



# Town of *Wellesley*

## FY2018 Budget Request

### Finance Department Operating Request

Department: 133

Department Head: Sheryl Strother, Finance Director

<b>DEPARTMENT EXPENDITURES</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Request</b>	<b>\$ Variance FY17-18</b>	<b>% Variance FY17-18</b>
Personal Services							
Full Time	\$ 389,254	\$ 381,353	\$ 400,748	\$ 459,406	\$ 463,309	\$ 3,903	0.85%
Part-Time	-	532	-	-	-	-	0.00%
Assessment Offset (W&S, WSVD)	(7,547)	(5,000)	(5,000)	(37,093)	(37,093)	-	0.00%
Longevity	800	800	1,100	1,100	1,100	-	0.00%
<b>Subtotal, Personal Services</b>	<b>382,507</b>	<b>377,685</b>	<b>396,848</b>	<b>423,413</b>	<b>427,316</b>	<b>3,903</b>	<b>0.92%</b>
Expenses	6,740	7,686	8,000	8,700	10,200	1,500	17.24%
Encumbrances		-	-	-	-	-	0.00%
<b>Subtotal, Expenses</b>	<b>6,740</b>	<b>7,686</b>	<b>8,000</b>	<b>8,700</b>	<b>10,200</b>	<b>1,500</b>	<b>17.24%</b>
<b>Total</b>	<b>\$ 389,247</b>	<b>\$ 385,372</b>	<b>\$ 404,848</b>	<b>\$ 432,113</b>	<b>\$ 437,516</b>	<b>\$ 5,403</b>	<b>1.25%</b>

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY14 Actual</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY18 Request</b>
Position Titles:					
Accountant	1.0	1.0	1.0	1.0	1.0
Assistant Finance Director	1.0	1.0	1.0	1.0	1.0
Finance and Budget Analyst	1.0	1.0	1.0	1.0	1.0
Clerical*	<u>2.0</u>	<u>3.0</u>	<u>2.4</u>	<u>2.4</u>	<u>2.4</u>
<b>Total Number of Positions</b>	<b>5.0</b>	<b>6.0</b>	<b>5.4</b>	<b>5.4</b>	<b>5.4</b>

\* Veteran's assistant/insurance formerly worked in the Selectmen's office (prior to 2015)

**Finance Department Operating Request**

Org	Object	Account # 01-133 Account Title	Explanation	Recast FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
<b>PERSONAL SERVICES</b>										
01133100	511010	Senior Administrator	Salary of Finance Director/Town Accountant	\$ 132,681	\$ 135,998	\$ 139,852	\$ 147,534	\$ 150,450	\$ 2,916	1.98%
01133100	511220	Other Professionals	Salaries of Assistant Finance Director & Finance & Budget Analyst.	122,450	128,548	138,369	146,330	145,748	(583)	-0.40%
01133100	511370	Clerical	Clerical-salaries for staff (2)	98,375	100,698	106,017	108,578	110,307	1,730	1.59%
01133100	511420	Other Professional Staff	Veteran's District and Insurance	35,747	16,109	16,511	56,963	56,804	(160)	-0.28%
01133100	512290	Part time	Special Projects	-	-	-	-	-	-	0.00%
01133100	511399	Dep		-	532	(261)	-	-	-	0.00%
01133100	569560/ 569555	Assessments	Offset WSVD clerk and accounting, and Water/Sev	(7,547)	(5,000)	(5,000)	(37,093)	(37,093)	-	0.00%
01133100	515050	Longevity	Longevity payment due personnel with more than 10 years service.	800	800	1,100	1,100	1,100	-	0.00%
<b>PERSONAL SERVICES SUBTOTAL</b>				<b>382,507</b>	<b>377,685</b>	<b>396,587</b>	<b>423,413</b>	<b>427,316</b>	<b>3,903</b>	<b>0.92%</b>
01133200	517020	Medical check-up		60	75	-	-	-	-	0.00%
01133200	529050	Recycled Materials Disposal		-	-	479	-	-	-	0.00%
01133200	530200	Accounting & Auditing Services		725	725	2,000	1,000	1,000	-	0.00%
01133200	530500	Training & Development		1,449	798	-	1,000	2,000	1,000	100.00%
01133200	534010	Postage	For routine mailing.	225	170	54	400	400	-	0.00%
01133200	534030	Advertising - General	Cost of placing legal ads and meeting agendas in local newspapers.	-	-	-	-	-	-	0.00%
01133200	534035	Advertising- Employment	For employment advertising.	12	-	-	400	400	-	0.00%
01133200	542010	Office Supplies	Office supplies as needed.	1,087	1,451	1,330	2,000	2,000	-	0.00%
01133200	549090	Other Food Service Supplies		-	-	36	-	-	-	0.00%
01133201	555020	Periodicals and Newspapers		-	-	-	-	-	-	0.00%
01133200	571010	In-state travel (mileage)	For reimbursement of mileage	299	-	118	700	700	-	0.00%
01133200	571110	Conf/Meetings Administrators	Attendance at conferences enables the Town to keep current on new topics and ideas.	2,156	3,837	3,307	2,500	3,000	500	20.00%
01133200	573010	Dues-Administrators	Dues for professional organizations such as PRIMA,GFOA,MMA etc.	660	630	675	700	700	-	0.00%
01133200	583120	Office Machines Rep		67	-	-	-	-	-	0.00%
<b>EXPENSES SUBTOTAL</b>				<b>6,740</b>	<b>7,686</b>	<b>8,000</b>	<b>8,700</b>	<b>10,200</b>	<b>1,500</b>	<b>17.24%</b>
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	-	-	-	-	-	-	0.00%
<b>DEPARTMENT TOTAL</b>				<b>\$ 389,247</b>	<b>\$ 385,372</b>	<b>\$ 404,587</b>	<b>\$ 432,113</b>	<b>\$ 437,516</b>	<b>\$ 5,403</b>	<b>1.25%</b>

**Finance Department Operating Request**

Job Title Employee Name	FY17 Rate as of 6/30/17	Group - Step	FY18 Rate as of 7/1/17	Other Appropriation:			General Fund Budget Request	Total salary request
				Sewer	Water	WSVD Asmt		
				64601962 511220 15000	74701962 511220 15001	86543155 519133		
Finance Director/Town Accountant Sheryl Strother	\$ 2,836.54	66	\$ 2,893.27				150,450	150,450
Assistant Finance Director Rachel Lopes	\$ 1,602.77	58	\$ 1,602.77				83,344	83,344
Finance and Budget Analyst James Ryan	\$ 1,200.07	56	\$ 1,200.07				62,404	62,404
Payroll Accountant Jeanne McGrath	\$ 1,039.85	49-6	\$ 1,060.65				55,154	55,154
Accounts Payable Accountant Megan MacFarlane	\$ 1,039.85	49-6	\$ 1,060.65				55,154	55,154
Accounting Assistant Sally Rose	\$ 1,092.38	53	\$ 1,092.38				56,804	56,804
Part time clerical/temporary							-	-
WSVD Assessment Offset						(32,093)	(32,093)	(32,093)
Water and Sewer Offset				(2,500)	(2,500)		(5,000)	(5,000)
Longevity J. McGrath/M. MacFarlane							1,100	1,100
Human Resources article does not provide funding for management under contract				(2,500)	(2,500)	(32,093)	427,316	\$ 427,316

<sup>1</sup> Water & Sewer enterprise funds are assessed accounting charges for A/P , payroll processing, and financial statement preparation.

FY17 will be the 10th year of this arrangement, although the assessment is significantly reduced.

<sup>2</sup> Accounting Assistance for Veteran's District

\*Note: FY18 Salary is based on 52 weeks