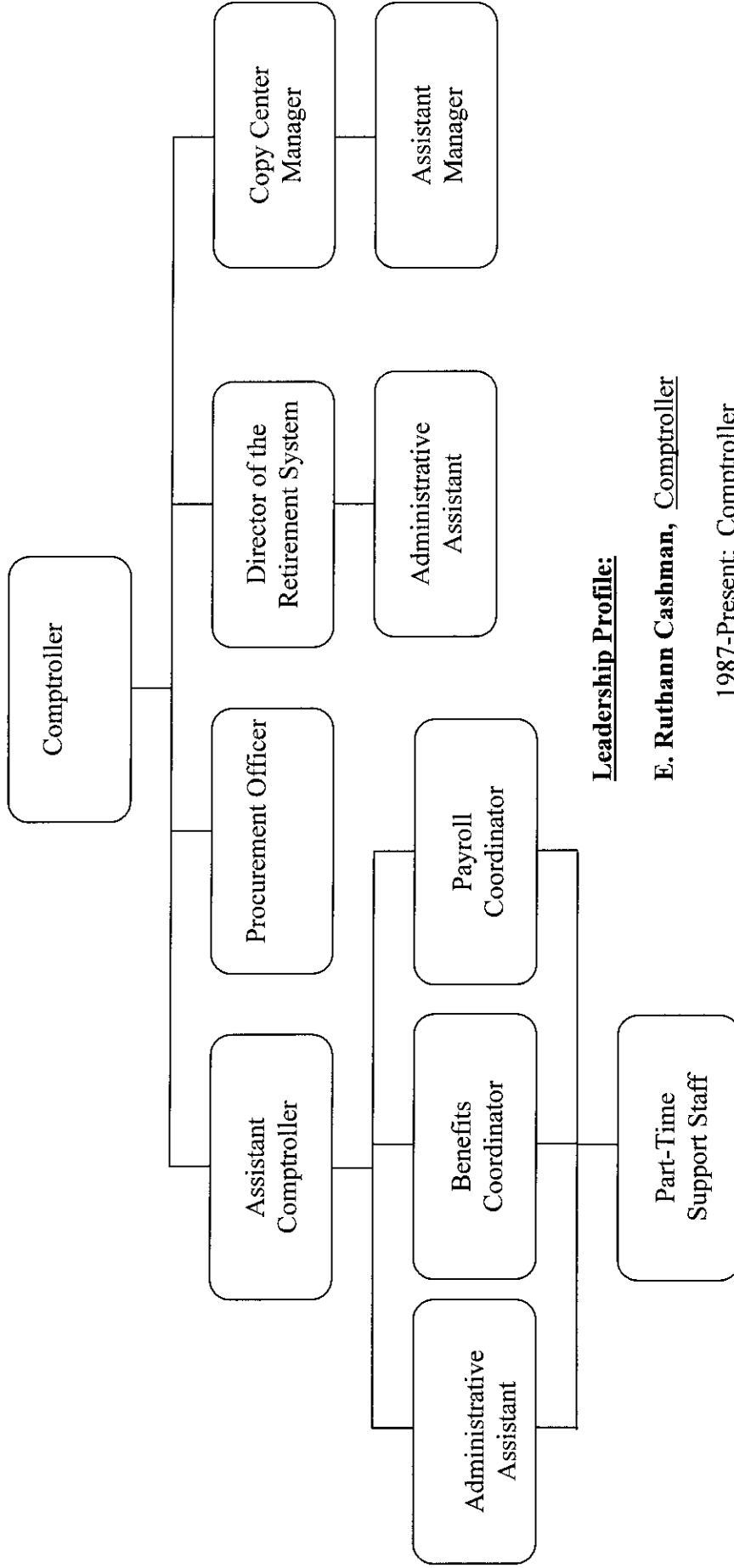


Fiscal Year 2008 Organization

Comptroller's Office



Leadership Profile:

E. Ruthann Cashman, Comptroller

1987-Present: Comptroller

Bachelor of Science Degree, Finance

Natick Contributory Retirement System – Board Member
Chartered Pension Professional
Mass Government Finance Officers Association

Narrative

Town of Natick *Comptroller*

I. Main Purpose of the Department

The Department provides supervision and oversight of all financial activities of the Town; maintains the Town's financial information; and prepares and distributes financial reports to all Town departments, boards, committees, State and federal agencies and independent financial auditors in accordance with Massachusetts General Law and Generally Accepted Accounting Principles (GAAP). The Department also oversees day-to-day administration of the Town's contributory retirement system; the Comptroller serves as one of the five trustees of the system.

II. Recent Developments

- The Department has begun the implementation of a new purchase and requisition process, with the assistance of the new Procurement Officer. This includes a streamlining of existing processes to include blanket contracts for all purchases.
- Creation of a new "tickler system" for monitoring existing contracts and the issuance of Requests for Proposals or Requests for Bids.
- The presence of a single source for procurement policies will translate into compliant and cost effective procurements as departments use common practices in securing required materials and services. A policy is being drafted to serve as a guide and reference source for all departments and agencies of the Town of Natick regarding procurement of services and material/equipment in accordance with MGL and the Natick By-laws.

III. Current Challenges

The Department is reviewing all existing departmental procurements to ensure current contracts are on file in the Comptroller's Office. The Department is also developing a standardized cataloging system to facilitate contract oversight and procurement management.

Implementation of Chapter 193 of the Acts of 2004 has provided changes to the procurement process for horizontal and vertical construction in the Commonwealth of Massachusetts.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

No significant changes are proposed for the upcoming fiscal year.

V. On the Horizon

The Department will facilitate training of all impacted employees in the use of the purchase and requisition software system (full implementation in scheduled for July 1, 2007). In order to achieve this, one-on-one employee training will be required.

The procurement personnel will participate in continuing education through the courses offered by the Inspector General's Office as well as seminars/conferences offered by the Massachusetts Association of Public Purchasing Officials. Personnel will also continue to work with the Operational Services Division to stay current with contracting opportunities and new avenues of soliciting and tracking contractors (www.comm-pass.com/).

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FY2008 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2002	2003	2004	2005	2006	Approved thru Dec 2006
1 Warrants Issued (vendor, payroll, capital projects and enterprise)	481	632	564	561	572	291
2 Number of Checks and Direct Deposits Issued	57,017	62,941	68,056	69,502	70,868	21,103
3 New Hires Processed	148	249	324	408	355	164
4 Bids Processed					27	11
5 Contracts Approved					23	5
6 Contracts Renewed					4	1
7 Contracts Pending					1	4

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Department: Comptroller

Fiscal Year 2008

LINE ITEM EXPLANATION

Salaries Management:

Line item is the compensation for the position of Town Comptroller.

Salaries Supervisory:

Line item is the compensation for the position of Assistant Comptroller.

Salaries Operational Staff:

Compensation for the positions of: (1) Department Assistant, (1) Payroll Coordinator and (1) Procurement Officer.

Salaries Part-time Operational Staff:

Line item is the compensation for the position of a 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 and used as well by the Procurement Officer to attend various meetings to keep up to date on procurement laws.

Training & Education:

Munis support group meetings and courses to maintain procurement certification.

Dues & Subscriptions:

Various Professional Groups i.e. Mass Accounts/Auditors, Government Finance Officers Assoc, Mass Assoc of Public Purchasing Officers dues and related materials.

Communication Telephone:

Office telephones (Shared Treasurer's Line, Copy Center and Comptroller)

Fax Machines

Nextell Phone

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.

FY 2007 Budget Presentation

Town of Natick Fiscal Year 2003 thru 2007
Departmental Executive Summary of Finances

Departmental Budget and Personnel Requirements Expended by Fiscal Year					
Category	2003	2004	2005	2006	Thru December 2006
Staffing					
Full-Time Employees	4	4	5	5	5
Part-Time Employees	1	1	1	1	1
Seasonal Employees	0	0	0	0	0
Operating Budget					
Personal Services	176,645.32	214,535.72	240,153.74	274,329.89	132,549.00
Purchase of Services	2,120.53	2,746.58	10,665.44	6,749.07	2,868.55
Technical & Professional Svcs	0.00	0.00	0.00	0.00	0.00
Supplies	4,688.50	3,254.83	6,689.09	7,041.99	1,723.53
Other Chgs & Expenditures	0.00	0.00	0.00		
Total Operating Budget	183,454.35	220,537.13	257,508.27	288,120.95	137,141.08
Encumbered Operating Expenses	249.51	740.81	250.00	88.00	0.00
Capital Equip/Projects Expended					

Quarterly Expenditure Pattern Fiscal Year 2003 thru 2007 - Operating Budget					
Percent Expended by Fiscal Year	2003	2004	2005	2006	2007
Personal Services					
Quarter 1 ending Sept 30	21.65%	23.09%	18.46%	21.89%	19.87%
Quarter 2 ending Dec 31	26.63%	24.53%	23.29%	24.74%	22.71%
Quarter 3 ending March 31	20.81%	23.68%	21.81%	23.96%	
Quarter 4 ending June 30	29.48%	27.44%	26.04%	28.00%	
Encumbrances for Year	0.00%	0.00%	0.00%	0.00%	
Closed to Fund Balance	1.43%	1.26%	10.40%	1.41%	
- - - - Total Pers Svcs	100.00%	100.00%	100.00%	100.00%	42.58%
All Non-Personal Services					
Quarter 1 ending Sept 30	16.25%	15.94%	8.38%	11.35%	5.05%
Quarter 2 ending Dec 31	18.04%	8.22%	35.76%	11.29%	5.44%
Quarter 3 ending March 31	36.92%	24.77%	27.40%	34.79%	
Quarter 4 ending June 30	24.03%	40.38%	27.10%	31.26%	
Encumbrances for Year	3.49%	10.58%	0.10%	0.57%	
Closed to Fund Balance	1.27%	0.11%	1.26%	10.74%	
- - - - Total Non Pers Svcs	100.00%	100.00%	100.00%	100.00%	10.49%
Capital Equip/Projects Expended					
Quarter 1 ending Sept 30					
Quarter 2 ending Dec 31					
Quarter 3 ending March 31					
Quarter 4 ending June 30					
Encumbrances for Year					
Closed to Fund Balance					
- - - - Total Capital	0.00%	0.00%	0.00%	0.00%	0.00%

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Town Comptroller

	No of Staff	Tn Adm Recommended	Dept Requests	Expended thru Dec 31, 2006	2007 Appropriated	2006		2005		2004		2003	
						Actual	Actual	Actual	Actual	Actual	Actual		
Salaries Management	1.0	79,861.21	79,861.21	36,597.80	78,775.27	76,760.10	74,887.69	73,340.62	73,060.69				
Salaries Supervisory	1.0	58,215.05	58,215.05	26,679.45	57,426.39	55,957.36	54,592.85	53,465.30	53,261.23				
Salaries Operational Staff	3.0	137,682.67	137,682.67	62,336.75	134,524.38	129,103.80	97,534.30	73,204.20	36,154.20				
Part Time Operational Staff	0.50	15,331.20	15,331.20	6,935.00	15,331.20	12,508.57	12,986.79	14,225.96	13,810.14				
Operational Staff Overtime		2,000.00	2,000.00	0.00	2,000.00	0.00	152.11	299.64	359.06				
Retirement Buy Out		0.00	0.00	0.00	23,229.00								
PERSONAL SERVICES	5.50	293,090.13	293,090.13	132,549.00	311,286.24	274,329.83	240,153.74	214,535.72	176,645.32				
In State Travel		500.00	500.00	48.44	500.00	250.32	56.16	100.00	0.00				
Communication Telephone		1,500.00	1,500.00	593.70	1,500.00	1,167.11	1,403.99	1,203.43	1,108.45				
Training & Education		500.00	500.00	0.00	2,000.00	245.00	45.00	244.50	0.00				
Dues & Subscriptions		500.00	500.00	541.43	1,000.00	295.00	638.72	363.16	145.00				
Copy/Mail Center Fees		1,500.00	1,500.00	476.48	1,000.00	1,450.64	1,558.85	499.11	867.08				
Bookbinding		4,500.00	4,500.00	1,208.50	4,500.00	3,341.00	6,962.72	585.89	0.00				
Consulting Services		26,467.11	26,467.11	0.00	26,771.00								
PURCHASE OF SERVICES		35,467.11	35,467.11	2,868.55	37,271.00	6,749.07	10,665.44	2,996.09	2,120.53				
Copy Center Supplies		3,000.00	3,000.00	185.44	3,000.00	4,042.03	2,825.25	1,554.60	1,059.48				
Office Supplies		3,500.00	3,500.00	1,450.09	3,500.00	2,999.96	3,863.84	1,450.72	3,629.02				
SUPPLIES		6,500.00	6,500.00	1,635.53	6,500.00	7,041.99	6,689.09	3,005.32	4,688.50				
BUDGET TOTAL		335,057.24	335,057.24	137,053.08	355,057.24	288,120.89	257,508.27	220,537.13	183,454.35				

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TOWN OF NATICK
EMPLOYEE JOB/PAY Fiscal Year 2008

Emp #	Employee Name	Actual FY06 Overtime	Actual FY06 Regular Earnings	Budgetary FY07 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2008	Total Appropriation	Additional Compensation Longevity	Additional Compensation Education	Other	Total Add'l Comp
Comptroller Management																
43126	FRED WITTE			\$78,775.27	BASE	M3-Perf	38.2477	38.2477	40.0	\$1,529.91	79,861.21	\$79,861.21				
Supervisory																
40027	CYNTHIA TOMASETTI		\$55,957.36	\$57,426.46	BASE	P5-4	27.8822	27.8822	40.0	\$1,115.29	58,218.05	\$58,218.05				
Operational																
41232	DEBBIE JO SHERMAN		\$39,212.64	\$40,796.39	BASE	5-Max	52.2	20.8411	37.5	\$781.54	40,796.39					
41595	DONNA ROZON		\$39,212.64	\$40,796.39	BASE	5-Max	52.2	20.8411	37.5	\$781.54	40,796.39					
42568	CHRISTOPHER BRADLEY		\$50,678.58	\$57,149.50	BASE	P5-3	22	25.4638	40.0	\$1,018.55	22,408.14					
					BASE	P5-4	30.2	27.8823	40.0	\$1,115.29	33,681.76	\$137,682.67				
Part-Time/Operational																
585	MARY GREEL		\$12,508.57	\$15,331.20	HRLY	N/A	15.9700	15.9700	960.0	\$0.00	15,331.20	\$15,331.20				
Department Totals		\$0.00	\$197,569.79	\$290,275.21								\$291,093.13	\$0.00	\$0.00	\$0.00	\$0.00

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