

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #1 DEPARTMENT SUMMARY	
DEPARTMENT: FINANCE DIRECTOR/ACCTNG		BUDGET #	

	FY11 ACTUAL	FY12 ACTUAL	FY13 ACTUAL	FY14 REQUEST	TA RECMD
SALARIES	172,897.00	177,780.48	187,358.00	188,963	
EXPENSES	2838.00	3188.00	3688.00	4,188	
TOTALS	175,735.00	180,968.48	191,046.00	193,151	-

BUDGET COMMENTS:

FY 2014 Request reflects staff step increases for FY 14

Asst. Town Acct & Payroll Administrator now each eligible for \$250 longevity

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

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

TOTAL DEPARTMENT INCREASE \$1,897

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 2014 BUDGET		FORM #4 EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: FINANCE DIRECTOR/ACCTNG		BUDGET #	
CODE	DESCRIPTION	BUDGET REQUEST	
0113552			
540400	EXPENSE: Office supplies, printer cartridges, adding machine ribbons/tape rolls, stationary, printer/copy paper, toner cartridge for 2 laser printers, and copy machine.	2,000.00	
540700	DUES: Massachusetts Municipal Auditors & Accountants Association (2) Massachusetts Governmental Finance Officers Association (2) Governmental Finance Officers Association (1) Plymouth/Norfolk/Bristol County Auditors Association (1)	260.00	
540710	MEETINGS: **U-Mass Annual Education Conference X 2 **MMAAA June conference **MMAAA Fall conference Various meetings/seminars as they are scheduled (** includes registration fee's and estimated milage)	1100 578 0 250	1,928.00
PAGE TOTAL		4,188.00	

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT:		BUDGET #			
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	EQUIP. REQUEST
	N/A				
PAGE TOTAL					-

