

Finance Department

2016–17 Budget Presentation

March 3, 2016

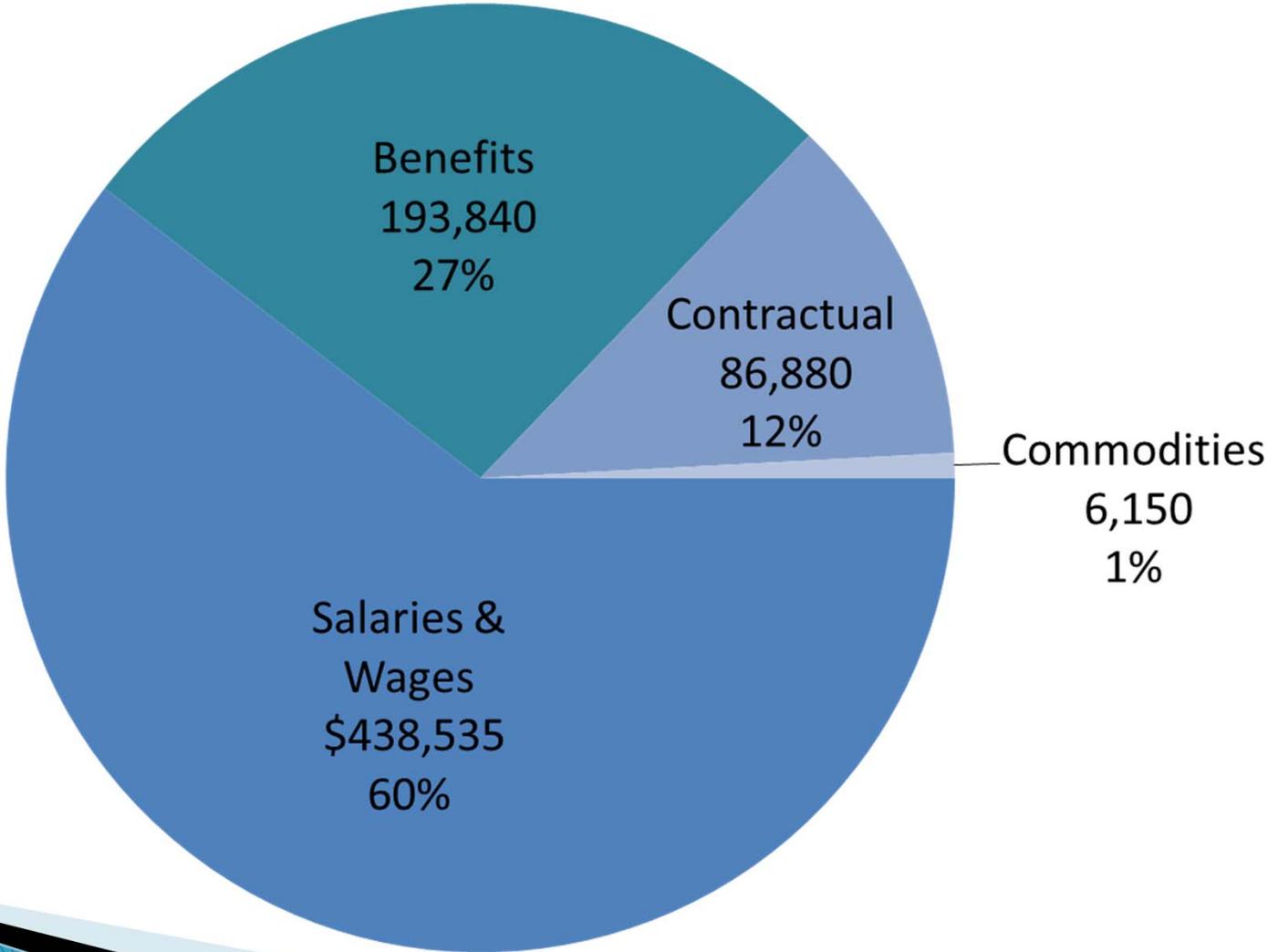
Julie Henze
Finance Director

Finance Department Requested Budget 2016-17

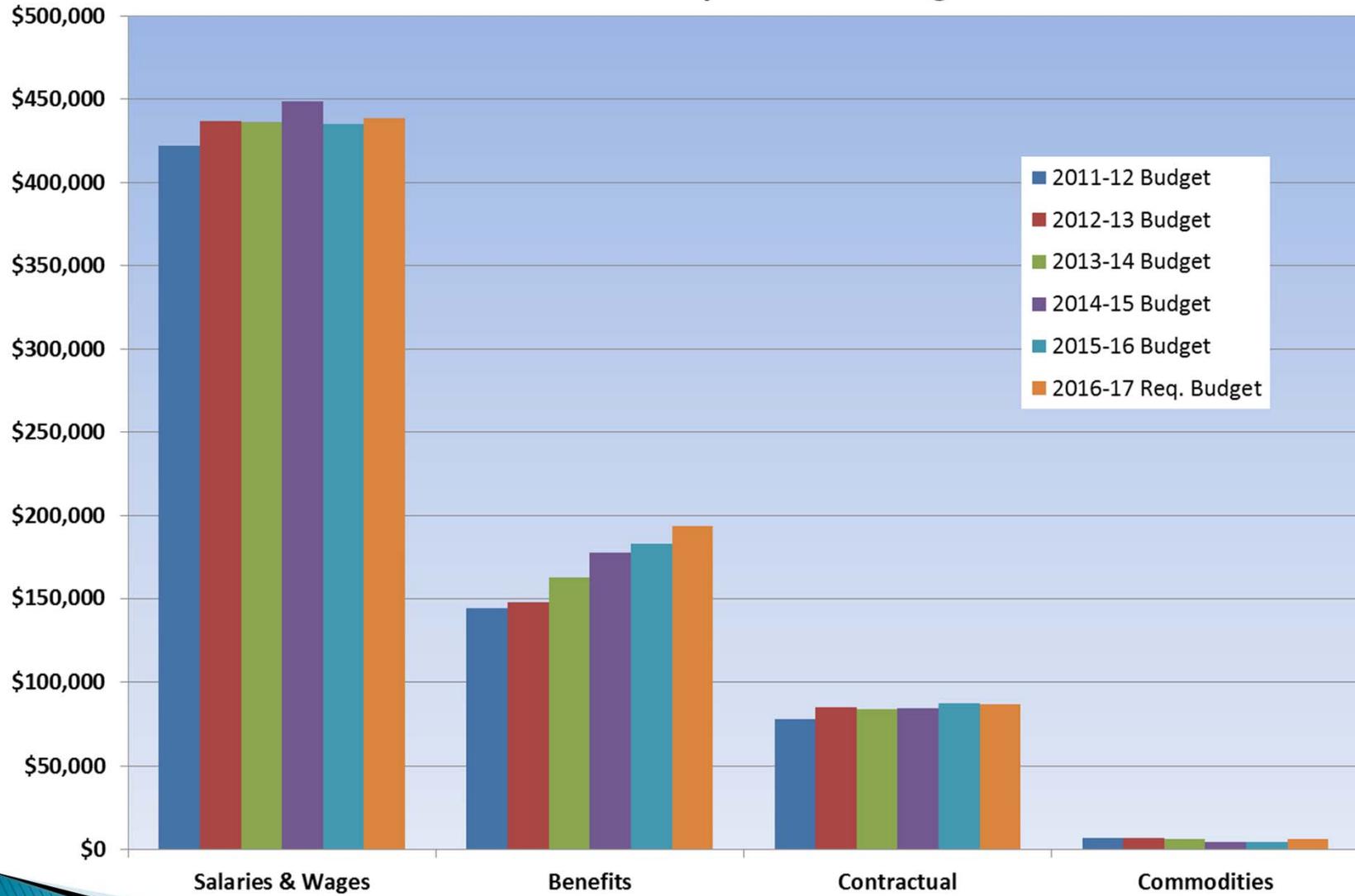
	2014-15 Actual	2015-16 Budget	2016-17 Request	Change
Salaries & Wages	\$ 392,864	\$ 435,212	\$ 438,535	\$ 3,323
Benefits	163,469	183,296	193,840	10,544
Contractual	91,706	87,098	86,880	(218)
Commodities	6,054	4,555	6,150	1,595
Total	\$ 654,093	\$ 710,161	\$ 725,405	\$ 15,244



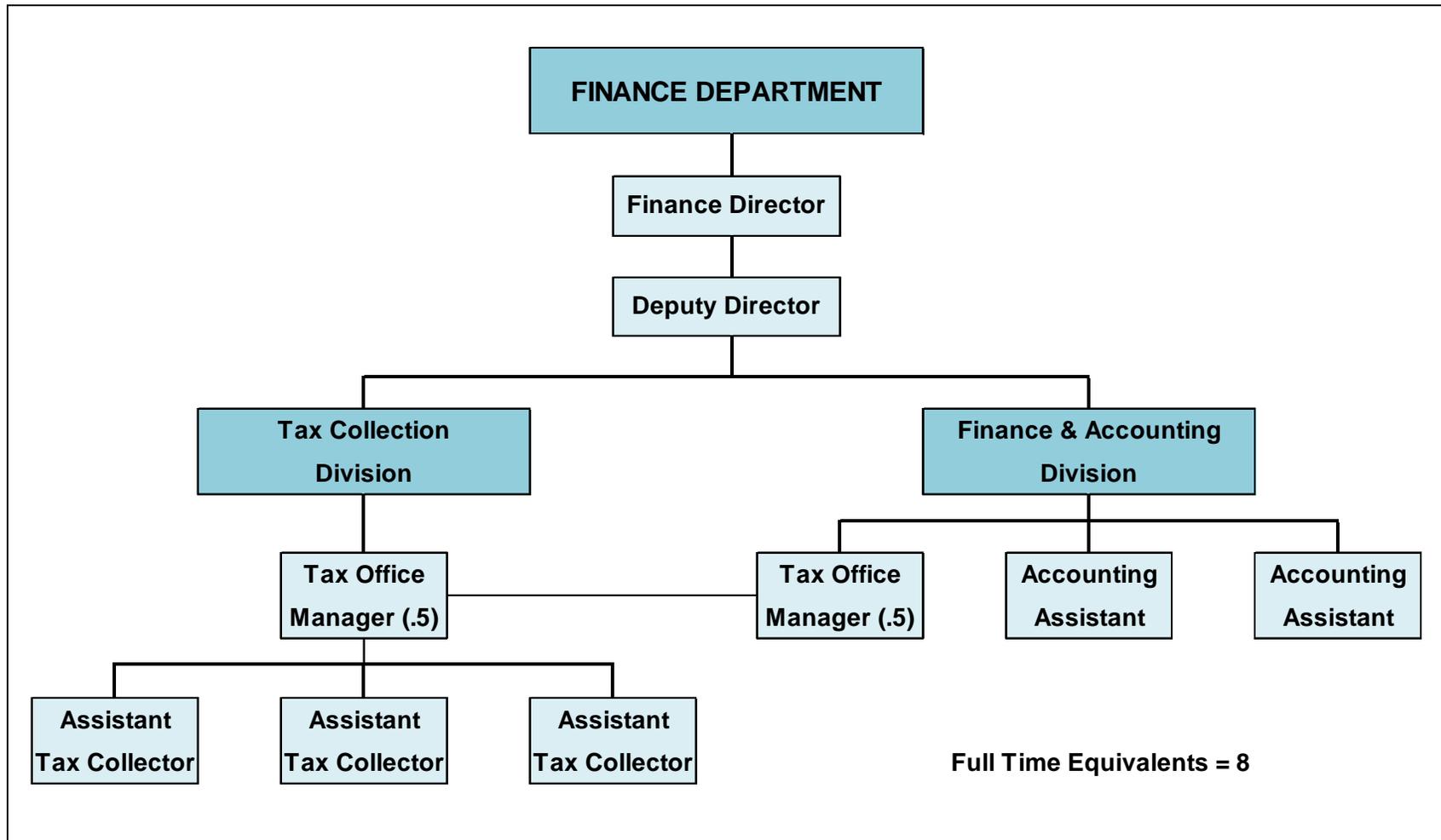
Finance Department 2016-17 Budget Distribution



Finance Department Trends in Expenditure Categories



Organizational Chart



Division Responsibilities

Finance & Accounting

- ▶ Accounts Payable
- ▶ Accounts Receivable
 - General, Ambulance, Landfill, Utilities
- ▶ Payroll
- ▶ Cash Management
- ▶ Debt Management
- ▶ Grant Administration
- ▶ Budgeting/Forecasting
- ▶ Financial Reporting
- ▶ Risk Management

Tax Collection

- ▶ Property Tax
 - Bill printing/ mailing
 - Payment processing
 - Tax liens/ collection
- ▶ Full Motor Vehicle Registration
- ▶ Watercraft & Aircraft
- ▶ Snowmobiles & ATVs
- ▶ Passports
- ▶ Misc Cash Receipts
- ▶ Bank Deposits

Department Roles – Serving the Public



The Tax Office is the face of the Town.

- An estimated 100 citizens visit us each day,
and more call us with questions...
- and we strive to serve them efficiently and be sure they all have a positive experience!



The Finance Office is a resource for financial and regulatory information.

- We receive calls from citizens, Town organizations, State agencies and other municipalities with questions about property taxes, ambulance billing, budgets, grant administration, risk management...
- and we strive to provide prompt, courteous and accurate answers and assistance.

Department Roles – Serving Town Staff

The Finance Department is an internal service function.

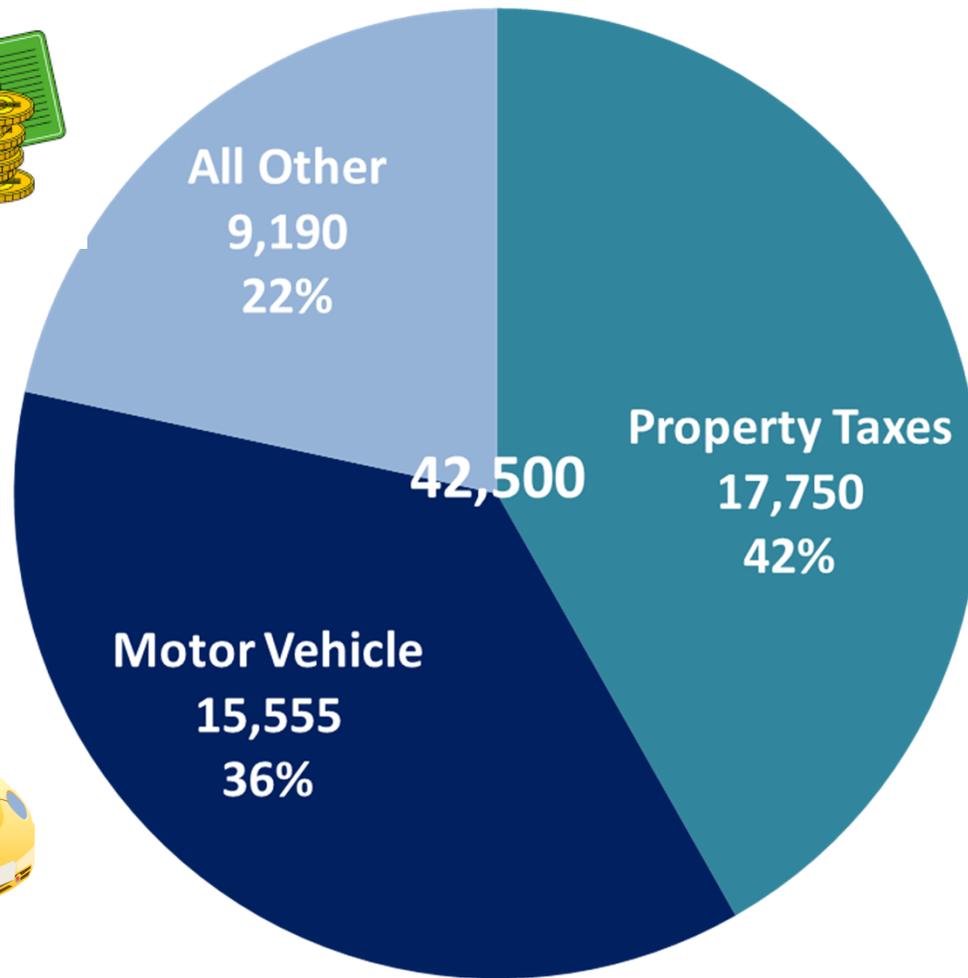


Every day we interact with fellow staff from Town departments and divisions in a variety of areas such as...

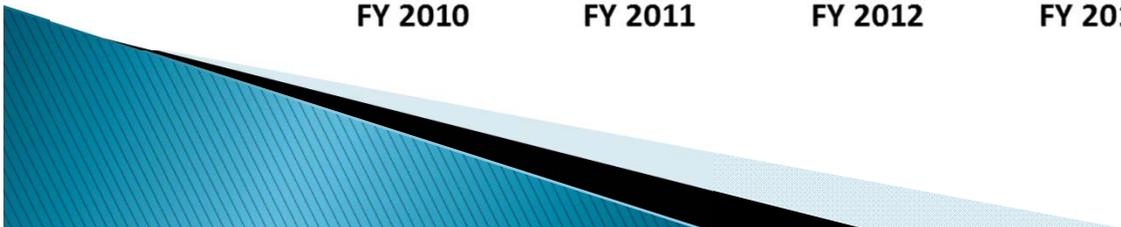
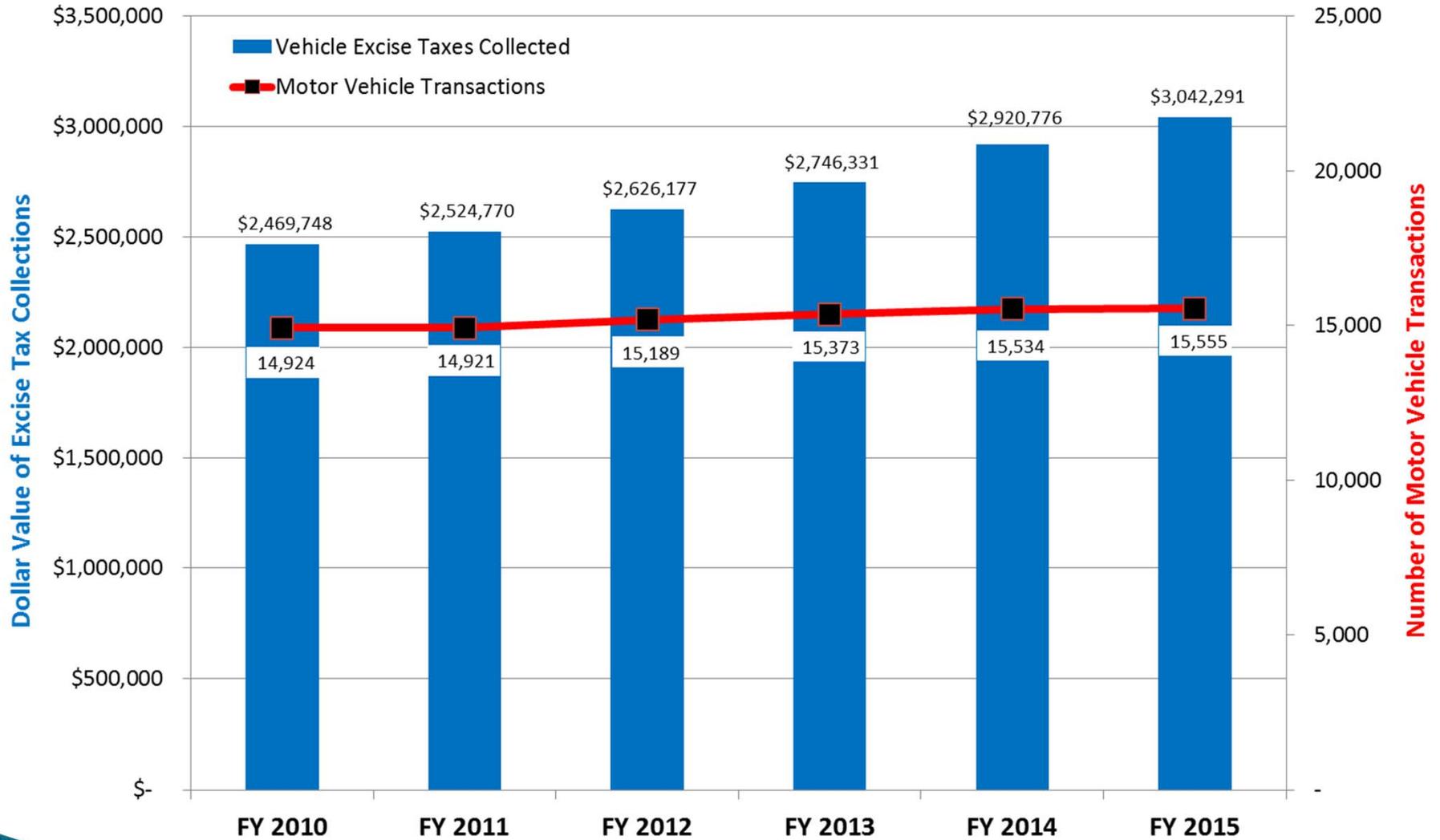
accounts payable, payroll, budget, cash management, grant administration, risk management, the MUNIS financial system...

- and we strive to build our Town team with friendly cooperation and assistance.

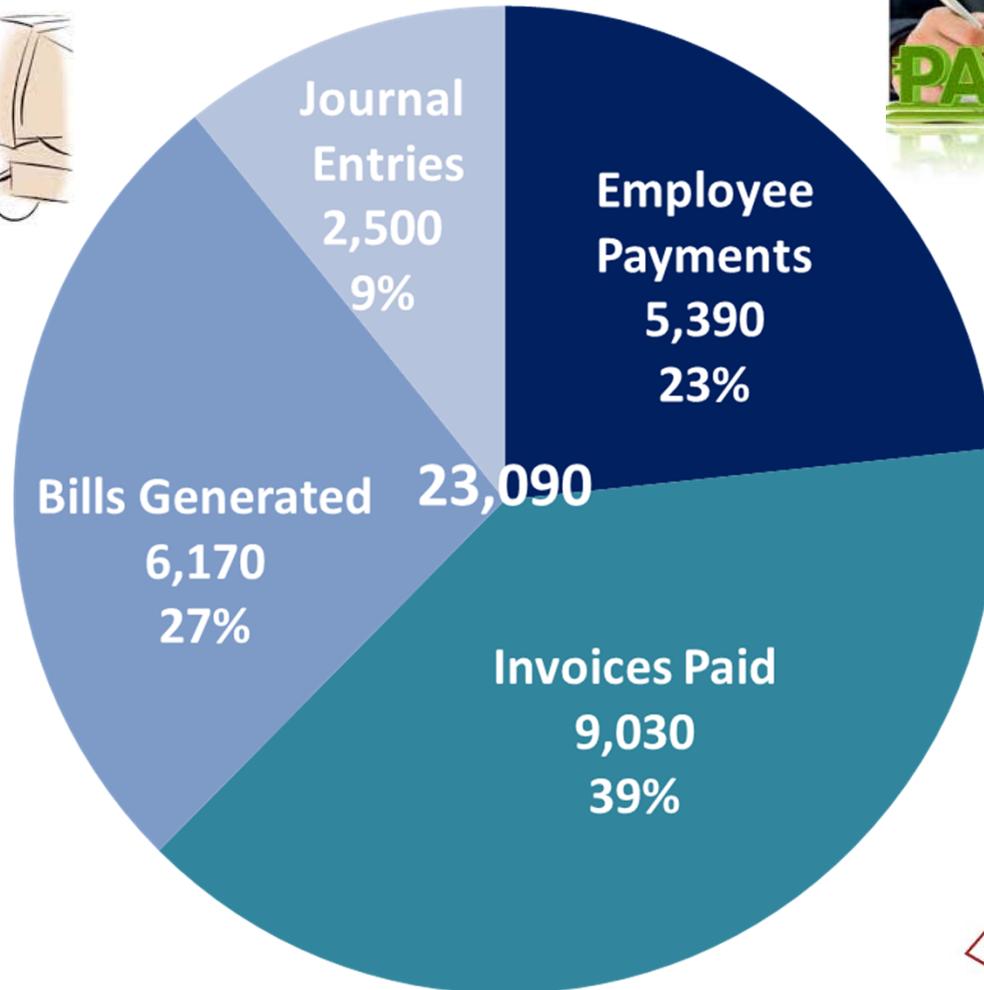
Tax Office - Number of Transactions



Motor Vehicle Excise Tax Collections vs Number of Registrations



Finance Division - Number of Transactions



Finance Department

Past year accomplishments

- ▶ **Affordable Care Act**
 - Increased recordkeeping requirements
 - Reporting – 1095Cs, IRS filing
- ▶ **Medical billing codes – ICD9 to ICD10**
 - New, more detailed numbering system
 - Updated computerized billing system
- ▶ **Secure Town Purchase Cards**
 - Web-based authorization and controls
 - Computer interface with MUNIS
- ▶ **GASB 68**
 - Increased financial reporting requirements
- ▶ **MUNIS training**
 - Police Department access
 - Accounts Payable for Police and Parks & Recreation
- ▶ **ADS–MUNIS Interface**
 - Electronic data import from School system to Town system



Financial Department Next year Goals

- ▶ **Maine Motor Vehicle form changes**
 - Software and hardware requirements
 - Testing and implementation
- ▶ **IRS Year-end filing requirements**
 - Workflow changes for compliance
- ▶ **Implement GoDocs in MUNIS**
 - Financial forms available as PDFs
- ▶ **MUNIS training**
 - MUNIS Dashboard
 - Accounts Payable for Fire Dept
 - Payroll budgeting / Human Resources function
- ▶ **GFOA Budget Presentation Award**
 - Improve budget document for public use
 - Submit budget for award



Thank You

Questions??

