

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
<u>FINANCE DIRECTOR/ACCOUNTING 011350</u>							
<i>Personnel Services</i>							
Salary Department Head	\$99,881	\$103,642	\$106,188	\$109,164	\$109,164	\$125,000	
Salaries Clerical	\$93,398	\$83,381	\$94,077	\$93,627	\$98,083	\$99,245	
Salaries Clerical OT	\$814	\$1,240	\$878	\$5,185	\$2,000	\$6,000	
Longevity	\$4,100	\$3,800	\$4,150	\$4,250	\$4,250	\$750	
Total	\$198,193	\$192,063	\$205,294	\$212,227	\$213,497	\$230,995	
<i>Expenses</i>							
Supplies and Expenses	\$2,801	\$4,964	\$9,597	\$4,757	\$4,000	\$4,000	
Dues and Subscriptions	\$185	\$185	\$205	\$145	\$210	\$210	
Meetings	\$2,214	\$39	\$1,731	\$34	\$1,928	\$2,328	
Total	\$5,200	\$5,188	\$11,533	\$4,936	\$6,138	\$6,538	
TOTAL BUDGET	\$203,393	\$197,251	\$216,827	\$217,163	\$219,635	\$237,533	

DEPARTMENT: Finance

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

Data Processing

School Finance - transition into one comprehensive financial reporting system.

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 FY18 or CY19. Use statistics whenever possible.

FY20 Departmental Goals

Describe the initiatives and accomplishments planned for FY20

Combine the Municipal Departments of the Town of Millis and the Millis Public Schools into one comprehensive financial system.



TOWN OF MILLIS

Catherine C. MacInnes, Chair
Loring Barnes Edmonds, Vice Chair
James J. McCaffrey, Clerk

OFFICE OF THE BOARD OF SELECTMEN and TOWN ADMINISTRATOR

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Karen M. Bouret
Operations Support Manager
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Efficiency & Regionalization CCC Grant

BOX 1

The purpose of this grant is to combine the Municipal Departments of the Town of Millis and the Millis Public Schools into one comprehensive financial system.

This project is an intricate part of combining the finance functions of the Municipal and School Departments. The Town of Millis recently adopted a local option statute to combine the financial structure and functions of both the Municipal and School Departments. The Town's Finance Director now has supervisory authority of both the Municipal and School Finance Departments. The Town is working to remove the impediments that currently exist to fully integrate all of the Town's financial systems.

The current financial system is composed of a MUNIS Accounting Information System which is utilized by the municipal departments in the Town of Millis, and an RDA ERP fund accounting software system which is used by the Millis Public Schools.

This project is composed of two parts. The first part of the project is the purchase and installation of additional licensed financial software modules. The second part of the project is the internal redesign of the Chart of Accounts to include the Department of Elementary and Secondary Education accounts. The Town, through this grant application is seeking funding for **Part 1** of this project (**\$98,020**). The Town intends to appropriate the funds needed to accomplish **Part 2** of this project (**\$25,000**).

Part 1

In order to implement this conversion to one system, the Town will need to purchase and install additional licensed software modules from Tyler Technologies, who owns and maintains the MUNIS financial systems software. Below is the itemized listing of additional licenses required and implementation costs for the project:



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	New Purchase	Data		Consolidation	Updated Annual	
	Licensing	Conversion	Implementation	Totals	SaaS Increase	
4 Additional Users				-	\$4,000	
Chart of Account Redesign			\$19,600	\$19,600		
Project Management			\$15,000	\$15,000		
Purchase Orders	\$7,700	\$1,800	\$2,560	\$12,060	\$2,772	Data conversion includes open PO's
Employee Self Service	\$8,500		\$2,560	\$11,060	\$3,060	Employee Updates Personal Information/Benefits
Tyler Content Manager	\$14,000		\$5,120	\$19,120	\$5,040	Streamlines the flow of digital information throughout the organization, and easily transform valuable paper forms and documents into electronic images.
Role Tailored Dashboard	\$0		\$2,560	\$2,560	\$1,800	Dashboards created based on work requirements for job type.
Tyler Notify	\$6,000		\$2,560	\$8,560	\$2,160	Create and send customized messages via phone and email in a secure and audited environment and is specifically designed to work with Tyler products.
Tyler Reporting Services	\$7,500		\$2,560	\$10,060	\$2,700	More than 400 pre-formatted reports. Create an unlimited number of user-customized ad hoc reports. Review, print, export, and email reports. Schedule reports to run automatically at a specific date and time.
Totals	\$43,700	\$1,800	\$52,520	\$98,020	\$21,532	

Part 2

Our consultant will assist the Town in the design and implementation of a chart of accounts for the MUNIS accounting information system. The services of the consultant will include the following:

- The design of the chart of accounts in compliance with reporting requirements of the Department of Elementary and Secondary Education (DESE) and the Uniform Municipal Accounting System (UMAS) of the Commonwealth of Massachusetts. In addition, it will meet federal and state grant reporting requirements, internal budgeting and reporting requirements as well as reporting requirements of the Governmental Accounting Standards Board for the combined Town and School audited financial statements.
- The development of a logic document to review with the Town and School.
- The completion of a new MUNIS Chart of Accounts Conversion Client Interface program with MUNIS to complete conversion in 'live'.

Box 2



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The current financial processing with municipal and school departments results in duplication of effort for both School and Municipal staff. The School Department currently records all activity in the RDA financial systems to meet DESE reporting requirements. The information for the School is then processed through the Municipal financial system (MUNIS) for accounts payable and payroll. In order to accomplish this the information is manually entered into two separate systems by two different sets of financial staff. This is incredibly time consuming, creates opportunities for errors and additional reconciliations, and is a waste of staff resources which could be better directed at other financial tasks.

This grant would build upon and enhance the Community Compact Grant recently awarded to the Town of Millis for an IT conversion to a Cloud based platform. This grant would also provide work flow enhancements which would create efficiencies with our current limited staffing and eliminate the need to hire additional staffing.

TOWN OF MILLIS
FISCAL YEAR 2020 BUDGET
DEPARTMENT: Finance

Form 2

Form #2

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
C. Johnston	Finance Director	\$120,000.00	40			7/1	Contract	\$125,000.00	\$0.00	\$0.00	\$125,000.00
L. Morin	Asst. Town Accountant	\$42,213.60	30	7	10	5/8	#52wks*30hrs*\$27.06+18hrs*\$27.06	\$42,700.68	\$0.00	\$750.00	\$43,450.68
L. Morin	Accounts Payable	\$13,026.00	10	6	10	5/8	#52wks*30hrs*\$25.05	\$13,026.00	\$0.00	\$0.00	\$13,026.00
D. Broe	Payroll Administrator	\$42,133.00	35	7	4	6/8	#50.5wks*35hrs*\$23.67+#1.5wks*35*24.19+17hrs*\$24.19	\$43,517.93	\$0.00	\$0.00	\$43,517.93
SUBTOTAL/TOTAL								\$224,244.61	\$0.00	\$750.00	\$224,994.61

\$224,994.61

TOWN OF MILLIS					
FISCAL YEAR 2020 BUDGET					Form #3
Department:					
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Position	FTE	FTE	FTE	FTE	FTE
FINANCE DIRECTOR	1.00	1.00	1.00	1.00	1.00
TOWN ACCOUNTANT					
ASSISTANT TOWN ACCOUNTANT	0.75	0.75	0.75	0.75	0.75
ACCOUNTS PAYABLE	0.25	0.25	0.25	0.25	0.25
PAYROLL ADMINISTRATOR	1.00	1.00	1.00	1.00	1.00
SUBTOTAL/TOTAL					

TOWN OF MILLIS FISCAL YEAR 2020 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: FINANCE OFFICE		DIVISION: FINANCE OFFICE	
CODE	DESCRIPTION	BUDGET REQUEST	
0113552-540400	SUPPLIES & EXPENSES Office supplies, printer cartridges, adding machine tape, ribbons/tape rolls, stationary, printer/copier paper, toner cartridges, shredding etc.	4,000.00	
0113552-540700	DUES & SUBSCRIPTIONS Massachusetts Municipal Auditors & Accountants Association (2) Massachusetts Governmental Finance Officers Association (1) Plymouth/Norfolk/Bristol County Auditors Association (2)	210.00	
0113552-540710	MEETINGS: ***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)	2,328.00	
		6,538.00	

DEPARTMENT:

Budget Request Above Level Service**Title: Promotion of Employee from Assistant Town Accountant to Town Accountant****Description of Request:**

Finance Director is requesting that the current Assistant Town Accountant/Accounts Payable employee be promoted to Town Accountant.

- Adding the responsibility of overseeing the school finances means that some Town Finance roles currently done by the Finance Director will fall to the Assistant Town Accountant.
- Assistant Town Accountant will have increased responsibilities more in line with a Town Accountant and will no longer process accounts payable invoices. The accounts payable invoice entry in MUNIS will be rollout to the Department assistants which will improve segregation of duties. The Town Accountant will be responsible for reviewing and posting the invoices in MUNIS.

Detailed Cost Impact:

The increase in cost for this promotion from an hourly employee to a salaried position based on FY2019 projections for wages and overtime would be \$9,884 for FY2020

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

This was a key recommendation from the Finance Department Assessment completed last year.

- Key recommendations:
 - Restructure the Finance Department
 - Implement the Town's financial software at the school
- Result/impact:
 - Create efficiencies and minimize the duplication of effort
 - Improve segregation of duties

TOWN OF MILLIS
FISCAL YEAR 2020 BUDGET
DEPARTMENT:

Form 2

Form #2

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON- GEVITY	TOTAL SALARY
L. Morin	Town Accountant	\$80,000.00	40			7/1	#52wks*40hrs*38.46	\$80,000.00	\$0.00	\$750.00	\$80,750.00
L. Morin	Asst. Town Accountant	\$42,213.60	30	7	10	5/8	#52wks*30hrs*\$27.06+18hrs*\$27.06	\$42,700.68	\$0.00	\$750.00	\$43,450.68
L. Morin	Accounts Payable	\$13,026.00	10	6	10	5/8	#52wks*10hrs*\$25.05	\$13,026.00	\$0.00	\$0.00	\$13,026.00
	Assistant Data Processing						Stipend				\$2,500.00
	Overtime										\$11,889.19
SUBTOTAL/TOTAL								\$24,273.32	\$0.00	\$0.00	\$9,884.13

80,750.00 New Rate

70,865.87 FY2019 Projected

9,884.13 Increase FY2020