TOWN OF MILLIS		FORM #1				
FISCAL YEAR 2010	6 BUDGET	DEPARTMENT SUMMARY				
					***************************************	
DEPARTMENT:	FINANCE OFFI	DIVISION: FINANCE OFFICE				
	FY13	FY14	FY15	FY16	TA	
	ACTUAL	BUDGET	BUDGET	REQUEST	RECMD	
SALARIES						
	189,616	188,964	197,173	198,686		
EXPENSES					**************************************	
	3,262	4,188	4,188	5,188		
TOTALS				,		
	192,879	193,152	201,361	203,874		

## BUDGET COMMENTS:

Salaries up \$1,513 Expenses up \$1,000

Finance Director w/2% as of 6/30/14 & 53 wks

es up \$1,000 Cost of supplies

TOWN OF MILLIS	FORM #2
FISCAL YEAR 2016 BUDGET	BUDGET NARRATIVE
DEPARTMENT: FINANCE OFFICE	DIVISION: FINANCE OFFICE
DESCRIPTION OF FUNCTION OR ACTIVITY	
Please describe the overall mission or purpose of your	department.
	nditures. Monitioring expenditures for all town funds, reconciling
cash and various receivables with Treasurer/Collector o	
	h of Massachusetts including the Schedule A, Balance Sheet,
Free Cash cerfitication, Recap Sheet for tax rate setting	g. Maintain comprehensive financial records.
My office is also responsible for town wide neveral and a	accounts mayable. Oversees the effices and staff of the
My office is also responsible for town wide payroll and a Collector/Treasurer, Accounting, Data Processing and A	
Dollector reasoner, Accounting, Data Processing and A	Assessing.
Vairous other duties as required and requested.	
STATEMENT OF SPENDING HIGHLIGHTS FOR FISC	
Please describe your goals and initiatives for FY2015 ar	nd how these translate to expenses.
70	
FUNDING BLAN	
FUNDING PLAN	denorment charges and other
Please provide information regarding the user fees your revenue, other than the General Fund, through which you	
revenue, other than the General Fund, through which yo	our department is funded.
DEDECOMANCE ACCOUNT TO THE	
PERFORMANCE ACCOMPLISHMENTS	- level of anniana workland officionay
Please provide statistics and/or information regarding th as well as achievement measures.	le level of services, workload, efficiency,
as well as achievement measures.	

\* Attach additional sheets as necessary

FISCAL YEAR 20	16 BUDGET		EXPENSE TION & SUPPORTIN	IG DET	AIL
DEPARTMENT:	FINANCE OFFICE	DIVISION:			
CODE	DESCRIPTION		BUDGET REQUEST		
0113552-540400	SUPPLIES & EXPENSES  Office supplies, printer cartridges, adding mach printer/copier paper, toner cartridges, etc.  fy14 3131.11  fy13 2680.92		3,000.0		
0113552-540700	DUES & SUBSCRIPTIONS  Massachusetts Municipal Auditors & Accountar Massachusetts Governmental Finance Officers Governmental Finance Officers Association (1) Plymouth/Norfolk/Bristol County Auditors Association	Association (2)	)		260.0
113552-540710	MEETINGS:				1,928.0
	***'U-Mass Annual Education Conference X 2 ***IMMAAA June conference ***IMMAAA Fall conference Various meetings/seminars as they are schedul (** includes registration fee's and estimated mile	ed age)		1100 578 0 250	
					5,188.0

TOWN OF MILLIS FISCAL YEAR 2016	BUDGET	FORM #	5 EQUIPMEN	NT DETAIL	
DEPARTMENT:	FINANCE OFFICE	DIVISIO		FINANCE OI	
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
8					
					C

TOWN OF MILLIS											
FISCAL YEAR 2016 BUD	GET			PERS	ONNEL SUN	MARY					
1	2	3	4	5	6	7	8	9	10	11 1	12
NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON- GEVITY	TOTAL SALARY
LAPLANT, K	FINANCE DIRECTOR	\$103,381.00	40			10/16	\$101,878.62	\$101,878.62		\$3,500.00	\$105,378.62
October 16, 2000								CVTTAL TO SEE A SEE			Heritage
MORIN, L	DEPT ASST III	\$40,080.00	30	7	10	5/5	25.50 x 30 x 53	\$40,545.00		\$300.00	
May 5, 2008		\$12,272.00	10	6	10	5/5	23.60 x 10 x 53				\$53,353.00
									en en en en		
HLADICK, C	DEPT ASST III	\$37,983.40	35	7	1	8/21	20.87 x 35 x 8	\$5,843.60		\$0.00	\$39,454.10
August 21, 2014							21.34 x 35 x 45		i diga		
							OVERTIME		\$500.00		\$500.00
									er er er er er er er er		
								7 (-1)			
								100			
										And the straight of the straig	
SUBTOTAL/TOTAL		\$193,716					100	\$194,386	\$500	\$3,800	\$198,686

FY 15

\$198,686

TOWN OF MILLIS	FORM #7					
FISCAL YEAR 2015 BUDGET	CAPITAL BUDGET AND MISCELLANEOUS ARTICLE REQUESTS					
DEPARTMENT: FINANCE OFFICE	ANTIOLE NEWOLOTO					
DIVISION: FINANCE OFFICE						
REQUEST PRIORITY #:						
PROJECT TITLE:						
LOCATION:						
JUSTIFICATION FOR PROJECT (please att	ach copies of reports, master plans, or supporting documentation)					
	, , , , , , , , , , , , , , , , , , , ,					
g.						
PROJECTED START DATE:						
ESTIMATED USEFUL LIFE:						
COST:						
A. DESIGN						
B. LAND ACQUISITION						
C. CONSTRUCTION						
D. INSPECTION						
E. EQUIPMENT						
TOTAL						
ARE THERE ANY FORMS OF REIMBURSEN	MENT FOR THE PROJECT?					
S THE PROJECT REVENUE PRODUCING,	OR MAY OTHER FORMS OF REVENUE, OTHER					
HAN TAXATION, FUND THE PROJECT?						
VDF 0777						
XPECTED ANNUAL OPERATION & MAINTI	ENANCE COSTS					
IIII THE DDO IFOT DEMON TO THE						
/ILL THE PROJECT REMOVE PROPERTY I	FROM THE TAX LIST?					
	1					
	i					