

# Finance Administration

**John McNaughton**, *Finance Director*

**Randy Davis**, *Budget Analyst/Purchasing Director*

**Peter Lund**, *Payroll/Accounts Payable/Benefits Management*

## Department Operations:

- Recording and managing all financial transactions, revenue, and disbursements of the town, which include processing warrants and payrolls.
- Managing all cash and investments.
- Managing insurances.
- Managing debt service and writing bonds.
- Oversee all accounting functions of the Town, including cash reconciliation, audit management, and preparation of the Comprehensive Annual Financial Report.
- Completing an Operating Budget and a Capital Budget.
- Managing purchasing process.
- Manage all Town contracts.
- Prepare financial analyses

## Fiscal year 2010 projects:

- Develop commodity tracking system for pricing and consumption.
- Update contract management system.
- Review all revolving accounts.
- Develop a fleet maintenance program with Public Works.
- Review enterprise accounts.