

Town Comptroller

	No of Staff	Tn Admin Recommendations	2005 Dept Requests	2004 Expended 12/30/03	2004 Appropriation	2003 Actual	2002 Actual	2001 Actual	2000 Actual	1999 Actual	1998 Actual
Salaries Management	1.0	\$73,061	\$73,061	\$35,271	\$73,341	\$73,061	\$70,661	\$67,296	\$65,839	\$61,130	\$59,410
Salaries Supervisory	1.0	\$53,261	\$53,261	\$25,712	\$53,466	\$53,261	\$51,116	\$0	\$0	\$0	\$0
Salaries Operational Staff	3.0	\$119,328	\$119,328	\$35,179	\$73,150	\$36,154	\$34,808	\$69,946	\$64,245	\$74,003	\$67,019
Operational Staff Additional Comp		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$250
Part Time Operational Staff	0.50	\$15,331	\$15,331	\$7,302	\$15,332	\$13,810	\$13,100	\$13,801	\$0	\$0	\$0
Operational Staff Overtime		\$2,000	\$2,000	\$0	\$2,000	\$359	\$392	\$6,000	\$7,779	\$0	\$0
PERSONAL SERVICES	5.50	\$262,981	\$262,981	\$103,465	\$217,289	\$176,645	\$170,077	\$157,043	\$137,863	\$135,383	\$126,679
In State Travel		\$500	\$500	\$0	\$500	\$0	\$0	\$470	\$494	\$440	\$543
Communication Telephone		\$1,000	\$1,000	\$440	\$800	\$1,108	\$1,254	\$1,165	\$936	\$814	\$708
Training & Education		\$600	\$600	\$0	\$600	\$0	\$0	\$0	\$0	\$0	\$0
Dues & Subscriptions		\$500	\$500	\$363	\$350	\$145	\$338	\$288	\$455	\$100	\$0
Copy/Mail Center Fees		\$500	\$500	\$193	\$500	\$867	\$685	\$519	\$592	\$0	\$0
Bookbinding		\$8,000	\$8,000	\$0	\$500	\$0	\$0	\$0	\$273	\$444	\$328
PURCHASE OF SERVICES		\$11,100	\$11,100	\$996	\$3,250	\$2,121	\$2,277	\$2,442	\$2,750	\$1,798	\$1,579
Copy Center Supplies		\$3,000	\$3,000	\$0	\$2,000	\$1,059	\$1,302	\$1,653	\$994	\$0	\$0
Office Supplies		\$3,000	\$3,000	\$445	\$1,500	\$3,629	\$1,498	\$2,127	\$1,080	\$1,473	\$1,778
SUPPLIES		\$6,000	\$6,000	\$445	\$3,500	\$4,689	\$2,800	\$3,779	\$2,074	\$1,473	\$1,778
BUDGET TOTAL		\$280,081	\$280,081	\$104,906	\$224,039	\$183,454	\$175,154	\$163,265	\$142,687	\$138,654	\$130,036

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual FY'03 Earnings	Budgetary FY'04 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2005	Total Appropriation	Additional Compensation			Total Add'l Comp	
												Longevity	Education	Other		
<u>Comptroller Management</u>																
587	RUTHANN CASHMAN	\$73,060.69	<u>\$73,341</u> \$73,341	BASE	M3-Perf		34.9908	40.0	\$1,399.63	<u>73,060.79</u>		\$73,060.79				
<u>Supervisory</u>																
40027	CYNTHIA TOMASETTI	\$53,261.23	<u>\$53,465</u> \$53,465	BASE	P5-5		25.5083	40.0	\$1,020.33	<u>53,261.33</u>		\$53,261.33				
<u>Operational</u>																
41232	DEBBIE JO SHERMAN	\$35,582.20	<u>\$35,684</u>	BASE	4-Max		18.1600	37.5	\$681.00	35,548.20						
41595	DONNA ROZON	\$37,580.40	<u>\$37,466</u>	BASE	5-Max		19.0667	37.5	\$715.00	37,466.02						
	New Hire Procurement Officer			BASE	P5-1		22.1817	40.0	\$887.27	<u>46,315.45</u>						
			\$35,684									\$119,329.67				
<u>Part/Time Operational</u>																
585	MARY GREEL	\$13,810.14	<u>\$15,331</u> \$15,331	HRLY	N/A		15.9700	960.0	\$0.00	<u>15,331.20</u>						
												\$15,331.20				
		<u>\$213,294.66</u>	<u>\$177,822</u>									<u>\$260,982.99</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

Department: Comptroller

Fiscal Year 2005

OPERATIONAL OBJECTIVES

<u>STAFF</u>	<u>No. Positions</u>
Management	1
Supervisory	1
Operational Staff	2.5

Brief Narrative of the Department's Operational Objectives for FY05:

The Comptroller's Office provides all accounting functions for the town and school departments with regard to vendor expenditures and payroll processing. Monitors all expenditures to make sure all are in compliance with the Mass General Laws Chapter 44 and in including those issues pertaining to Chapter 30B procurement laws. Signing of all contracts awarded by the Board of Selectmen making sure there are sufficient funds available for the town to enter into contracts. Prepares and signs all warrants for expenditures of funds both Vendor payments and Payroll payments and forwards these signed documents to the Board of Selectmen for final approval. Implements all labor contracts and monitors employee step increases, longevity payments and stipends due the employees of the Town. Prior to the submission of any warrant to the board of selectmen these invoices are examined and approved as not being fraudulent, unlawful or excessive. If it appears that an item appears to be of the aforementioned the board of selectmen and the town treasurer will receive a written report of the reasons for the finding.

Prepares a listing of all warrants processed each week and forwards this to the Town Treasurer for the purpose of providing funds.

Establishes standard practices relating to all accounting matters and procedures and the coordination of systems throughout the town, including clerical and office methods, records, reports and procedures as they relate to accounting matters. Upon review with the town administrator prepares and submit rules, regulations and instructions relating to these systems when approved by the board of selectmen they shall be binding upon all town agencies and employees.

Also shall be responsible for a continuous audit of all town accounts and records of the town wherever located.

Department: Comptroller
Fiscal Year 2004

LINE ITEM EXPLANATION

Salaries Management:

Salary to fund the position of the Town Comptroller. This position reports to the Board of Selectmen and is responsible for all accounting practices for the Town of Natick.

Salaries Supervisory:

Salary to fund the position of the Assistant Comptroller.

Salaries Operational Staff:

Salary to fund the position of the Department Assistant.

Salaries Part-time Operational Staff:

Salary to fund the position of the part-time clerk who works 960 hours per year.

Operational Staff Overtime:

This amount is used for emergencies during peak work load times usually at the end of the calendar year or the fiscal year. Also filling in for vacations and sick time when the Payroll Coordinator is absent.

In State Travel:

Annual conference for the Accounts/Auditors which is held at the University of Mass.

Training & Education:

Munis support group meetings.

Dues & Subscriptions:

Professional Groups (Mass Accounts/Auditors, Government Finance Officers Assoc) dues.

Communication Telephone:

This amount is used for the Town telephone system as well as a fax machine. This is shared with the Treasurer's Office and the Copy Center.

Copy/Mail Center Fees:

Services provided for the distribution of inter-office mail, and out going mail as well as a share of the general operation of the copy center operations.

Bookbinding:

Permanent books and supplies for historical documents which are mandated by the Division of Public Records.

Copy Center Supplies:

Generic supplies needed for the operation of the center such as pens, pencils, card stock which supports the entire town.

Office Supplies:

This line item is used to fund all the general office supplies which are shared by the Treasurer's Office and the Comptroller.