FORM 1 1/27/2012 10:13 AM

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) 1	72,897.00	177,780.48	187,358				
EXPENSES	SES 2838.00 2		2838.00	3188.00	3,688					
TOTALS		166,966.0) 1	75,735.00	180,968.48	191,046		-		
BUDGET COMME	NTS:		<u>-</u>		-	- 1	•			

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 HIG	

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		FORM #4 EXPENSE JUSTIFICATION & SUPPORTING DETAIL							
DEPARTMENT:	FINANCE DIRECTOR/ACC	TNG BUDGET #							
CODE	DESCRIPTION		BUDGE REQUES						
0113552									
540400	EXPENSE:								
	Office supplies, printer cartridges, addi stationary, printer/copy paper, toner ca and copy machine.								
540700	DUES:								
	Massachusetts Municipal Auditors & A Massachusetts Governmental Finance Governmental Finance Officers Associ Plymouth/Norfolk/Bristol County Audito	Officers Association (2) ation (1)							
540710	MEETINGS:	1,928.0							
	**'U-Mass Annual Education Conference **'MMAAA June conference **'MMAAA Fall conference Various meetings/seminars as they are	578 0							
	(** includes registration fee's and estim	nated milage)							
		PAGE TOTAL	3,688.0						

TOWN O	F MILLIS /EAR 2013 BUDGET	FORM #5 EQUIPMENT DETAIL					
DEPART	MENT:	BUDGET #					
			# OF	VALUE OF			
CODE	DESCRIPTION		UNITS	TRADE	REPLACE	REQUEST	
	N/A						
		PAGE TOTAL				-	

											.,,
TOWN OF MILLIS											
FISCAL YEAR 2013 BUD	OGET			PERS	ONNEL SUM	IMARY					
1	2	3	4	5	6	7	8	9	10	11	12
		CURRENT	HRS/			ANNIV	ANNUAL SALARY	BASE	OTHER	LON-	TOTAL
NAME	POSITION-PAY ITEM	ANNUAL SALARY	WEEK	GRADE	STEP	DATE	# WKS/YR/HRS @ SAL	SALARY	PAY	GEVITY	SALARY
		FY 2012			FY 2013 w/steps						
K LaPlant	Finance Director	\$ 96,002.40	40			10/16	\$ 96,002.40	\$ 96,002.40	\$0.00	\$3,000.00	\$99,002.40
10/16/00											
L Morin	Dept Assistant III	\$34,674.00	30	7	10	5/5	26 x 24.03 x 60	\$37,486.80			
5/5/08	Dept Assistant II	\$ 10,899.20	10	6	10	5/5	26 x 22.24 x 20	\$11,564.80			\$49,051.60
Assistant Town Acct	total	\$45,573.20									
				_	_						
K Bouret	Dept Assistant III	\$ 38,256.40	35	7	4	11/7	18x21.02x35	\$13,242.60			
8/25/08				7	5		34x21.48x35	\$25,561.20			\$38,803.80
Payroll Administrator											
	Overtime										\$500.00
											+000100
SUBTOTAL/TOTAL								\$183,857.80	\$0.00	\$3,000.00	\$187,357.80