

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: ACCOUNTING			DIVISION: FINANCE OFFICE		
	FY12 ACTUAL	FY13 ACTUAL	FY14 BUDGET	FY15 REQUEST	TA RECMD
SALARIES	184166	189616	188964	195,253	
EXPENSES	79196	89608	89741	4,188	
TOTALS	263362	279224	278705	199,441	
BUDGET COMMENTS:					

<b>TOWN OF MILLIS</b>	<b>FORM #2</b>
<b>FISCAL YEAR 2015 BUDGET</b>	<b>BUDGET NARRATIVE</b>
<b>DEPARTMENT: ACCOUNTING</b>	<b>DIVISION: FINANCE OFFICE</b>

**DESCRIPTION OF FUNCTION OR ACTIVITY**  
Please describe the overall mission or purpose of your department.

Responsible for all town accounts, appropriations, expenditures. Monitoring expenditures for all town funds, reconciling cash and various receivables with Treasurer/Collector office, Police Department, School Department, etc.  
Responsible for periodic reporting to the Commonwealth of Massachusetts including the Schedule A, Balance Sheet, Free Cash certification, Recap Sheet for tax rate setting. Maintain comprehensive financial records.

My office is also responsible for town wide payroll and accounts payable. Oversees the offices and staff of the Collector/Treasurer, Accounting, Data Processing and Assessing.

Vairous other duties as required and requested.

**STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2015**  
Please describe your goals and initiatives for FY2015 and how these translate to expenses.

**FUNDING PLAN**  
Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.

**PERFORMANCE ACCOMPLISHMENTS**  
Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.

\* Attach additional sheets as necessary

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2015 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
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FINANCE DIRECTOR/ACCOUNTANT				
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SALARIES				
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0113551 510200 SALARY DEPARTMENT HEAD	94,901.92	97,848.56	96,003.00	<u>96,003</u>
0113551 510300 SALARIES CLERICAL	86,079.40	87,847.61	88,752.00	<u>95,150</u>
0113551 510350 SALARIES CLERICAL OVERTIME	185.15	70.16	500.00	<u>500</u>
0113551 510600 LONGEVITY	3,000.00	3,850.00	3,709.00	<u>3,600</u>
TOTAL FINANCE DIRECTOR/ACCOUNTANT	184,166.47	189,616.33	188,964.00	<u>195,253</u>

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2015 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
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FINANCE DIRECTOR/ACCOUNTANT				
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EXPENSES				
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0113552 540400 SUPPLIES & EXPENSES	1,000.00	2,680.92	2,000.00	<u>2,000</u>
0113552 540700 DUES & SUBSCRIPTIONS	350.00	175.00	260.00	<u>260</u>
0113552 540710 MEETINGS	1,817.82	406.47	1,928.00	<u>1928</u>
TOTAL FINANCE DIRECTOR/ACCOUNTANT	3,167.82	3,262.39	4,188.00	<u>4188</u>

DEPARTMENT: ACCOUNTING

DIVISION: FINANCE OFFICE

CODE	DESCRIPTION	BUDGET REQUEST
0113552-540400	<b>SUPPLIES &amp; EXPENSES</b>  Office supplies, printer cartridges, adding machine tape, ribbons/tape rolls, stationary, printer/copier paper, toner cartridges, etc.	2,000.00
0113552-540700	<b>DUES &amp; SUBSCRIPTIONS</b>  Massachusetts Municipal Auditors & Accountants Association (2) Massachusetts Governmental Finance Officers Association (2) Governmental Finance Officers Association (1) Plymouth/Norfolk/Bristol County Auditors Association (1)	260.00
0113552-540710	<b>MEETINGS:</b>  **U-Mass Annual Education Conference X 2 **MMAAA June conference **MMAAA Fall conference Various meetings/seminars as they are scheduled (** includes registration fee's and estimated milage)	1,928.00    1100 578 0 250
		4,188.00

