

Finance Department

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
<b>FINANCE DIRECTOR/ACCOUNTING 011350</b>							
<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.