

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET	FORM #1 DEPARTMENT SUMMARY
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DEPARTMENT: FINANCE OFFICE	DIVISION: FINANCE OFFICE
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	FY14 BUDGET	FY15 BUDGET	FY16 BUDGET	FY17 REQUEST	TA RECMD
SALARIES	188,964	197,173	198,686	196,856	
EXPENSES	4,188	4,188	5,188	5,188	
TOTALS	193,152	201,361	203,874	202,044	

BUDGET COMMENTS:

TOWN OF MILLIS	FORM #2
FISCAL YEAR 2017 BUDGET	BUDGET NARRATIVE
DEPARTMENT: FINANCE OFFICE	DIVISION: FINANCE OFFICE
DESCRIPTION OF FUNCTION OR ACTIVITY	
<p>Please describe the overall mission or purpose of your department.</p> <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	
<p>Please describe your goals and initiatives for FY2015 and how these translate to expenses.</p>	
FUNDING PLAN	
<p>Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.</p>	
PERFORMANCE ACCOMPLISHMENTS	
<p>Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.</p>	

* Attach additional sheets as necessary

TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST
FINANCE DIRECTOR/ACCOUNTANT				
SALARIES				
0113551 510200 SALARY DEPARTMENT HEAD	97,929.57	99,881.25	101,878.62	101,879.00
0113551 510300 SALARIES CLERICAL	92,327.78	93,397.75	92,507.10	90,679.00
0113551 510350 SALARIES CLERICAL OVERTIME	259.32	813.94	500.00	500.00
0113551 510600 LONGEVITY	4,100.00	4,100.00	3,800.00	3,800.00
TOTAL FINANCE DIRECTOR/ACCOUNTANT	194,616.67	198,192.94	198,685.72	196,856.00

11/09/2015
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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST
FINANCE DIRECTOR/ACCOUNTANT				
EXPENSES				
0113552 540400 SUPPLIES & EXPENSES	3,131.11	2,800.74	3,000.00	3,000
0113552 540700 DUES & SUBSCRIPTIONS	255.00	185.00	260.00	260
0113552 540710 MEETINGS	800.51	2,214.12	1,928.00	1,928
TOTAL FINANCE DIRECTOR/ACCOUNTANT	4,186.62	5,199.86	5,188.00	5,188

DEPARTMENT: FINANCE OFFICE

DIVISION: FINANCE OFFICE

CODE	DESCRIPTION	BUDGET REQUEST
0113552-540400	<p>SUPPLIES & EXPENSES</p> <p>Office supplies, printer cartridges, adding machine tape, ribbons/tape rolls, stationary, printer/copier paper, toner cartridges, etc.</p>	3,000.00
0113552-540700	<p>DUES & SUBSCRIPTIONS</p> <p>Massachusetts Municipal Auditors & Accountants Association (2) Massachusetts Governmental Finance Officers Association (2) Governmental Finance Officers Association (1) Plymouth/Norfolk/Bristol County Auditors Association (1)</p>	260.00
0113552-540710	<p>MEETINGS:</p> <p>**U-Mass Annual Education Conference X 2 1100 **MMAAA June conference 578 **MMAAA Fall conference 0 Various meetings/seminars as they are scheduled 250 (** includes registration fee's and estimated milage)</p>	1,928.00
		5,188.00

TOWN OF MILLIS
 FISCAL YEAR 2017 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	\$105,379.00	40			10/16	\$101,878.62	\$101,878.62		\$3,500.00	\$105,378.62
MORIN, L May 5, 2008	DEPT ASST III <i>DEPT ASST II</i>	\$40,845.00 \$12,508.00	30 10	7 6	10 10	5/5 5/5	25.50 x 30 x 52 23.60 x 10 x 52	\$39,760.00 \$12,272.00		\$300.00	\$52,352.00
GERACI, K September 28, 2015	DEPT ASST III	\$37,983.40	35	7	1	9/28	20.87 x 35 x 13 21.34 x 35 x 39	\$9,495.85 \$29,129.10		\$0.00	\$38,624.95
							OVERTIME		\$500.00		\$500.00
SUBTOTAL/TOTAL		\$196,715						\$192,556	\$500	\$3,800	\$196,856

FY 15 \$196,856

ACCOUNTING

0113551

FY2017 Payroll Budget Calculation Worksheet

Current Grade	Step At S.O.Y.	Weekly Hours	S.O.Y.	Step Date	Weeks At		1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2016	Longevity	Total Dollars For FY2016
					1st	2nd							
Morin 5/5/08	10	10.00	07/01/16	at max	52	0	\$ 23.60	\$ 23.60	\$ 12,272.00	\$ -	\$ 12,272.00	\$ 300.00	\$ 12,572.00
Morin 5/5/08	10	30.00	07/01/16	at max	52	0	\$ 25.50	\$ 25.50	\$ 39,780.00	\$ -	\$ 39,780.00	\$ -	\$ 39,780.00
LaPlant		40.00	07/01/16		52	0			\$ 101,879.00		\$ 101,879.00	\$ 3,500.00	\$ 105,379.00
Geraci 9/28/15	1	35.00	07/01/16	09/28/16	13	39	\$ 20.87	\$ 21.34	\$ 9,495.95	\$ 29,129.10	\$ 38,624.95	\$ -	\$ 38,624.95
											\$ 192,555.95	\$ 3,800.00	\$ 196,355.95

O/T \$ 500.00 500
 \$ 196,855.95 196,856

Round Up
 12,572
 39,780
 105,379
 38,625
 196,356