

		FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 TM ADOPTED	FY2021 REQUESTS	FY2021 PROPOSED
<b>FINANCE DIRECTOR/ACCOUNTING 011350</b>									
<i>Personnel Services</i>									
	Salary Department Head	\$99,881	\$103,642	\$106,188	\$109,164	\$132,070	\$125,000	\$127,500	
	Salaries Clerical	\$93,398	\$83,381	\$94,077	\$93,627	\$97,404	\$123,252	\$131,929	
	Salaries Clerical OT	\$814	\$1,240	\$878	\$5,185	\$11,408	\$1,000	\$1,000	
	Longevity	\$4,100	\$3,800	\$4,150	\$4,250	\$750	\$750	\$850	
	<b>Total</b>	<b>\$198,193</b>	<b>\$192,063</b>	<b>\$205,294</b>	<b>\$212,227</b>	<b>\$241,632</b>	<b>\$250,002</b>	<b>\$261,279</b>	<b>\$0</b>
<i>Expenses</i>									
	Supplies and Expenses	\$2,801	\$4,964	\$9,597	\$4,757	\$3,434	\$4,000	\$4,000	
	Dues and Subscriptions	\$185	\$185	\$205	\$145	\$95	\$210	\$210	
	Meetings	\$2,214	\$39	\$1,731	\$34	\$2,609	\$2,328	\$2,328	
	<b>Total</b>	<b>\$5,200</b>	<b>\$5,188</b>	<b>\$11,533</b>	<b>\$4,936</b>	<b>\$6,138</b>	<b>\$6,538</b>	<b>\$6,538</b>	
<b>TOTAL BUDGET</b>		<b>\$203,393</b>	<b>\$197,251</b>	<b>\$216,827</b>	<b>\$217,163</b>	<b>\$247,770</b>	<b>\$256,540</b>	<b>\$267,817</b>	<b>\$0</b>

DEPARTMENT:

**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 FY19 or CY20. Use statistics whenever possible.

**FY21 Departmental Goals**

Describe the initiatives and accomplishments planned for FY21

Plan to include all departments within the town to have some access to the Munis system. This will include the Accounts Payable entry function and the purchase order functions.

Some administrative functions will be rolled out to the Department Heads such as but not limited to:

- AP Inquiry
- Budget Inquiry
- Account/Account History Inquiry
- Vendor Inquiry

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**Spending Highlights for FY21**

Explain any significant budget changes from FY20

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**Non-tax Funding**

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.