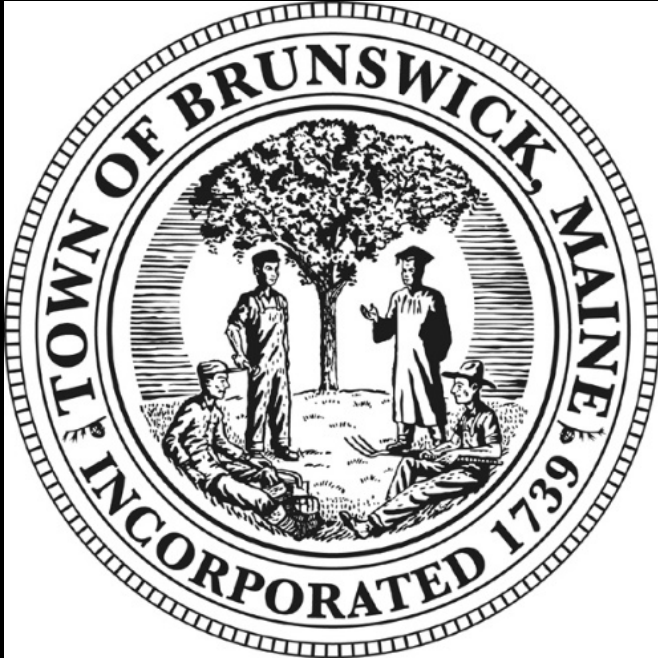


# FINANCE DEPARTMENT

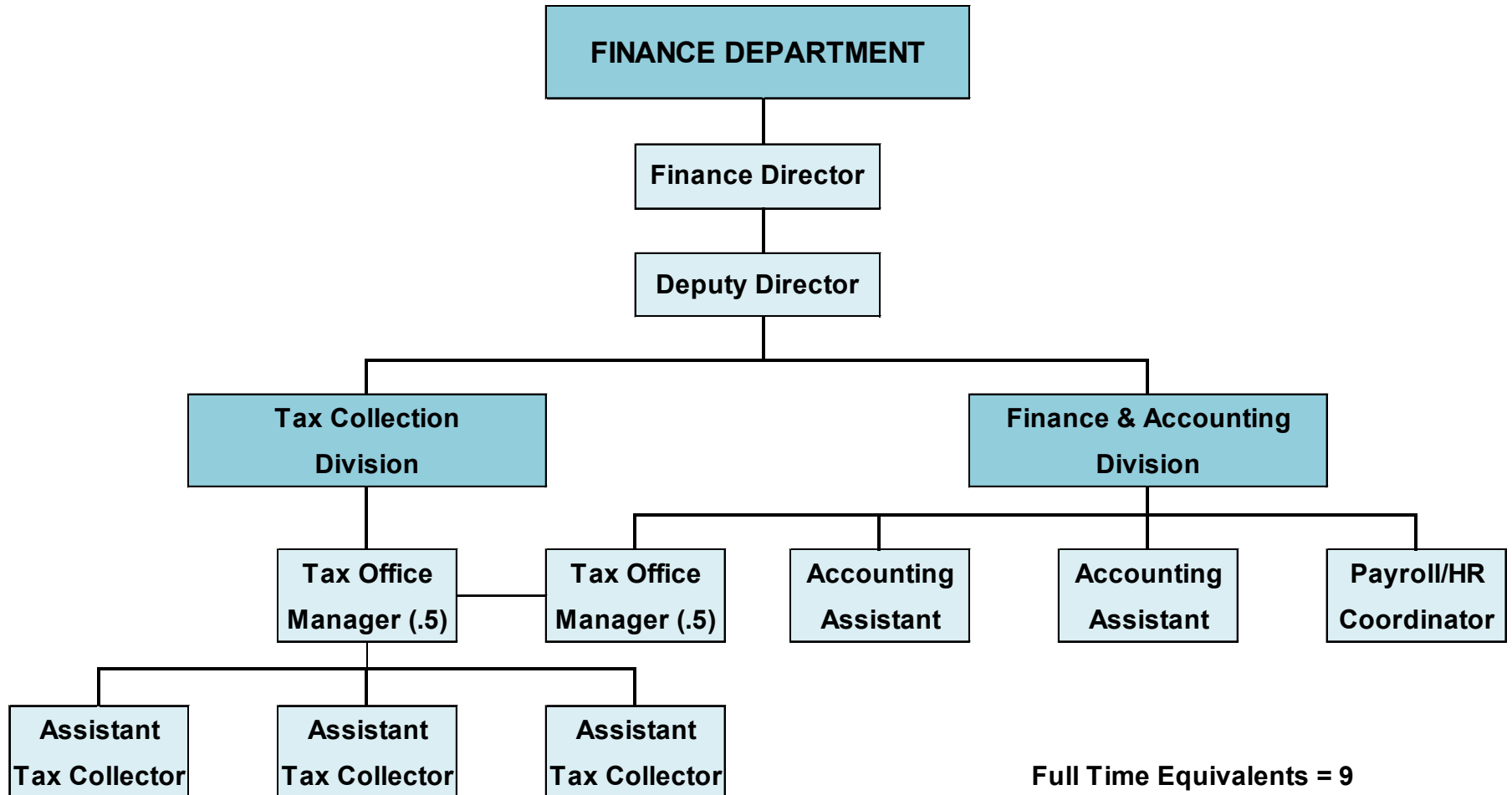


**2024-25 Budget Presentation**

**March 14, 2024**

**Branden Perreault  
Deputy Finance Director**

# ORGANIZATIONAL CHART



# DIVISION RESPONSIBILITIES

## Finance & Accounting

- ▶ Accounts Payable
- ▶ Accounts Receivable
  - General, Ambulance, Processing Facility, Utilities
- ▶ Payroll
- ▶ Cash Management
- ▶ Debt Management
- ▶ Grant Administration
- ▶ Budgeting/Forecasting
- ▶ Financial Reporting
- ▶ Risk Management

## Tax Collection

- ▶ Property Tax
  - Bill printing/mailing
  - Payment processing
  - Tax liens/collection
- ▶ Full Motor Vehicle Registration
- ▶ Watercraft & Aircraft
- ▶ Snowmobiles & ATVs
- ▶ Passports
- ▶ Misc Cash Receipts
- ▶ Bank Deposits

# DEPARTMENT ROLES - SERVING THE PUBLIC



**The Tax Division is the face of the Town.**

An estimated 100+ citizens visit us each day,  
and more call us with questions...

- and we strive to serve them efficiently and be sure  
they all have a positive experience!

**The Finance & Accounting Division is a  
resource for financial and regulatory  
information.**

We receive calls from citizens, Town organizations, State  
agencies, other municipalities with questions about  
property taxes, ambulance billing, budgets, grant  
administration, risk management...

- and we strive to provide prompt, courteous and  
accurate answers and assistance.



# DEPARTMENT ROLES - SERVING TOWN STAFF

**The Finance Department is an internal service function.**



Every day we interact with fellow staff from Town departments and divisions in a variety of areas such as...

accounts payable, payroll, budget, cash management, grant administration, risk management, the MUNIS financial system...

– and we strive to build our Town team with friendly cooperation and assistance.



# TAX DIVISION



# Tax Division – Transaction Breakdown

July 1, 2022 – June 30, 2023



**Motor Vehicle**  
14,198  
38%

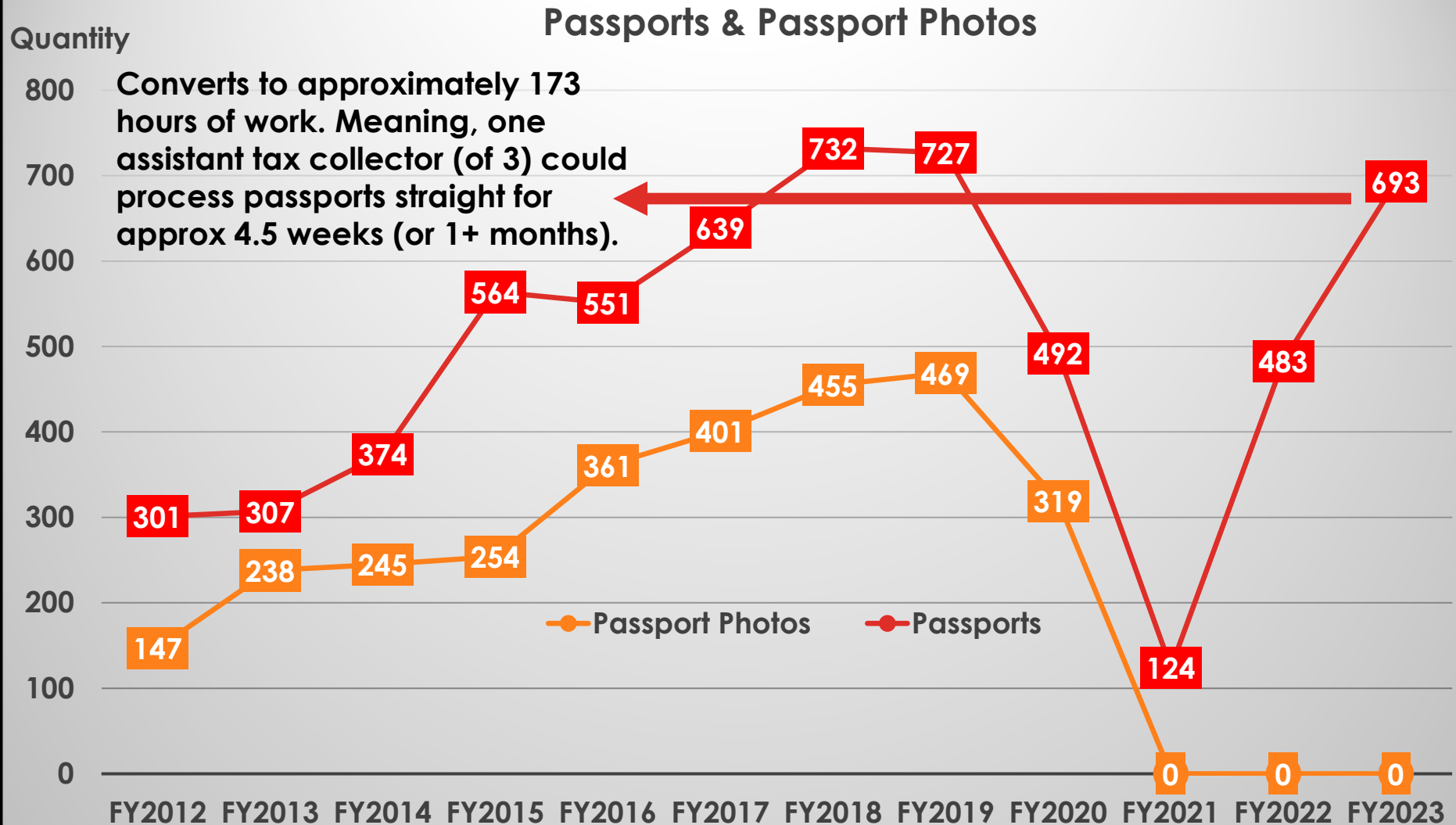
**All Other**  
4,871  
13%

**37,197**

**Property Taxes**  
18,128  
49%

# Tax Division

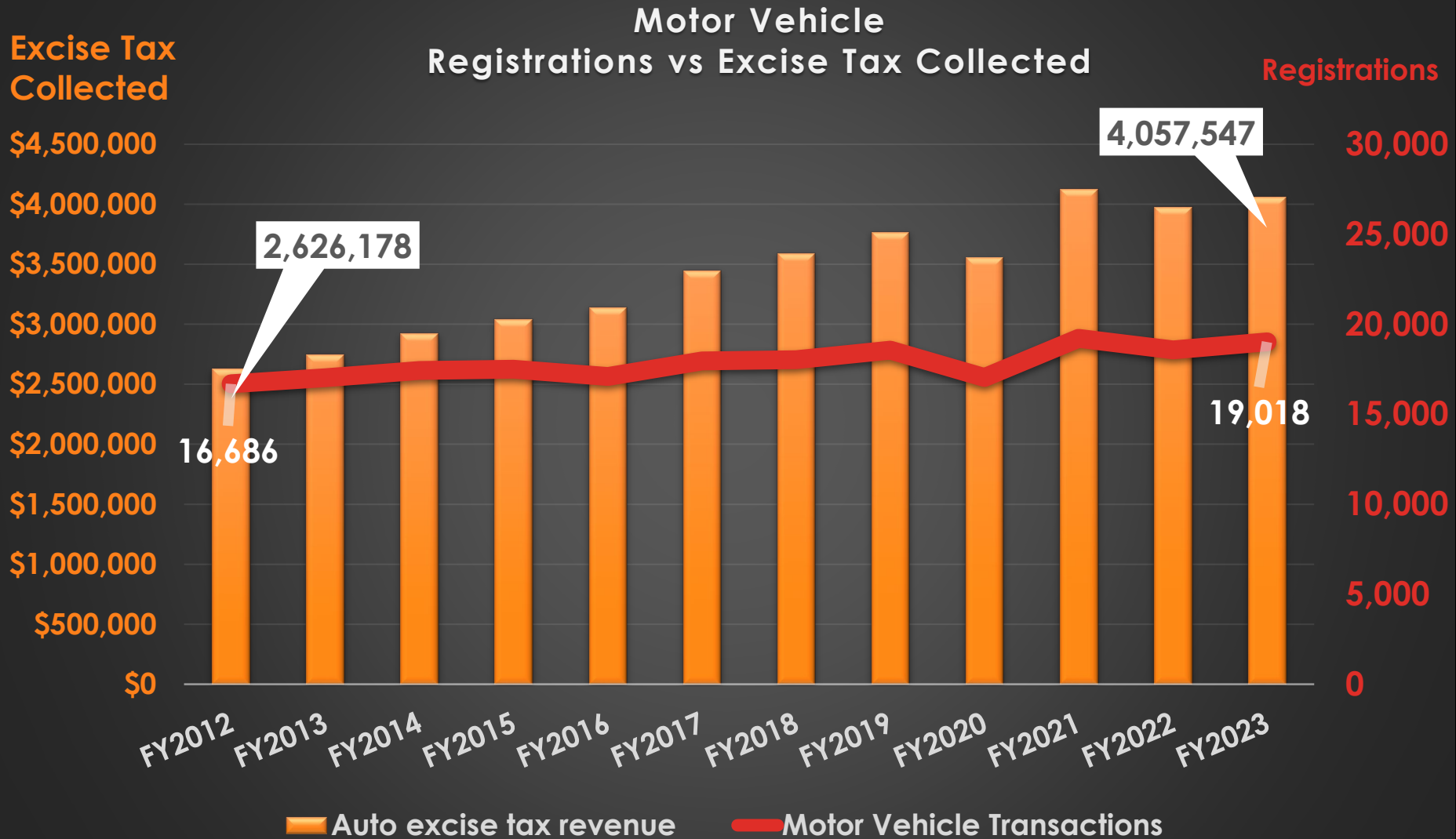
## – Transaction History





# Tax Division

## – Transaction History



# Finance Division

## – Transaction Breakdown

July 1, 2022 – June 30, 2023



Journal Entries  
4,067  
15%



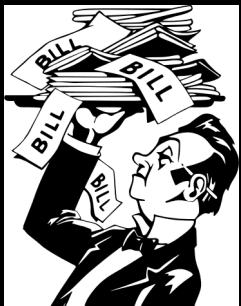
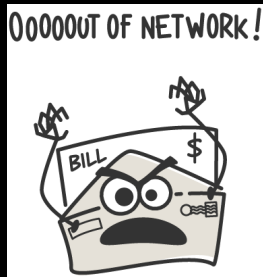
Employee Payments  
5,554  
21%

Invoices Paid  
9,954  
37%



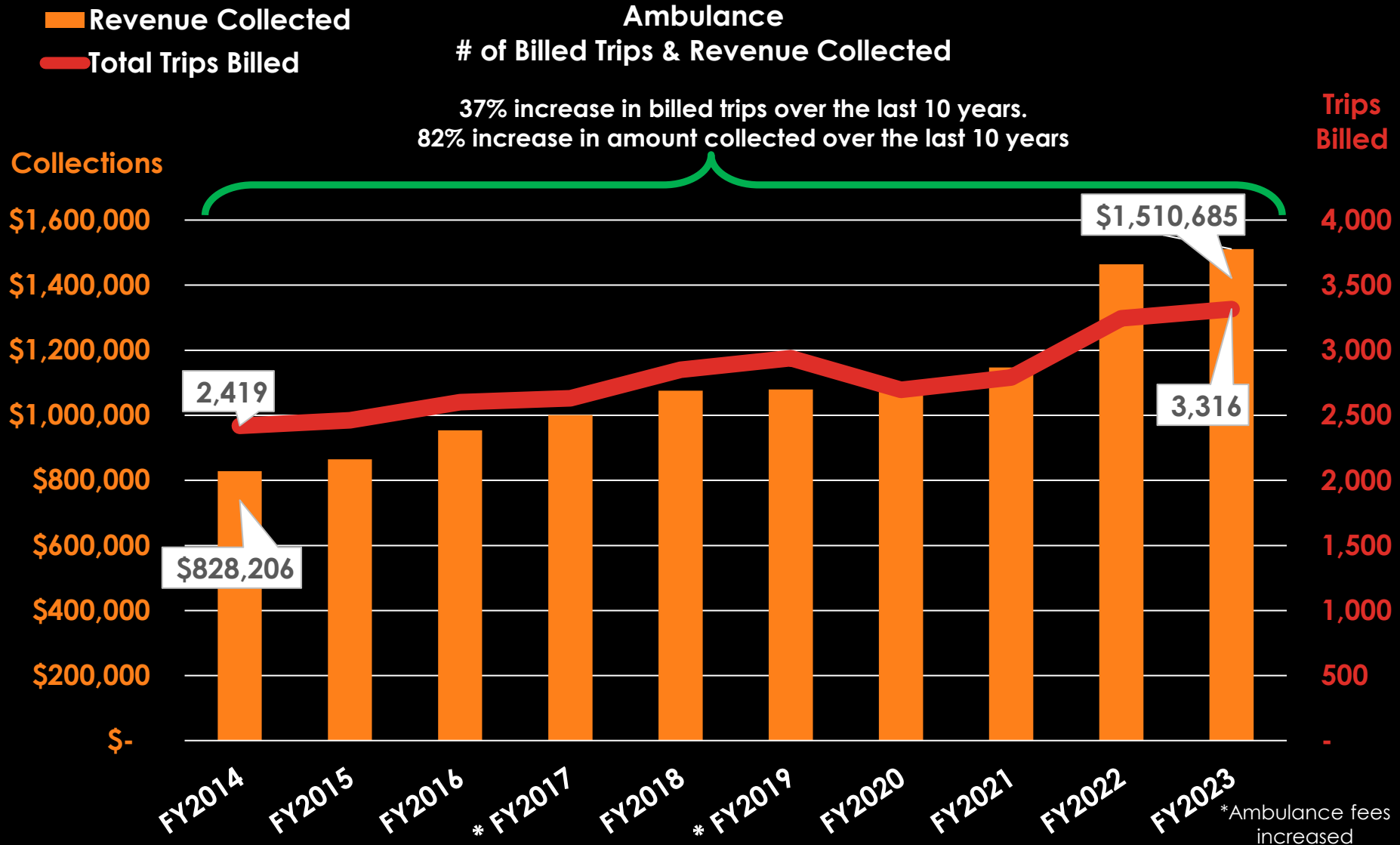
Bills Generated  
700  
2%

Ambulance  
trips billed  
6,628  
25%



26,903

# Finance Division – Transaction History



# FINANCE DEPARTMENT REQUESTED BUDGET 2024-25

	2022-23 Actual	2023-24 Budget	2024-25 Request	Change
Salaries & Wages	\$ 572,422	\$ 647,702	\$ 686,148	\$ 38,446
Benefits	265,939	282,474	294,545	12,071
Contractual	63,822	87,508	98,739	11,231
Commodities	6,278	8,155	8,455	300
Total	\$ 908,461	\$1,025,839	\$1,087,887	\$ 62,048

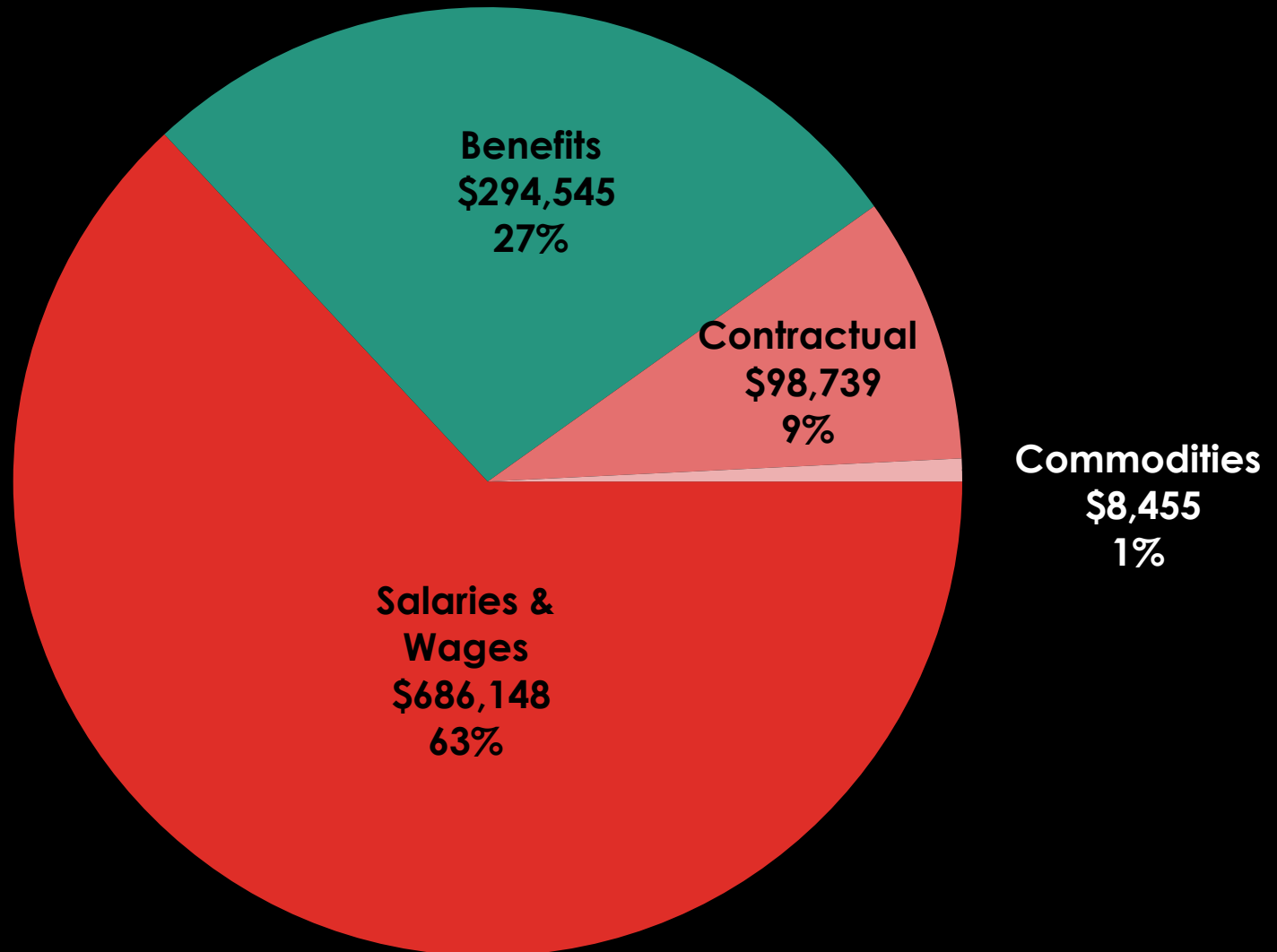
**6.0% Increase**

**4.9% Wages & Benefits**

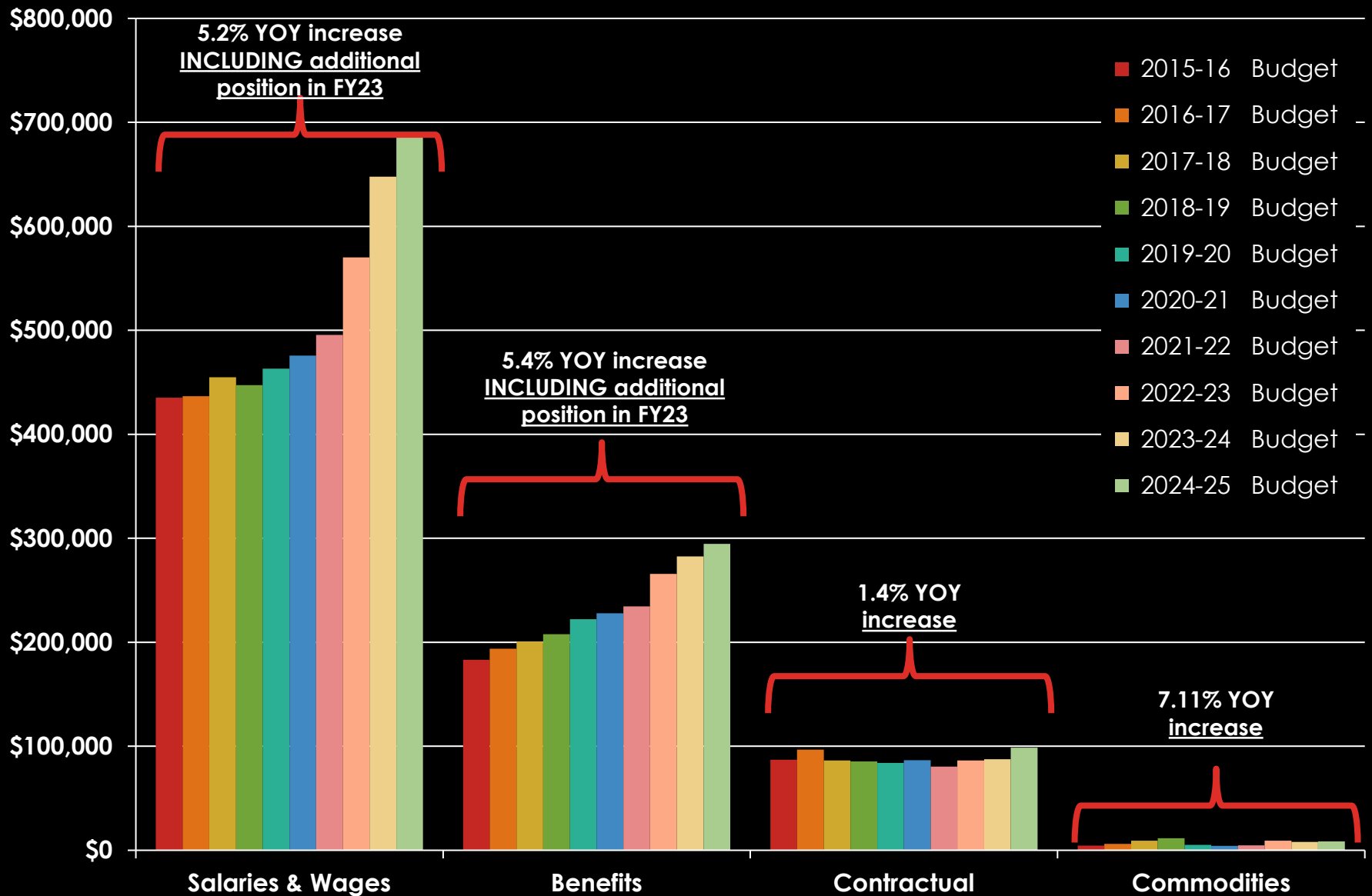
**1.1% All Other**



# FINANCE DEPARTMENT 2024-25 BUDGET DISTRIBUTION



# Finance Department Trends in Expenditure Categories

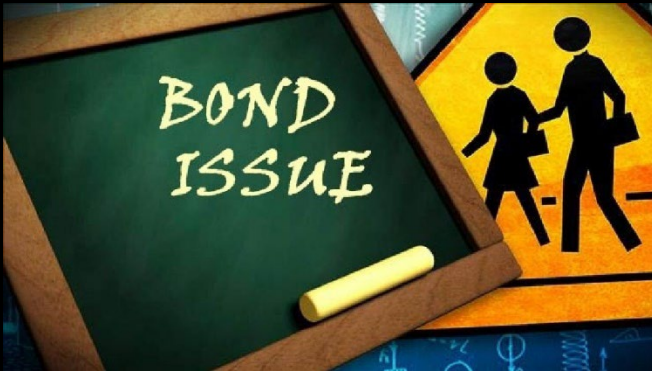




# FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS

- **MUNIS Upgrade**

- Switching from Munis Version 11 to 2021
- Software and hardware requirements



- **Bond issue – Maquoket Property**

- **Supported other departments in implementing new software**

**CIVICREC<sup>®</sup>**

**civicgov<sup>®</sup>**



# FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS

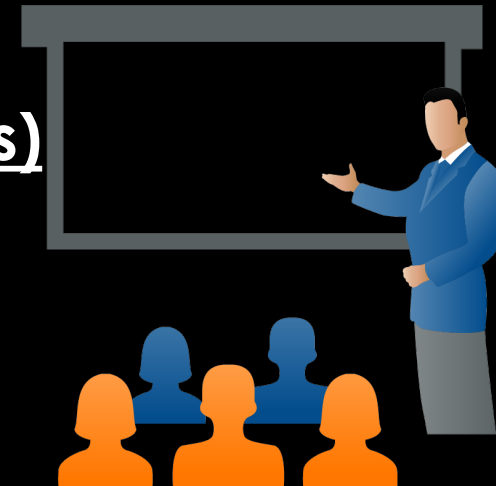


## Trained new staff (internal)

- 3 new Assistance Tax Collectors
- Accounting Assistant (twice)
- Tax Office Manager

## Supported / trained new staff (external depts)

- PD bookkeeper (twice)
- Admin assistant in Planning Department
- Added support to Human Resources





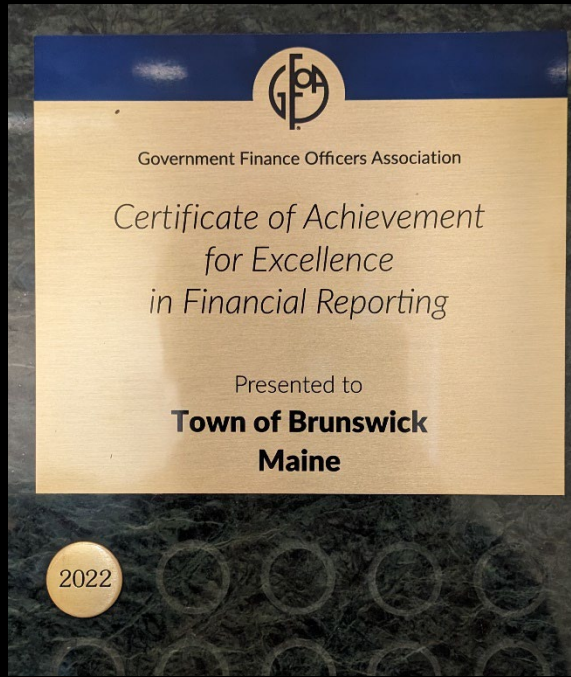
# FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS (CONT'D)

## Government Finance Officers Association (GFOA) Awards

### ACFR



### ACFR



### PAFR





Thank You

Questions??