

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET			FORM #1 DEPARTMENT SUMMARY			
DEPARTMENT: FINANCE DIRECTOR/ACCTNG			BUDGET #			
	FY10 ACTUAL	FY11 ACTUAL	FY12 ACTUAL	FY13 REQUEST		TA RECMD
SALARIES	164,128.00	172,897.00	177,780.48	187,358		
EXPENSES	2838.00	2838.00	3188.00	3,688		
TOTALS	166,966.00	175,735.00	180,968.48	191,046		-

BUDGET COMMENTS:

FY 2013 Request reflects staff step increases for FY 13

Finance Director's salary level funded. No increase added.

Expense request increased by \$500 due to the rise in overall costs.

TOWN OF MILLIS FISCAL YEAR 2013 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, Police Dept, School Dept, etc. Responsible for periodic reporting to the Commonwealth of Massachusetts. Maintains comprehensive financial records, distributing as required/requested. Accounting Office also responsible for payroll and accounts payable. Oversees Collector/Treasurer, Accounting, Data Processing & Assessing Depts. Various other duties and responsibilities as required and requested.	
STATEMENT OF SPENDING HIGHLIGHTS Please describe your goals and initiatives for FY 2010 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

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT:		BUDGET #			
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLAC	EQUIP. REQUEST
	N/A				
PAGE TOTAL					-

