

FINANCE DIRECTOR/ACCOUNTING 011350

Personnel Services

Salary Department Head
Salaries Clerical
Salaries Clerical OT
Longevity

Total

Expenses

Supplies and Expenses
Dues and Subscriptions
Meetings

Total

TOTAL BUDGET

| | FY2019 ACTUAL | FY2020 ACTUAL | FY2021 ACTUAL | FY2022 ACTUAL | FY2023 TM ADOPTED | FY2024 REQUESTS | FY2024 PROPOSED |
|--|------------------|------------------|------------------|------------------|----------------------|--------------------|--------------------|
| | | | | | | | |
| | \$132,070 | \$125,000 | \$122,106 | \$127,500 | \$131,354 | \$135,324 | |
| | \$97,404 | \$121,143 | \$130,046 | \$134,978 | \$141,498 | \$144,318 | |
| | \$11,408 | \$2,308 | \$130 | \$631 | \$1,000 | \$1,000 | |
| | \$750 | \$850 | \$850 | \$850 | \$1,600 | \$1,700 | |
| | | | | | | | |
| | \$241,632 | \$249,301 | \$253,132 | \$263,959 | \$275,452 | \$282,342 | \$0 |
| | | | | | | | |
| | \$3,434 | \$6,254 | \$2,545 | \$4,294 | \$4,000 | \$4,000 | |
| | \$95 | \$155 | \$95 | \$95 | \$215 | \$215 | |
| | \$2,609 | \$120 | \$0 | \$0 | \$5,300 | \$5,300 | |
| | | | | | | | |
| | \$6,138 | \$6,529 | \$2,640 | \$4,389 | \$9,515 | \$9,515 | \$0 |
| | | | | | | | |
| | \$247,770 | \$255,830 | \$255,771 | \$268,348 | \$284,967 | \$291,857 | \$0 |

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

Responsible for all town accounts, appropriations and expenditures. Monitors expenditures for all town funds, reconciling cash and various receivables with the Treasurer/Collector's Office, Police/Fire Dept., School Dept. etc.

Responsible for periodic reporting to the Commonwealth of Massachusetts including the Schedule A, Balance Sheet, Free Cash certification, and Recap Sheet for tax rate setting.

Maintains comprehensive financial records.

Responsible for town wide payroll and accounts payable. Oversees the offices of the:

- Finance Department
- Treasurer/Collector
- Assessing Department
- IT Administration
- School Finance

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

Accomplishments

Describe the major describable accomplishments or measurable activities in FY23 or CY23.
Use statistics whenever possible.

Successfully rolled Accounts Payable-invoice entry to the School, DPW, Police Department, Fire Department and Town Administrators office. These Departments now have the ability to enter invoices and create batches to pay on a warrant in the Accounts Payable module using the Munis System. These Departments also have the ability to run Budget Reports, Account inquiry, vendor and invoice lookup.

Purchase Order module has been rolled out to the Police and Fire Department and School.

ESS (Employee Self Service) has been rolled out to all Town and School employees.

Time off/Time Entry has been rolled out to Town Offices

FY24 Departmental Goals

Describe the initiatives and accomplishments planned for FY24

Continue with Time off/Time entry role out for other Departments within the Town and School. For the School, this will include adding school departments to the accrual process (tracking of time off)

Continue with implementing the Accounts Payable processing with in remaining departments in the Town Hall and will include the Library.

Continue roll out of the Purchase Order module with the School and other Departments within the Town.

Convert to Munis 2021, web version.

| TOWN OF MILLIS | | | | | | Form #3 |
|---------------------------|---------|---------|------------------|---------|---------|---------|
| FISCAL YEAR 2024 BUDGET | | | STAFFING HISTORY | | | |
| Department: FINANCE DEPT | | | | | | |
| | FY 2019 | FY 2020 | FY 2021 | FY 2022 | FY 2023 | FY 2024 |
| Position | FTE | FTE | FTE | FTE | FTE | FTE |
| | | | | | | |
| FINANCE DIRECTOR | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| TOWN ACCOUNTANT | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | | | | | | |
| ASSISTANT TOWN ACCOUNTANT | 0.75 | | | | | |
| | | | | | | |
| ACCOUNTS PAYABLE | 0.25 | | | | | |
| | | | | | | |
| PAYROLL ADMINISTRATOR | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
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| SUBTOTAL/TOTAL | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |