

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: FINANCE OFFICE			DIVISION: FINANCE OFFICE		
	FY13 ACTUAL	FY14 BUDGET	FY15 BUDGET	FY16 REQUEST	TA RECMD
SALARIES	189,616	188,964	197,173	198,686	
EXPENSES	3,262	4,188	4,188	5,188	
TOTALS	192,879	193,152	201,361	203,874	
BUDGET COMMENTS:					
<p>Salaries up \$1,513 Finance Director w/2% as of 6/30/14 & 53 wks Expenses up \$1,000 Cost of supplies</p>					

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET	FORM #2 BUDGET NARRATIVE
DEPARTMENT: FINANCE OFFICE	DIVISION: FINANCE OFFICE
DESCRIPTION OF FUNCTION OR ACTIVITY Please describe the overall mission or purpose of your department. <p>Responsible for all town accounts, appropriations, expenditures. Monitoring expenditures for all town funds, reconciling cash and various receivables with Treasurer/Collector office, Police Department, School Department, etc. Responsible for periodic reporting to the Commonwealth of Massachusetts including the Schedule A, Balance Sheet, Free Cash certification, Recap Sheet for tax rate setting. Maintain comprehensive financial records.</p> <p>My office is also responsible for town wide payroll and accounts payable. Oversees the offices and staff of the Collector/Treasurer, Accounting, Data Processing and Assessing.</p> <p>Vairous other duties as required and requested.</p>	
STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2015 Please describe your goals and initiatives for FY2015 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 2016 BUDGET

FORM #5 EQUIPMENT DETAIL

DEPARTMENT: FINANCE OFFICE

DIVISION: FINANCE OFFICE

CODE

DESCRIPTION

OF
UNITS

VALUE OF
TRADE

NEW OR
REPLACE

BUDGET
REQUEST

TOWN OF MILLIS
FISCAL YEAR 2016 BUDGET

PERSONNEL SUMMARY

1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
LAPLANT, K October 16, 2000	FINANCE DIRECTOR	\$103,381.00	40			10/16	\$101,878.62	\$101,878.62		\$3,500.00	\$105,378.62
MORIN, L May 5, 2008	DEPT ASST III	\$40,080.00 \$12,272.00	30 10	7 6	10 10	5/5 5/5	25.50 x 30 x 53 23.60 x 10 x 53	\$40,545.00 \$12,508.00		\$300.00	\$53,353.00
HLADICK, C August 21, 2014	DEPT ASST III	\$37,983.40	35	7	1	8/21	20.87 x 35 x 8 21.34 x 35 x 45	\$5,843.60 \$33,610.50		\$0.00	\$39,454.10
							OVERTIME		\$500.00		\$500.00
SUBTOTAL/TOTAL		\$193,716						\$194,386	\$500	\$3,800	\$198,686

FY 15

\$198,686

TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET

FORM #7
CAPITAL BUDGET AND MISCELLANEOUS
ARTICLE REQUESTS

DEPARTMENT: FINANCE OFFICE
DIVISION: FINANCE OFFICE
REQUEST PRIORITY #:

PROJECT TITLE:

LOCATION:

JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation)

PROJECTED START DATE:
ESTIMATED USEFUL LIFE:
COST:

- A. DESIGN
- B. LAND ACQUISITION
- C. CONSTRUCTION
- D. INSPECTION
- E. EQUIPMENT
- TOTAL

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?