



Town of *Wellesley*

FY2019 Budget Request

Finance Department Operating Request

Department: 133

Department Head: Sheryl Strother, Finance Director

DEPARTMENT EXPENDITURES	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
Personal Services							
Full Time	\$ 381,353	\$ 400,748	\$ 456,276	\$ 467,830	\$ 476,208	\$ 8,378	1.79%
Part-Time	532	(261)	(204)	-	-	-	0.00%
Assessment Offset (W&S, WSVD)	(5,000)	(5,000)	(37,093)	(37,093)	(32,609)	4,484	-12.09%
Longevity	800	1,100	1,400	1,100	1,100	-	0.00%
Subtotal, Personal Services	377,685	396,587	420,379	431,837	444,699	12,862	2.98%
Expenses	7,686	8,000	5,515	10,200	10,950	750	7.35%
Encumbrances	-	-	-	-	-	-	0.00%
Subtotal, Expenses	7,686	8,000	5,515	10,200	10,950	750	7.35%
Total	\$ 385,372	\$ 404,587	\$ 425,894	\$ 442,037	\$ 455,649	\$ 13,612	3.08%

PERMANENT STAFFING (FTEs)	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request
Position Titles:					
Finance Director/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>3.0</u>	<u>2.4</u>	<u>2.4</u>	<u>2.4</u>	<u>2.4</u>
Total Number of Positions	6.0	5.4	5.4	5.4	5.4

* 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	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Request	\$ Variance FY18-19	% Variance FY18-19
PERSONAL SERVICES										
01133100	511010	Senior Administrator	Salary of Finance Director/Town Accountant	\$ 135,998	\$ 139,852	\$ 145,116	\$ 150,450	\$ 153,459	\$ 3,009	2.00%
01133100	511220	Other Professionals	Salaries of Assistant Finance Director & Finance & Budget Analyst.	128,548	138,369	146,350	149,132	152,311	3,179	2.13%
01133100	511370	Clerical	Clerical-salaries for staff (2)	100,698	106,017	107,788	110,307	112,498	2,191	1.99%
01133100	511420	Other Professional Staff	Veteran's District and Insurance	16,109	16,511	57,022	57,941	57,940	(1)	0.00%
01133100	512290	Part time	Special Projects	-	-	-	-	-	-	0.00%
01133100	511399	Dep		532	(261)	(204)	-	-	-	0.00%
01133100	569560/ 569555	Assessments	Offset WSVD clerk and accounting, and Water/Sev	(5,000)	(5,000)	(37,093)	(37,093)	(32,609)	4,484	-12.09%
01133100	515050	Longevity	Longevity payment due personnel with more than 10 years service.	800	1,100	1,400	1,100	1,100	-	0.00%
PERSONAL SERVICES SUBTOTAL				377,685	396,587	420,379	431,837	444,699	12,862	2.98%
01133200	517020	Medical check-up		75	-	-	-	-	-	0.00%
01133200	524030	Equipment Maintenance		-	-	220	-	-	-	0%
01133200	529050	Recycled Materials Disposal		-	479	-	-	-	-	0.00%
01133200	530200	Accounting & Auditing Services		725	2,000	725	1,000	1,000	-	0.00%
01133200	530500	Training & Development		798	-	995	2,000	2,500	500	25.00%
01133200	534010	Postage	For routine mailing.	170	54	18	400	200	(200)	-50.00%
01133200	534030	Advertising - General	Cost of placing legal ads and meeting agendas in local newspapers.	-	-	-	-	-	-	0%
01133200	534035	Advertising- Employment	For employment advertising.	-	-	-	400	200	(200)	-50.00%
01133200	542010	Office Supplies	Office supplies as needed.	1,451	1,330	1,627	2,000	2,500	500	25.00%
01133200	549090	Other Food Service Supplies		-	36	-	-	-	-	0%
01133201	555020	Periodicals and Newspapers		-	-	-	-	-	-	0%
01133200	571010	In-state travel (mileage)	For reimbursement of mileage	-	118	90	700	800	100	14.29%
01133200	571110	Conf/Meetings Administrators	Attendance at conferences enables the Town to keep current on new topics and ideas.	3,837	3,307	1,146	3,000	3,000	-	0.00%
01133200	573010	Dues-Administrators	Dues for professional organizations such as PRIMA,GFOA,MMA etc.	630	675	695	700	750	50	7.14%
01133200	583120	Office Machines Rep		-	-	-	-	-	-	0%
EXPENSES SUBTOTAL				7,686	8,000	5,515	10,200	10,950	750	7.35%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	-	-	-	-	-	-	0.00%
DEPARTMENT TOTAL				\$ 385,372	\$ 404,587	\$ 425,894	\$ 442,037	\$ 455,649	\$ 13,612	3.08%

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Finance Department Operating Request

Job Title Employee Name	FY18 Rate as of 6/30/18	Group - Step	FY19 Rate as of 7/1/18	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	\$ 2,893.27	66	\$ 2,951.14				153,459	153,459
Assistant Finance Director Rachel Lopes	\$ 1,634.83	58	\$ 1,634.83				85,011	85,011
Finance and Budget Analyst Jill Sheehan	\$ 1,294.23	56	\$ 1,294.23				67,300	67,300
Payroll Accountant Jeanne McGrath	\$ 1,060.50	49-6	\$ 1,081.71				56,249	56,249
Accounts Payable Accountant Megan MacFarlane	\$ 1,060.50	49-6	\$ 1,081.71				56,249	56,249
Accounting Specialist Sally Rose	\$ 1,114.23	53	\$ 1,114.23				57,940	57,940
Part time clerical/temporary							-	-
WSVD Assessment Offset						(32,609)	(32,609)	(32,609)
Water and Sewer Offset							-	-
Longevity J. McGrath/M. MacFarlane							1,100	1,100
Human Resources article does not provide funding for management under contract				-	-	(32,609)	444,699	\$ 444,699

¹ Water & Sewer enterprise funds are no longer assessed accounting charges for A/P , payroll processing, and financial statement preparation.

² Accounting Assistance for Veteran's District

*Note: FY19 Salary is based on 52 weeks