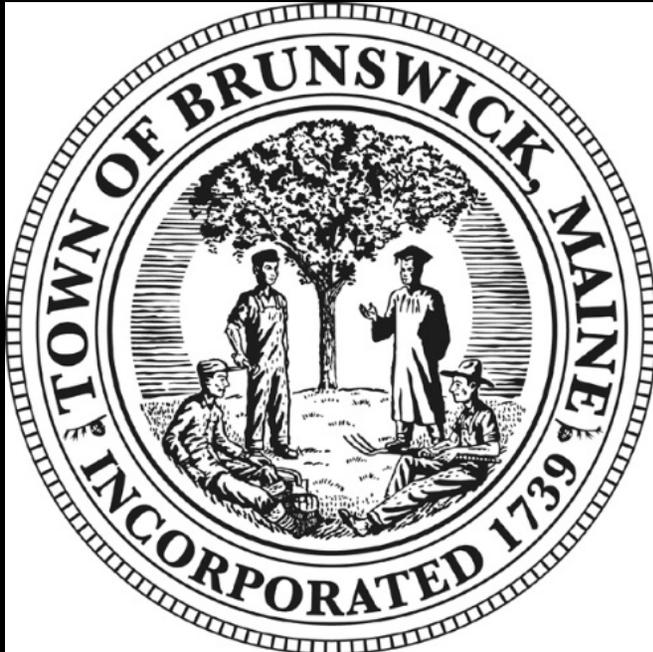


FINANCE DEPARTMENT

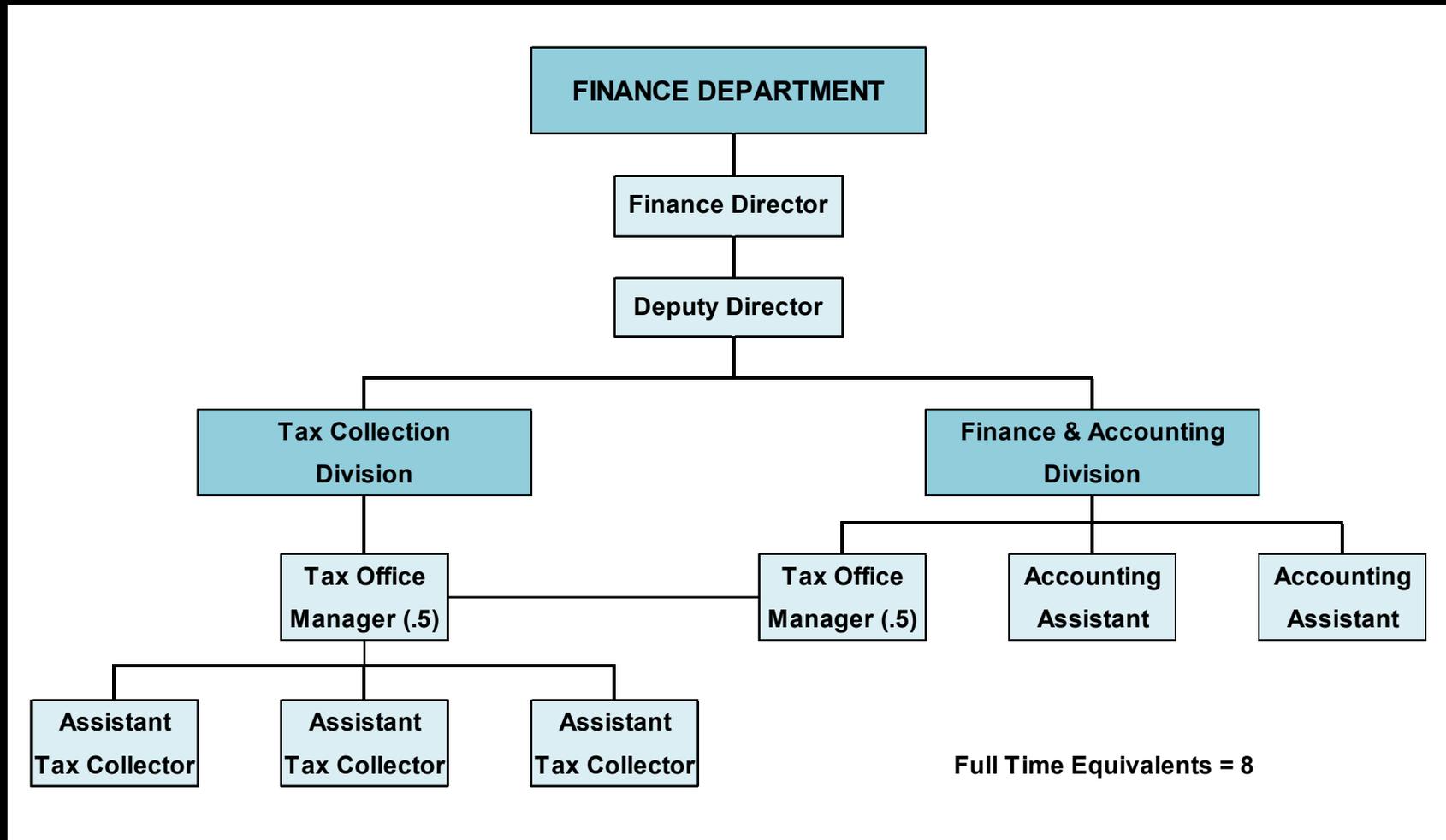


2019-20 Budget Presentation

March 28, 2019

Branden Perreault
Deputy Finance Director

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 Division 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 & Accounting Division is a
resource for financial and regulatory
information.

We receive calls from citizens, Town organizations, State
agencies, 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...

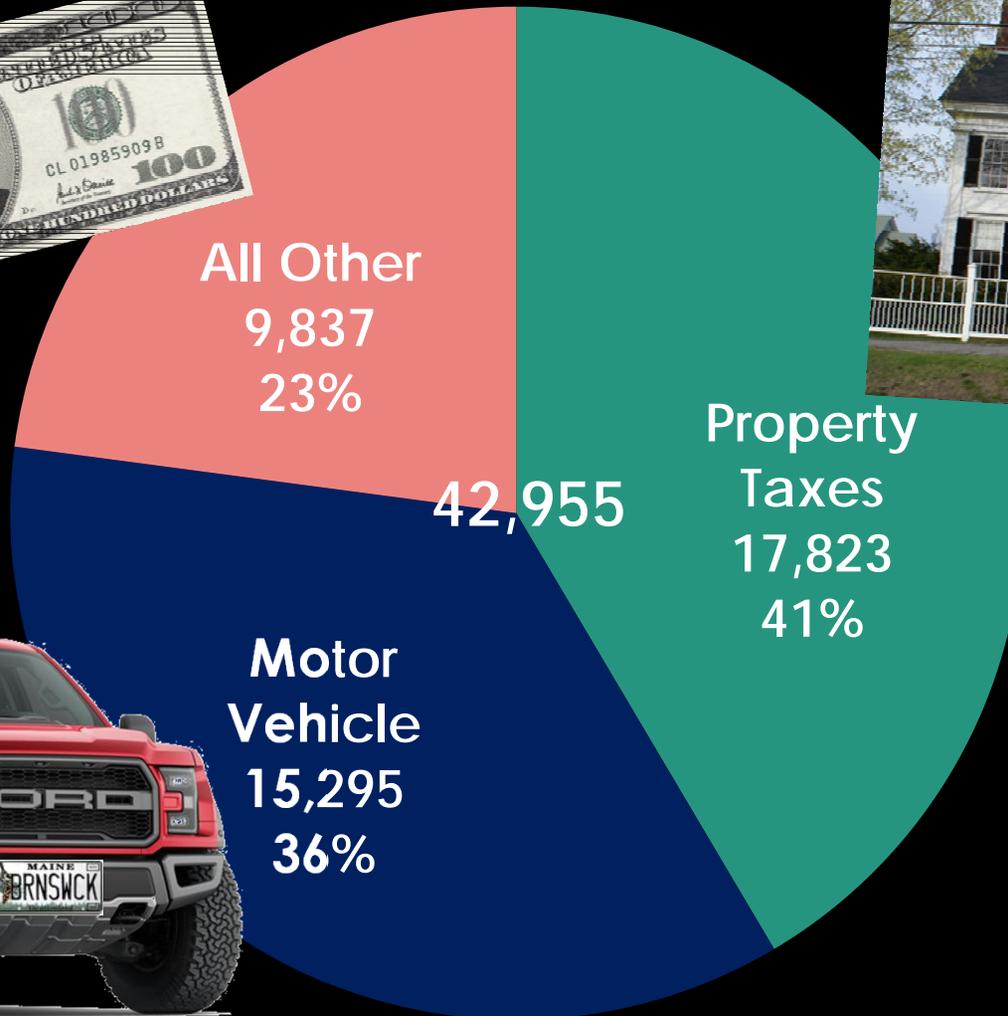
- and we strive to build our Town team with friendly cooperation and assistance.

TAX DIVISION



Tax Division – Transaction Breakdown

July 1, 2017 – June 30, 2018



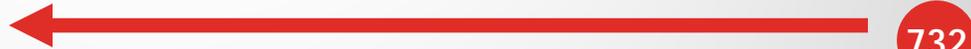
Tax Division – Transaction History

Passports & Passport Pictures

Quantity

800

Converts to approximately 183 hours of work. Meaning, one assistant tax collector (of 3) could process passports straight for 4.5 weeks (or 1+ months).



700

600

500

400

300

200

100

0

FY2011

FY2012

FY2013

FY2014

FY2015

FY2016

FY2017

FY2018

Passport Photos

Passports

53

24

147

301

238

147

307

245

238

374

245

245

564

254

254

361

361

361

639

401

401

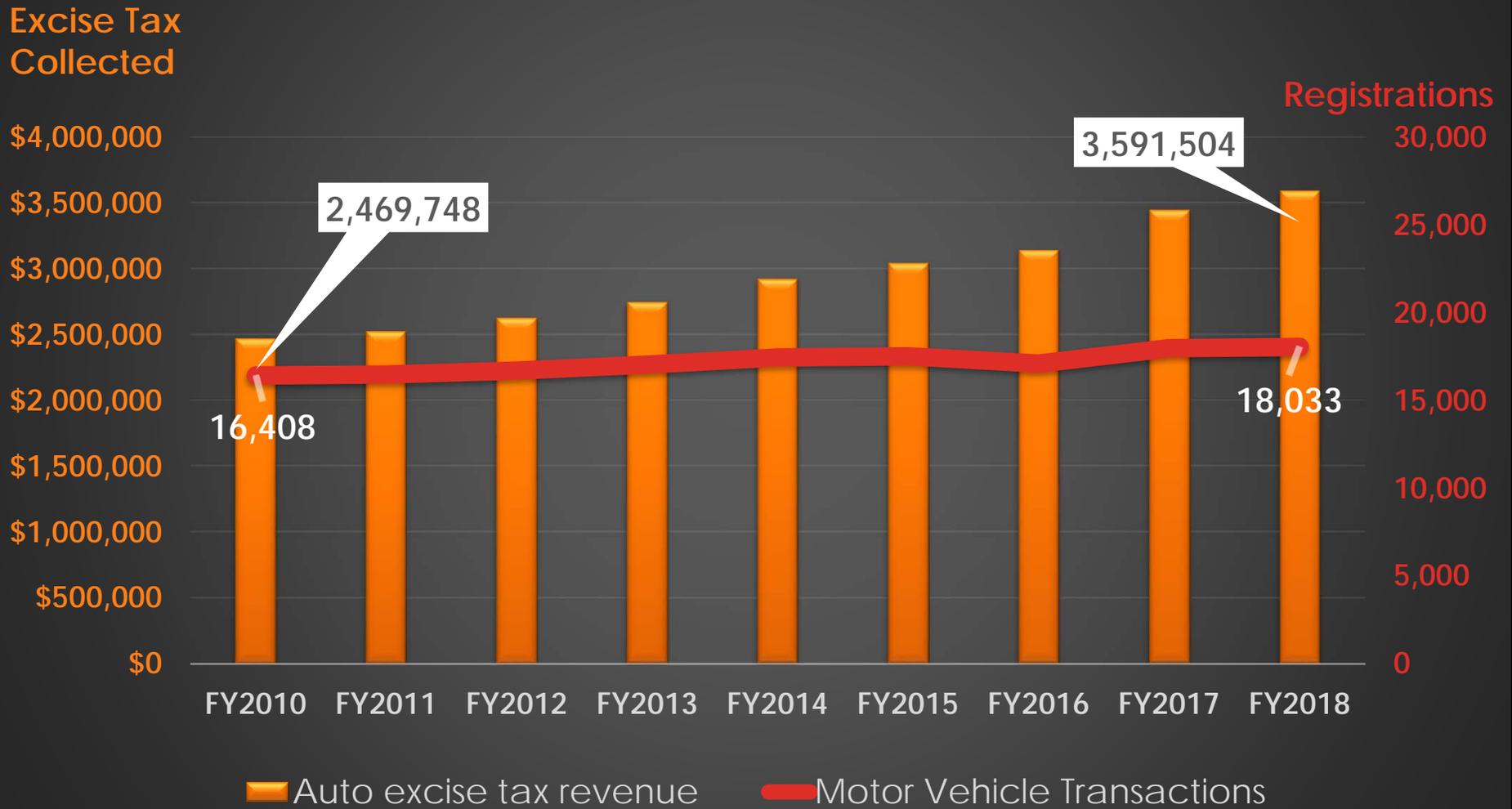
732

455

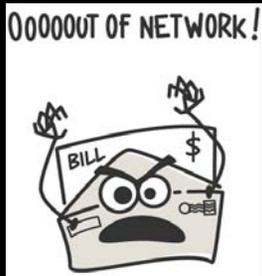
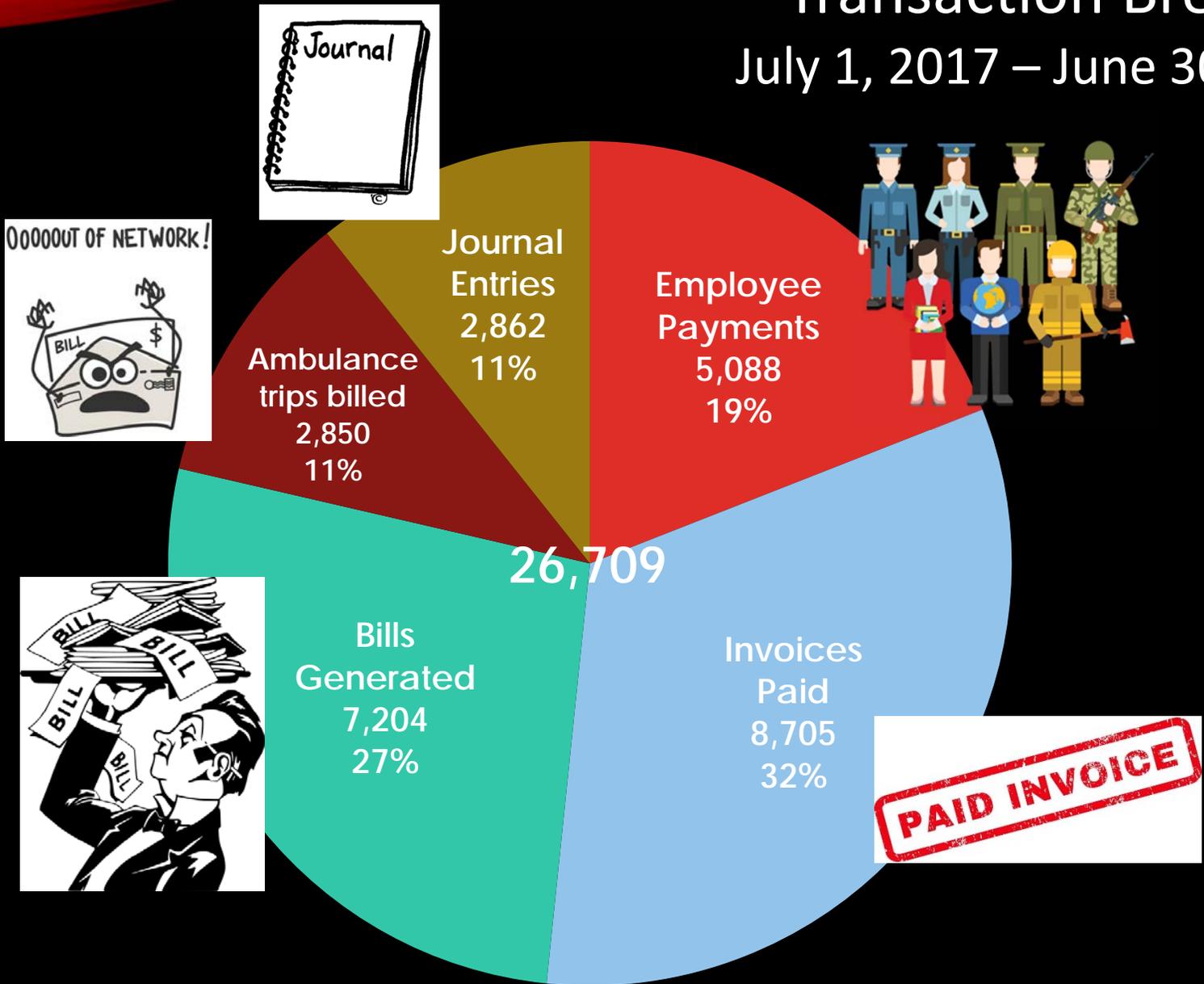
455

Tax Division – Transaction History

Motor Vehicle Transactions vs Excise Tax Collected



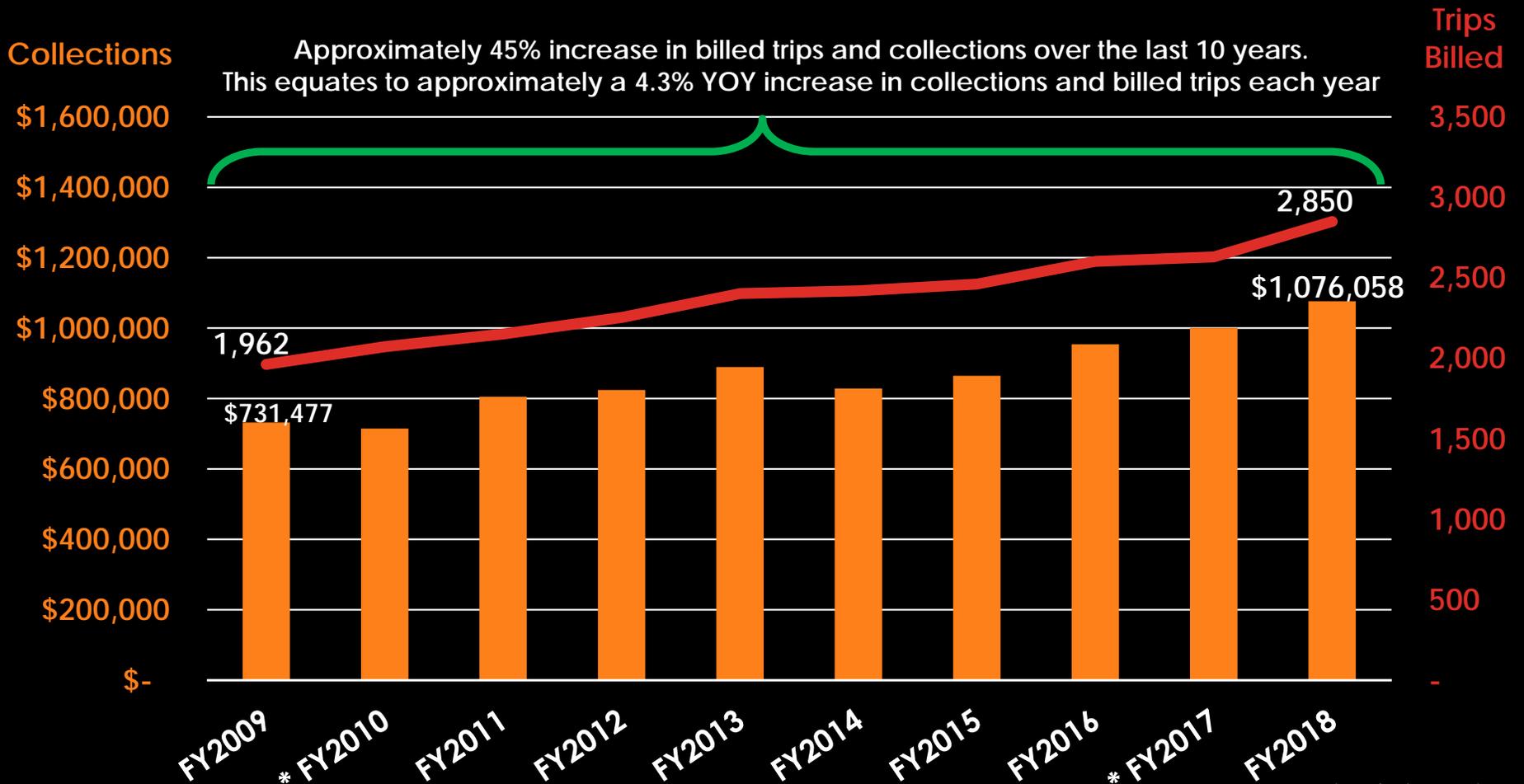
Finance Division – Transaction Breakdown July 1, 2017 – June 30, 2018



Finance Division – Transaction History

■ Collections
— Total Trips Billed

Ambulance
of Billed Trips vs Collections



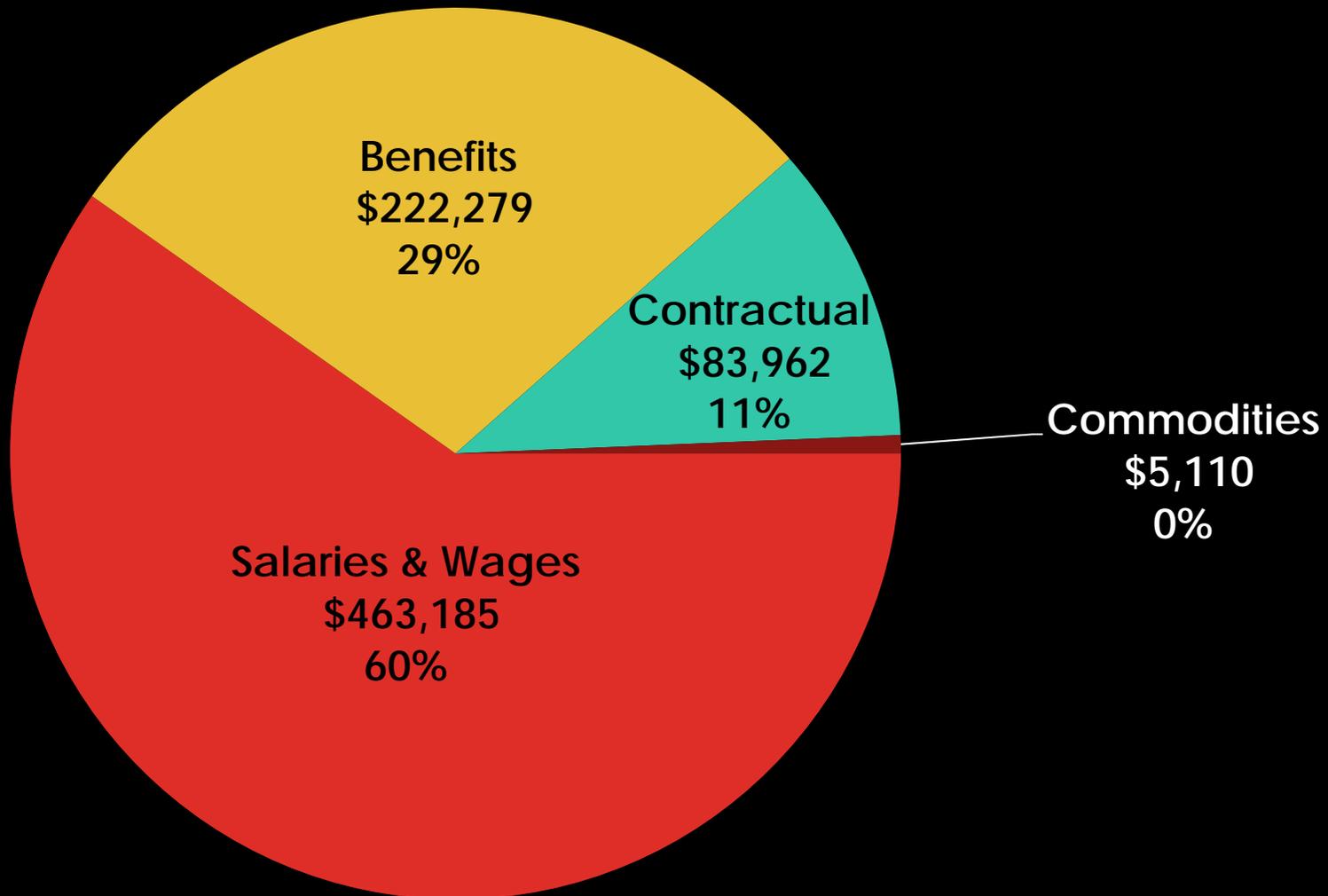
*Ambulance fees increased

FINANCE DEPARTMENT REQUESTED BUDGET 2019-20

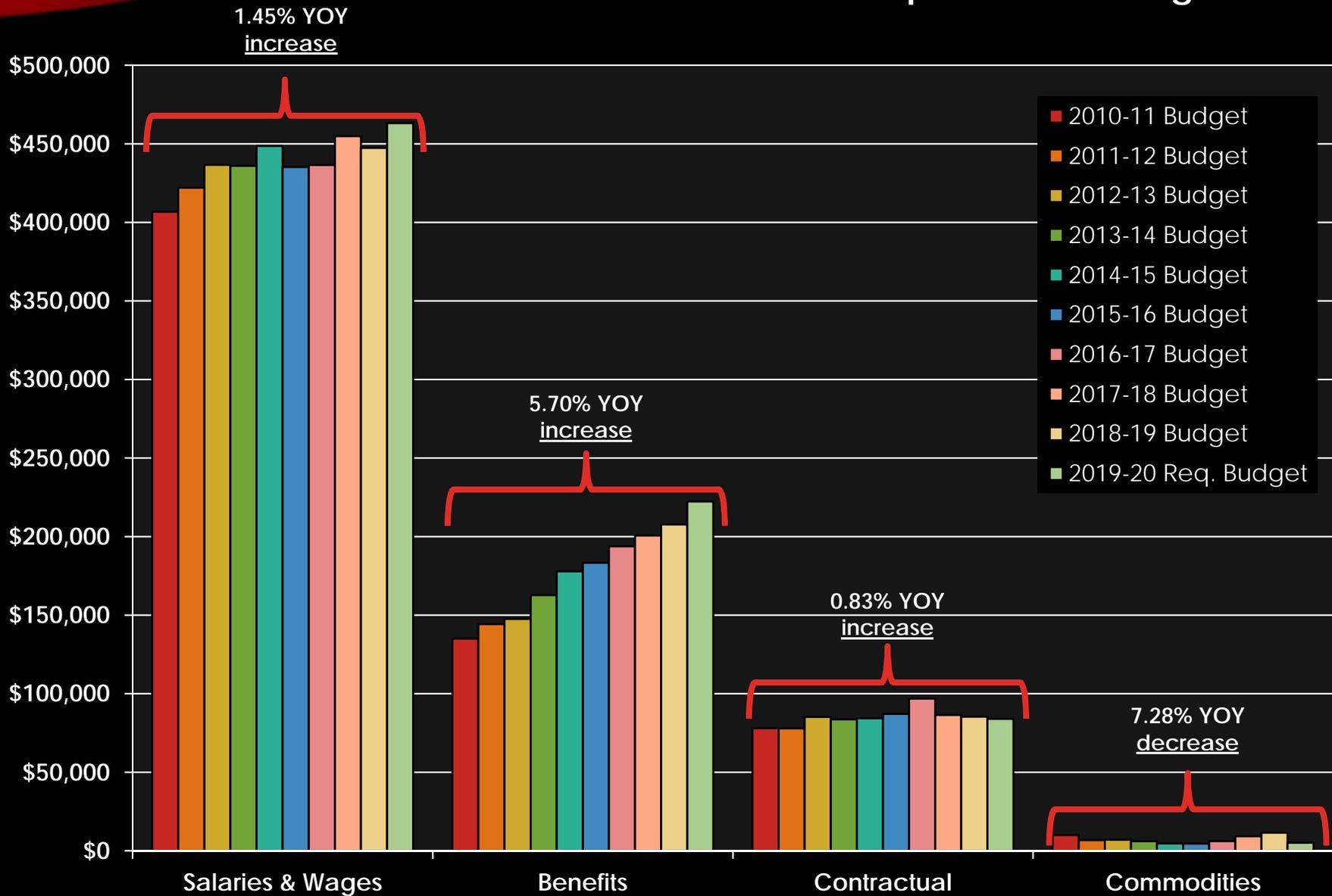
| | 2017-18 Actual | 2018-19 Budget | 2019-20 Request | Change |
|------------------|-------------------|-------------------|--------------------|-----------|
| Salaries & Wages | \$ 461,864 | \$ 447,363 | \$ 463,185 | \$ 15,822 |
| Benefits | 197,615 | 207,738 | 222,279 | 14,541 |
| Contractual | 58,963 | 85,387 | 83,962 | (1,425) |
| Commodities | 7,297 | 11,490 | 5,110 | (6,380) |
| | | | | |
| Total | \$ 725,739 | \$ 751,978 | \$ 774,536 | \$ 22,558 |

3.0% Increase Requested

FINANCE DEPARTMENT 2019-20 BUDGET DISTRIBUTION



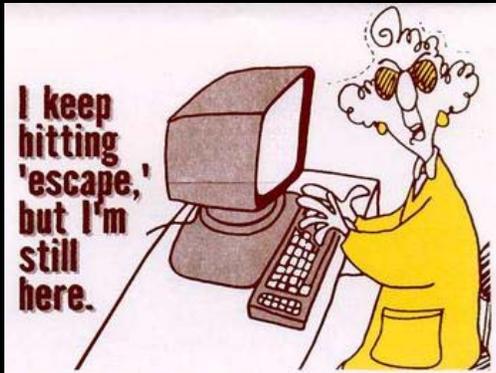
Finance Department Trends in Expenditure Categories





FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS

Ongoing effort toward cross training



Two maternity leaves in FY2018

Retirement of 26-year employee



Progress toward electronic data retention



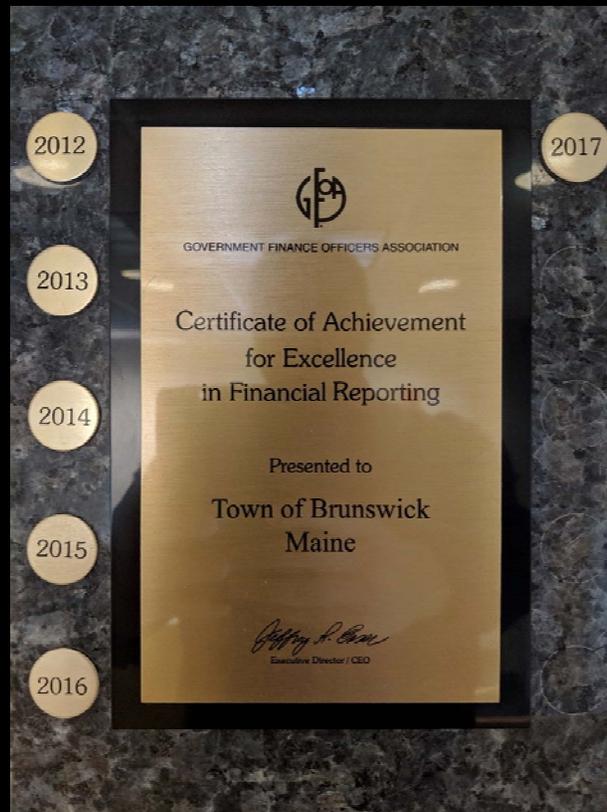
“Digitized” physical records from 1990 – 2007

Tyler Content Management - “Live” – September 2017

FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS (CONT'D)

Government Finance Officers Association (GFOA) Awards

CAFR



PAFR



FINANCIAL DEPARTMENT NEXT YEAR GOALS

- Upgrade Ambulance Information Management (AIM)
 - Software and hardware requirements
 - Testing, training and implementation
 - Efficiencies through data import and downloads

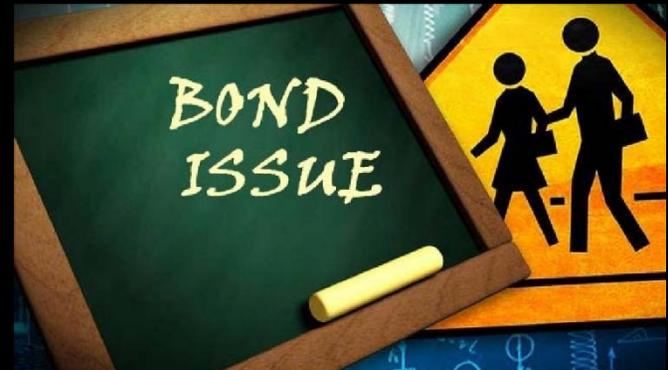


FINANCIAL DEPARTMENT NEXT YEAR GOALS (CONT'D)

- **MUNIS Upgrade**
 - Switching from Munis Version 10.5 to 11.3
 - Software and hardware requirements



- **Bond issue – elementary school.**



- **Continue cross training efforts**





Thank You

Questions??