



Town of Natick

Home of Champions

Department: Treasurer

Appropriation Summary

	2007	2008	2009	2010	2009 vs. 2010	
	Actual	Actual	Appropriated	Appropriated	\$	%
Salaries						
Personnel Services	131,689	136,416	114,204	144,208	30,004	26.3%
Total Salaries	131,689	136,416	114,204	144,208	30,004	26.3%
Operating Expenses						
Purchase of Services	19,624	20,934	24,750	21,050	-3,700	-14.9%
Tech & Prof. Services	24,332	45,011	35,000	35,000	0	0.0%
Supplies	3,935	3,536	4,000	3,500	-500	-12.5%
Total Operating Expenses	47,891	69,481	63,750	59,550	-4,200	-6.6%
Total Treasurer	179,580	205,897	177,954	203,758	25,804	14.5%

Mission:

The Treasurer/Collector's office is responsible for the billing, collecting and investing of all monies due to the Town including but not limited to- Real Estate tax, Personal Property Tax, Motor Vehicle Excise Tax, Boat Excise Tax, Parking Ticket fines, Water and Sewer Bills, Parking Meter receipts, Pay as You Throw, Federal and State reimbursements and grants, as well as a myriad of miscellaneous departmental permits, license and fees.

The department is responsible for the reconciliation of checks and bank accounts.

The department issues all authorized debt for both short and long term borrowing.

The department is also responsible for the maintenance of all properties taken for nonpayment of taxes and for all public auction or disposition of all foreclosed properties.

Goals:

Personnel Advancement

Reconfigure Collector's Office personnel to facilitate better service

Enhance On-line, Web, Computer Applications

Work with DPW to add on-line Geographic Information System (GIS) capabilities; create Executive Committee to enhance usability throughout organization

Working with Information Technology department, work toward development of intranet

Working with Town Administrator, establish position for web development/ maintenance

Enhance customer access; oversee creation of additional on-line payments for bulky waste, recreation programs, others as appropriate



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Department: Treasurer

Goals (con't)

Budget Process Improvements

Oversee integration of various MUNIS personnel functions

With Town Administrator, Deputy Town Admin. and Comptroller, re-engineer overall budgeting process

With DPW, consider alternatives to water billing system

Miscellaneous

Facilitate same-day deposits of payments

Scan all checks for record keeping

Implement new water billing system including averaging for condos

Begin to assess opportunities for public information kiosk at Town Hall & Morse Institute Library

Bid Insurance Programs

With Comptroller, develop quarterly reporting procedure for revenues

Budget Overview:

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 completed. 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 are now decreasing 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

The payroll processing function is being back to the Treasurer's Office. To facilitate this the salary for the payroll support staff is included in this budget and removed from the Comptroller's budget. Budget reductions are proposed in repair & maint. of equipment, In- State travel, training, envelopes, and a suggested increase in office supplies is withdrawn. This will require improving the use of available resources to provide the Treasurer's services.

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.



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	2007	2008	2009	2010	2009 vs. 2010	
	Actual	Actual	Appropriated	Appropriated	\$	%
Salaries Management	27,983	29,802	31,311	31,311	0	0.0%
Salaries Supervisory	10,645	20,375	21,721	22,536	815	3.8%
Salaries Operational Staff	80,484	84,041	43,281	87,861	44,580	103.0%
Part Time Operational Staff	11,986	0	15,391	0	-15,391	-100.0%
Overtime Operational Staff	592	2,198	2,500	2,500	0	0.0%
Personnel Services	131,689	136,416	114,204	144,208	30,004	26.3%
Repair & Maint Equipment	4,352	7,905	6,000	5,000	-1,000	-16.7%
In State Travel/Meetings	0	538	500	0	-500	-100.0%
Training & Education	320	1,995	2,000	500	-1,500	-75.0%
Communication Telephone	379	452	800	800	0	0.0%
Communication Postage/Envelopes	12,322	6,759	13,050	12,350	-700	-5.4%
Copy/Mail Center Fees	2,251	3,284	2,400	2,400	0	0.0%
Purchased Services Misc.	0	0	0	0	0	#DIV/0!
Purchase of Services	19,624	20,934	24,750	21,050	-3,700	-14.9%
Banking Services Fees	24,332	45,011	35,000	35,000	0	0.0%
Master Charge Fees	0	0	0	0	0	#DIV/0!
Tech & Prof. Services	24,332	45,011	35,000	35,000	0	0.0%
Office Supplies	3,935	3,536	4,000	3,500	-500	-12.5%
Supplies	3,935	3,536	4,000	3,500	-500	-12.5%
Total Treasurer	179,580	205,897	177,954	203,758	25,804	14.5%



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Department: Treasurer

Line-Item Detail

Narrative:

Personnel Services

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 operational staff member. These fund overtime in peak demand times to remain current for any cash / bank reconciliation requirements.

Purchase of Services

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. We have reduced this for FY2010.

In State Travel/Meetings This line item is eliminated in the FY2010 budget.

Training and Education The costs related MUNIS or POINT Software training, PC specialized training seminars, etc. This item is reduced by 75% in FY2010. Only essential / mandatory training will be authorized.

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. This item is reduced in the FY2010 budget.

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.

Tech. & Prof. Services

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 FY2009 – please note that the FY2008 spending level was \$45,011.

Supplies

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



Town of Natick

FY 2010 Budget

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