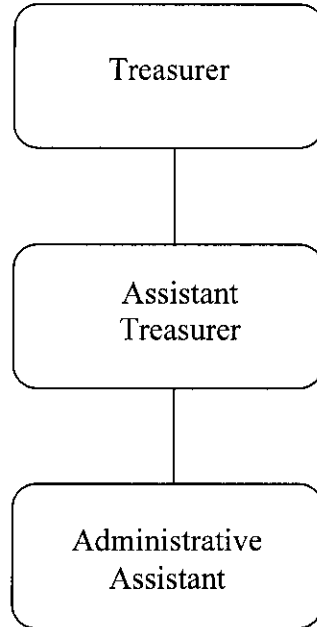




Fiscal Year 2008 Organization

**Treasurer Department**



237

**Leadership Profile:**

**Robert Palmer, Finance Director/Treasurer/Collector**

2001-Present: Finance Director/Treasurer/Collector  
1994-2001: Finance Director  
1980-1994: Director of Assessment, City of Newton

Business Administration/Management  
Graduate Studies Preparatory Program  
Master of Arts Degree, Management

## **Narrative**

*Town of Natick*  
*Treasurer*

---

### **I. Main Purpose of the Department**

The Treasurer's Office is responsible for all cash management activities for the Town of Natick. This includes the receipt, deposit, and disbursement of funds including accounts payable and payroll funds. The Treasurer is responsible for investment activities of available funds. The Treasurer's Office also maintains Tax Title accounts and is responsible for the collection of these delinquent property taxes. The Treasurer is also responsible for the issuance of all authorized debt for short and long term borrowing.

### **II. Recent Developments**

The installation and conversion of all Tax Title accounts into Point Software's software module is nearing completion. The goal of this effort is to improve the management of existing accounts and assist in the timely processing of Tax Title activity. Investment rates have increased prompting a comprehensive review of the investment strategy for Town funds to maximize investment income.

### **III. Current Challenges**

The Treasurer has determined that it is in the Town's best interest to proceed with the provisions of Chapter 200A Section 5 regarding outstanding checks and refunds. The provisions will allow the Treasurer to follow established rules for return of these funds to the correct party or for the Town to retain the funds if they become abandoned property.

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

As noted in the Collector's budget, funds are requested for improved notification to delinquent accounts including Tax Title.

### **V. On the Horizon**

The Town will be required to comply with any new or modified legislation and programs adopted in the Commonwealth of Massachusetts.

238

FY2008 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2003	2004	2005	2006	Approved 2007	Proposed 2008
1 Bond Anticipation Notes (BAN's)	\$26.935m	\$15.405m	\$16.648m	\$16.262m	\$4.465m	\$.200m
2 General Obligation Bonds Issued	\$0	\$12.640m	\$5.385m	\$0m	\$3.385	\$0
3 June 30 Bank Balance (inc. Trusts)	\$54.458m	\$50.758m	\$57.269m	\$56.444m	\$50.000m	\$50.000m

~~238~~ 238 A

**Department: TREASURER**  
**EXPLANATION**  
**Fiscal Year 2007**

**LINE ITEM**

- Salaries Management** This is the prorated portion of the Finance Director/Treasurer's salary in the capacity as Town Treasurer (approximately 30% of total salary).
- Salaries Supervisory** This is the prorated portion of the Assistant Treasurer / Assistant Collector's salary in the capacity as the Town's Assistant Treasurer (approximately 1/3 of total salary).
- Salaries Operational Staff** Salaries for two staff positions are funded in this line item. One position is responsible for employee benefit administration. The second position is responsible primarily for cash and account reconciliation.
- Overtime Operational** Overtime for the two (2) operational staff members. These fund overtime in peak demand times to remain current in any employee benefit or cash / bank reconciliation requirements.
- Repairs and Maintenance** This is for the maintenance and repair of business equipment such as date stamp, check signer, endorser, bar code readers, specialized printer, etc.
- In State Travel/Meetings** For attendance at Department of Revenue seminars, Treasurer / Collector Association meetings, and administrative / clerical support staff seminars.
- Training and Education** The costs related MUNIS or POINT Software training, PC specialized training seminars, etc.
- Communication Telephone** This is the proportional costs assigned to the Treasurer's Office for telephone service.
- Communication Postage** This is the direct cost associated with the mailings from the Treasurer's Office. (Employee mailings, accounts payable checks, etc.) This item is increased (\$450) to reflect the scheduled postal rate increase.
- Copy/Mail Center Fees** This is the proportional cost assigned to the Treasurer's Office for mail center labor for mail handling and copy charges.
- Banking Services Fees** This is utilized for payment of charges for account services such as returned check fees, service fees charged by depository banks, paying agent fees for debt service, etc. This item is level funded from FY2007 – please note that the FY2005 spending level was \$39,000.

**Office Supplies**

General office supplies for the Treasurer's Office for employee benefit and bank reconciliation functions.

## FY 2007 Budget Presentation

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

<b>Departmental Budget and Personnel Requirements Expended by Fiscal Year</b>					
Category	2003	2004	2005	2006	Thru December 2007
<b>Staffing</b>					
Full-Time Employees	4	4	4	3	3
Part-Time Employees	0	0	0	0	0
Seasonal Employees	0	0	0	0	0
<b>Operating Budget</b>					
Personal Services	119,690.37	118,926.74	116,511.58	132,053.98	55,393.25
Purchase of Services	16,032.34	14,847.97	15,181.59	19,925.37	11,722.23
Technical & Professional Svcs	19,812.99	25,140.16	39,000.58	25,382.57	12,369.69
Supplies	1,728.28	3,326.38	5,426.71	3,091.04	1,605.34
Other Chgs & Expenditures	0.00	0.00			
<b>Total Operating Budget</b>	<b>157,263.98</b>	<b>162,241.25</b>	<b>176,120.46</b>	<b>180,452.96</b>	<b>81,090.51</b>
<b>Encumbered Operating Expenses</b>	<b>8,903.65</b>	<b>9,556.00</b>	<b>5,828.41</b>		
<b>Capital Equip/Projects Expended</b>					

<b>Quarterly Expenditure Pattern Fiscal Year 2003 thru 2007 - Operating Budget</b>					
Percent Expended by Fiscal Year	2003	2004	2005	2006	2007
<b>Personal Services</b>					
Quarter 1 ending Sept 30	21.09%	22.98%	22.02%	21.55%	19.06%
Quarter 2 ending Dec 31	26.04%	24.74%	21.20%	26.26%	22.36%
Quarter 3 ending March 31	22.04%	24.86%	23.15%	25.66%	
Quarter 4 ending June 30	26.14%	27.25%	25.63%	26.53%	
Encumbrances for Year	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	
Closed to Fund Balance	<b>4.69%</b>	<b>0.17%</b>	<b>8.00%</b>	<b>0.00%</b>	
- - - - Total Pers Svcs	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>41.42%</b>
<b>All Non-Personal Services</b>					
Quarter 1 ending Sept 30	6.81%	25.39%	6.58%	13.44%	8.96%
Quarter 2 ending Dec 31	10.15%	11.12%	11.96%	20.95%	31.96%
Quarter 3 ending March 31	15.14%	15.96%	30.30%	4.54%	
Quarter 4 ending June 30	18.44%	19.12%	30.90%	33.27%	
Encumbrances for Year	<b>11.98%</b>	<b>12.85%</b>	7.80%	0.10%	
Closed to Fund Balance	<b>37.48%</b>	<b>15.56%</b>	<b>12.47%</b>	<b>27.70%</b>	
- - - - Total Non Pers Svcs	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>40.92%</b>
<b>Capital Equip/Projects Expended</b>					
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	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

272

Encumbrances include Current Year and Carryforward amounts from Previous Fiscal Years

## Town Treasurer

No of Staff	Tn Adm Recommended	Dept Requests	Expended thru Dec 31, 2006	2007 Appropriated	2006 Actual	2005 Actual	2004 Actual	2003 Actual
Salaries Management	28,368.61	28,368.61	13,000.56	28,259.95	27,267.18	26,602.16	26,052.76	25,953.32
Salaries Supervisory	20,828.77	20,828.77	4,924.53	22,517.44	21,726.17	21,196.33	20,758.78	20,679.55
Salaries Operational Staff	81,592.78	81,592.78	37,391.54	80,484.30	80,821.96	67,210.23	71,115.20	72,800.10
Overtime Operational Staff	2,500.00	2,500.00	76.62	2,500.00	2,238.67	1,502.86	1,000.00	257.40
<b>PERSONAL SERVICES</b>	<b>133,290.16</b>	<b>133,290.16</b>	<b>55,393.25</b>	<b>133,761.69</b>	<b>132,053.98</b>	<b>116,511.58</b>	<b>118,926.74</b>	<b>119,690.37</b>
Repair & Maint Equipment	6,000.00	6,000.00	2,444.95	6,000.00	10,536.04	884.75	848.00	5,747.87
In State Travel/Meetings	500.00	500.00	0.00	500.00	0.00	336.20	0.00	0.00
Training & Education	2,000.00	2,000.00	235.00	2,000.00	275.00	500.00	160.00	175.00
Communication Telephone	800.00	800.00	258.32	800.00	546.49	598.52	631.49	681.00
Communication Postage/Envelopes	13,050.00	13,050.00	7,901.27	12,600.00	6,651.68	11,036.66	11,444.53	8,055.46
Copy/Mail Center Fees	2,400.00	2,400.00	882.69	2,400.00	1,916.16	1,825.46	1,763.95	1,308.01
Purchased Services Misc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	65.00
<b>PURCHASE OF SERVICES</b>	<b>24,750.00</b>	<b>24,750.00</b>	<b>11,722.23</b>	<b>24,300.00</b>	<b>19,925.37</b>	<b>15,181.59</b>	<b>14,847.97</b>	<b>16,032.34</b>
Banking Services Fees	35,000.00	35,000.00	12,303.69	35,000.00	25,382.57	39,000.58	26,389.66	19,352.09
Master Charge Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	460.90
<b>TECHNICAL &amp; PROFESSIONAL SVS</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>12,303.69</b>	<b>35,000.00</b>	<b>25,382.57</b>	<b>39,000.58</b>	<b>26,389.66</b>	<b>19,812.99</b>
Office Supplies	3,500.00	3,500.00	1,605.34	3,500.00	3,091.04	5,426.71	3,076.88	1,728.28
<b>SUPPLIES</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>1,605.34</b>	<b>3,500.00</b>	<b>3,091.04</b>	<b>5,426.71</b>	<b>3,076.88</b>	<b>1,728.28</b>
<b>BUDGET TOTAL</b>	<b>196,540.16</b>	<b>196,540.16</b>	<b>81,024.51</b>	<b>196,561.69</b>	<b>180,452.96</b>	<b>176,120.46</b>	<b>163,241.25</b>	<b>157,263.98</b>

243

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	Longevity	Additional Compensation Education	Other	Total Add'l Comp
<u>Treasurer:</u>																
<u>Management</u>																
3720	ROBERT PALMER		\$27,267.05	\$28,259.95	BASE	M4-Perf	52.2	13.5865	29.39%	\$543.46	<u>28,368.61</u>	\$28,368.61				
<u>Supervisory:</u>																
Assistant Treasurer/Collector																
Replacement																
				\$22,571.44	BASE	M2-1	16.6	9.7429	33.47%	\$389.71						
					BASE	M2-2	35.6	10.0839	33.47%	\$403.36	<u>20,828.77</u>	\$20,828.77				
<u>Operational:</u>																
42601	LINDA CLARK		\$38,122.39	\$40,796.39	BASE	5-Max	52.2	20.8411	37.5	\$781.54	40,796.39					
42108	TERESA REDDOCH	\$2,135.85	\$39,315.56	\$40,796.39	BASE	5-Max	52.2	20.8411	37.5	\$781.54	40,796.39					
Department Totals		<u>\$2,135.85</u>	<u>\$104,705.00</u>	<u>\$132,424.17</u>								<u>\$81,592.78</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

244