$ 10,000	0%	100%	\$ -	41	6299	
Finance	Computer Eqpt & Software: DebtBook	\$ 10,000	70%	30%	\$ 7,000	41	6398	Used during audit for reporting subscriptions/iPad lease
Finance	Training: Regional/Board Meetings	\$ -	40%	60%	\$ -	41	6411	
Finance	Books: GAAFR	\$ 100	100%	0%	\$ 100	41	6399	Audit resource
Info Tech	SW/HW Maint R&M: CyberForceQ Managed Security	\$ 50,000	75%	25%	\$ 37,500	53	6398	CyberForceQ (billed annually)
Info Tech	SW/HW Maint R&M: Nomic Networks Intrusion Prev and Detection	\$ 24,000	75%	25%	\$ 18,000	53	6398	Nomic (billed qtrly)
Info Tech	SW/HW Maint R&M: Cisco SmartNet Lic	\$ -	0%	0%	\$ -			
Info Tech	SW/HW Maint R&M: Datto cloud b/u	\$ 28,000	50%	50%	\$ 14,000	53	6398	ThinkGard (billed annually)
Info Tech	SW/HW Maint R&M: Firewall lease	\$ 85,000	85%	15%	\$ 72,250	53	6269	CSI Leasing: lease for firewall (billed mnthly)
Info Tech	System Admin & Supt: Zoom	\$ 24,650	70%	30%	\$ 17,255	53	6398	NWN (billed annually)
Info Tech	System Admin & Supt: Microsoft licensing	\$ 36,000	0%	100%	\$ -	53	6398	** remove per WC SHI Holdings (billed annually)
Info Tech	System Admin & Supt: Adobe licensing	\$ 2,000	0%	100%	\$ -	53	6398	** remove per WC SHI Holdings (billed annually)
Info Tech	System Admin & Supt: Datacove Email Archive	\$ 4,500	50%	50%	\$ 2,250	53	6398	Tangent (billed annually)
Info Tech	System Admin & Supt: NinjaOne Help Desk	\$ 5,300	22.65%	77.35%	\$ 1,200	53	6398	GDT (billed annually, replaces SchoolDude) 6/4/25 per WC, change to \$1200
Info Tech	Repair/Replace Network Storage if necessary	\$ 10,000	0%	100%	\$ -	53	6299	R&M costs would be determined on location of item being serviced/replaced
Info Tech	Repair/Replace Network Printers/Peripherals if necessary	\$ 2,500	0%	100%	\$ -	53	6299	R&M costs would be determined on location of item being serviced/replaced

Dept	Expense Description	Fiscal Year 2026			WA Budget FY26			Meeting Notes
		Estimated FY26 Cost	WA	Town %	WA Budget Amt	WA Function	WA Object	
Info Tech	Repair/Replace Servers if necessary	\$ 10,000	0%	100%	\$ -	53	6299	B/u servers-WA, primary-FS
Info Tech	Repair/Replace Phone/Peripheral equipment if necessary	\$ 5,000	0%	100%	\$ -	53	6299	R&M costs would be determined on location of item being serviced/replaced
Info Tech	Repair/Replace AV hardware if necessary	\$ 36,000	0%	100%	\$ -	53	6299	Primary costs are council chambers
Info Tech	Repair/Replace Network Hardware (purchase or lease)	\$ 64,000	65%	35%	\$ 41,600	53	6269	CSI Leasing: lease for network switches/access points (mnthly)
Comm	Marketing & Promotions (WA printing)	\$ 1,122	100%	0%	\$ 1,122	41	6299	
Comm	Training/Seminars/Meetings (TSPRA)	\$ 4,000	33%	67%	\$ 1,320	41	6411	PD for all Comm Dept
Comm	Dues & Subscriptions: TSPRA	\$ 900	33%	67%	\$ 297	41	6495	PD for all Comm Dept
Comm	Dues & Subscriptions: Constant Contact	\$ 1,500	50%	50%	\$ 750	41	6398	
Comm	Dues & Subscriptions: FinalSite	\$ -	100%	0%	\$ -			budgeted on Academy side
Comm	Dues & Subscriptions: Site Improve	\$ 9,500	50%	50%	\$ 4,750	41	6398	

Dept 40 Recap				
Total Supplies/Services	\$	275,524		
Payroll Allocation (fnct 41)	\$	560,000		
Payroll Allocation (fnct 53)	\$	140,000		
Debt: Prin/Interest for FY26	\$	1,601,966		
Dept 40 Total	\$	2,577,490		
Dept 40 Exp by Function				
Instruction	11	\$	3,680	
General Adm	41	\$	37,401	
SS General Adm-PR	41	\$	560,000	
Technology	53	\$	234,443	
SS Technology-PR	53	\$	140,000	
		\$	975,524	
Dept 40 Exp by Object				
Payroll	61xx	\$	700,000	
Contracted Services	62xx	\$	145,391	
Materials & Supplies	63xx	\$	128,395	
Misc Operating Costs	64xx	\$	1,737	
		\$	975,524	

included in the Academy's operating budget; down from \$449,481 presented on 5/20

included in Town's operating budget; 4 positions estimated (2 Finance, 1 HR, 1 Comm)

included in Town's operating budget; 1 position estimated (1 IT)

included in Town's operating budget; excludes new issuance costs

included in Town's operating budget; 4 positions estimated (2 Finance, 1 HR, 1 Comm)

included in Town's operating budget; 1 position estimated (1 IT)

included in Town's operating budget; 5 positions estimated (2 Finance, 1 HR, 1 Comm, 1 IT)