

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b>	<b>FORM #1</b> <b>DEPARTMENT SUMMARY</b>
<b>DEPARTMENT: FINANCE OFFICE</b>	
<b>BRIEF OVERVIEW/SUMMARY OF REQUESTS:</b>  <b>Finance Director salary based on negotiated contract</b>  <b>Salaries/Clerical staff based on SEIU approved contract</b>  <b>Overtime as needed during audit, payroll year end and fiscal year end/start</b>  <b>Longevity based on negotiated approved contracts</b>  <b>FORM 8 Requesting 15 hour per week Accounts Payable Clerk</b> <b>Due to re-organization of duties</b>  <b>Expenses reduced by \$60.00</b>	

**TOWN OF MILLIS**

**DEPARTMENT**

**FINANCE DIRECTOR**

**FISCAL YEAR 2018**

**BUDGET**

**FORM #2**

**BUDGET NARRATIVE\***

**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 20**

Describe your goals and initiatives for the upcoming Fiscal Year 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 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

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GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
FINANCE DIRECTOR/ACCOUNTANT				
-----				
SALARIES				
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0113551 510200 SALARY DEPARTMENT HEAD	99,881.25	103,642.22	101,879.00	<u>109,164.18</u>
0113551 510300 SALARIES CLERICAL	93,397.75	83,381.36	90,677.00	<u>97,140.55</u>
0113551 510350 SALARIES CLERICAL OVERTIME	813.94	1,239.68	500.00	<u>500.00</u>
0113551 510600 LONGEVITY	4,100.00	3,800.00	3,800.00	<u>4,150.00</u>
TOTAL FINANCE DIRECTOR/ACCOUNTANT	198,192.94	192,063.26	196,856.00	<u>210,954.73</u>

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

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GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
FINANCE DIRECTOR/ACCOUNTANT				
-----				
EXPENSES				
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0113552 540400 SUPPLIES & EXPENSES	2,800.74	4,963.56	3,000.00	<u>3,000.00</u>
0113552 540700 DUES & SUBSCRIPTIONS	185.00	185.00	260.00	<u>200.00</u>
0113552 540710 MEETINGS	2,214.12	39.44	1,928.00	<u>1,928.00</u>
TOTAL FINANCE DIRECTOR/ACCOUNTANT	5,199.86	5,188.00	5,188.00	<u>5,128.00</u>

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: FINANCE OFFICE		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.	3,000.00	
0113552-540700	<b>DUES &amp; SUBSCRIPTIONS</b>  Massachusetts Municipal Auditors & Accountants Association (2) 90 Massachusetts Governmental Finance Officers Association (1) 60 Plymouth/Norfolk/Bristol County Auditors Association (2) 50	200.00	
0113552-540710	<b>MEETINGS:</b>  **U-Mass Annual Education Conference X 2 1100 **MMAAA June conference 578 **MMAAA Fall conference 0 Various meetings/seminars as they are scheduled 250 (** includes registration fee's and estimated milage)	1,928.00	
		5,128.00	

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: FINANCE OFFICE					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	n/a				
					0



**0113551 - FINANCE/ACCOUNTING**  
**FORM 6**  
**FY2018 Payroll Budget Calculation Worksheet**

	Current <u>Grade</u>	Step At <u>S.O.Y.</u>	Weekly <u>Hours</u>	Step <u>Date</u>	Weeks At <u>1st Rate</u>	Weeks At <u>2nd Rate</u>	1st <u>Rate</u>	2nd <u>Rate</u>	July 1, 2017 <u>Hours</u>	Wages <u>1st Rate</u>	Wages <u>2nd Rate</u>	Base Dollars <u>For FY2018</u>	<u>Longevity</u>	Total Dollars <u>For FY2018</u>
LaPlant 10/10/00	contract		40.00	contract	52	0			0.00	\$ 109,164.18		\$ 109,164.18	\$ 3,500.00	\$ 112,664.18
Morin 5/5/08	6	TOP	10.00	at max	52	0	\$ 25.05	\$ 25.05	0.00	\$ 13,026.00	\$ -	\$ 13,026.00	\$ 650.00	\$ 13,676.00
Morin 5/5/08	7	TOP	30.00	at max	52	0	\$ 27.06	\$ 27.06	0.00	\$ 42,213.60	\$ -	\$ 42,213.60	\$ -	\$ 42,213.60
Geraci 9/28/15	7	2	35.00	9/28	13	39	\$ 22.64	\$ 23.15	0.00	\$ 10,301.20	\$ 31,599.75	\$ 41,900.95	-	\$ 41,900.95
												<b>\$ 206,304.73</b>	<b>\$ 4,150.00</b>	<b>\$ 210,454.73</b>

0113551-510200 Salary-DH \$ 109,164.18  
0113551-510300 Salary Clerical \$ 97,140.55  
0113551-510350 Clerical OT \$ 500.00  
0113551-510600 Longevity \$ 4,150.00  
**\$ 210,954.73**

**\$ 210,454.73**

  
DEPARTMENT HEAD/DATE

TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #7  
CAPITAL BUDGET AND MISCELLANEOUS REQUESTS

DEPARTMENT: FINANCE OFFICE  
DIVISION:  
REQUEST PRIORITY #:

PROJECT TITLE:

LOCATION:

JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)

n/a

PROJECTED START DATE:

ESTIMATED USEFUL LIFE:

COST:

- A. DESIGN
- B. LAND ACQUISITION
- C. CONSTRUCTION
- D. INSPECTION
- E. EQUIPMENT
- TOTAL

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?



TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #8  
ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST

DEPARTMENT: FINANCE OFFICE  
DIVISION: Accounting  
REQUEST PRIORITY #: 1

PROJECT/SERVICE TITLE: Accounts Payable Clerk  
LOCATION: Finance Office  
JUSTIFICATION FOR PROJE Re-Organization of duties in Finance Office

Department Assistant II			
Grade 6	Step 1	\$	20.52
Hours			15/weekly
Total		\$	16,005.60
Department Assistant II			
Grade 6	Step 10	\$	25.05
Hours			10/weekly
Total		\$	(13,026.00)
A/P Clerk Needed		\$	2,979.60

Department Assistant III			
Grade 7	Step 10	\$	27.06
Hours			10/Weekly
Total		\$	14,071.20
Asst Town Accountant Needed		\$	14,071.20 **

**Total Request \$ 17,050.80**

\*\*Assistant Town Accountant would lose \$13,026 for A/P duties and gain \$14,071 for Assistant Town Accountant duties for a net gain of \$1,045 per year.