TOWN OF MILLIS FISCAL YEAR 201		FORM #1 DEPARTMENT SUMMARY					
DEPARTMENT:	ACCOUNTING		DIVISION: FINANCE OFFICE				
•	FY12 ACTUAL	FY13 ACTUAL	FY14 BUDGET	FY15 REQUEST	TA RECMD		
SALARIES	184166	189616	188964	195,253			
EXPENSES	79196	89608	89741	4,188			
TOTALS	263362	279224	278705	199,441			

BUDGET COMMENTS:

TOWN OF MILLIS	FORM #2
FISCAL YEAR 2015 BUDGET	BUDGET NARRATIVE
DEPARTMENT: ACCOUNTING	DIVISION: FINANCE OFFICE
DESCRIPTION OF FUNCTION OR ACTIVITY Please describe the overall mission or purpose of you	ır department.
cash and various receivables with Treasurer/Collector	alth of Massachusetts including the Schedule A, Balance Sheet,
My office is also responsible for town wide payroll and Collector/Treasurer, Accounting, Data Processing and	accounts payable. Oversees the offices and staff of the Assessing.
Vairous other duties as required and requested.	
STATEMENT OF SPENDING HIGHLIGHTS FOR FIS	
Please describe your goals and initiatives for FY2015	and how these translate to expenses.
FUNDING PLAN Please provide information regarding the user fees you evenue, other than the General Fund, through which you	ur department charges and other your department is funded.
PERFORMANCE ACCOMPLISHMENTS Please provide statistics and/or information regarding to see well as achievement measures.	the level of services, workload, efficiency,

^{*} Attach additional sheets as necessary

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TOWN OF MILLIS FISCAL YEAR 2015 BUDGET REQUESTS ***FORM 3***

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GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
FINANCE DIRECTOR/ACCOUNTANT				
SALARIES				
0113551 510200 SALARY DEPARTMENT HEAD	94,901.92	97,848.56	96,003.00 _	96,003
0113551 510300 SALARIES CLERICAL	86,079.40	87,847.61	88,752.00 _	95,150
0113551 510350 SALARIES CLERICAL OVERTIME	185.15	70.16	500.00 _	500
0113551 510600 LONGEVITY	3,000.00	3,850.00	3,709.00 _	3,600
TOTAL FINANCE DIRECTOR/ACCOUNTANT	184,166.47	189,616.33	188,964.00 _/	195,253

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TOWN OF MILLIS FISCAL YEAR 2015 BUDGET REQUESTS ***FORM 3***

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GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST	
FINANCE DIRECTOR/ACCOUNTANT					_
EXPENSES					
0113552 540400 SUPPLIES & EXPENSES	1,000.00	2,680.92	2,000.00	2,000	
0113552 540700 DUES & SUBSCRIPTIONS	350.00	175.00	260.00	260	
0113552 540710 MEETINGS	1,817.82	406.47	1,928.00	1928	
TOTAL FINANCE DIRECTOR/ACCOUNTANT	3,167.82	3,262.39	4,188.00	4188	

TOWN OF MILLIS		FORM #4 - EXPENSE	10 DET 111	
FISCAL YEAR 201	15 BUDGE I	JUSTIFICATION & SUPPORTIN	IG DETAIL	
DEPARTMENT:	ACCOUNTING	DIVISION: FINANCE OFFICE		
CODE	DESCRIPTION		BUD0 REQU	
0113552-540400	SUPPLIES & EXPENSES			2,000.
	Office supplies, printer cartridges, adding machine printer/copier paper, toner cartridges, etc.	tape, ribbons/tape rolls, stationary		
24.4.2552.540700	DUES & SUPECBIPTIONS			260 (
0113552-540700	DUES & SUBSCRIPTIONS			260.0
	Massachusetts Municipal Auditors & Accountants A Massachusetts Governmental Finance Officers As Governmental Finance Officers Association (1) Plymouth/Norfolk/Bristol County Auditors Associati	sociation (2)		
				1,928.6
0113552-540710	MEETINGS:			
	**'U-Mass Annual Education Conference X 2 **'MMAAA June conference **'MMAAA Fall conference		1100 578 0	
	Various meetings/seminars as they are scheduled (** includes registration fee's and estimated milage)	250	
i				
			:	
				4,188.

TOWN OF MILLIS											
FISCAL YEAR 2015 BUD	GET	2.		PERS	ONNEL SUM	MARY	_				
1	2	3	4	5	6	7	8	9	10	11	12
		CURRENT TOTAL	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
				,						建设以 直	
LAPLANT, K	FINANCE DIRECTOR	\$99,003.00	40			10/16	\$96,003.00	*\$9 6 ,003.00	o Zink Lagra	\$3,000:00	\$99,003.00
October 16, 2000)								*** Ja.		
								11. 14.04.	t Movemen		
MORIN, L	DEPT ASST III	\$39,562.50		7	10	5/5	25.50 x 30 x 52			\$300.00	
May 5, 2008	3	\$12,032.80	10	. 6	10	5/5	23.60 x 10 x 52	\$12,272.00	计模型的	· Tark Car	\$52,352.00
						,				4.50%	
								1.000			
BOURET, K	DEPT ASST III	\$41,823.78	35	7	5	11/7	23.34 x 35 x 18	\$14,704.20	消息 证据。	\$300,00	\$43,397.60
August 5, 2008	3			7	6	11/7	23.86 x 35 x 34	\$28,393.40	7.77	7 Y S	A Section of the second section of the section of the second section of the section of the second section of the sectio
reclass 11/7/11								rer Shirt vici rav	SAN LAND	20.00	name april a servicio
							OVERTIME	2 300 600	->\$500.00		\$500.00
										2000年	Many 7 to a section
								Comment of	es transmission		
								10 mg			Same of the Second
										地域が発	
									eres da partira	1000	
								电流发表		- Carly at a 25	
								45% 企業	1 - 14 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	3-41	Wat Leading of
									可可被		
								442.3	1. July 1. Jul	The state of	Marie Carlos Car
											Carrier Commence
SUBTOTAL/TOTAL		\$192,422			L			\$191,153	\$500	\$3,600	\$195,253

\$195,253