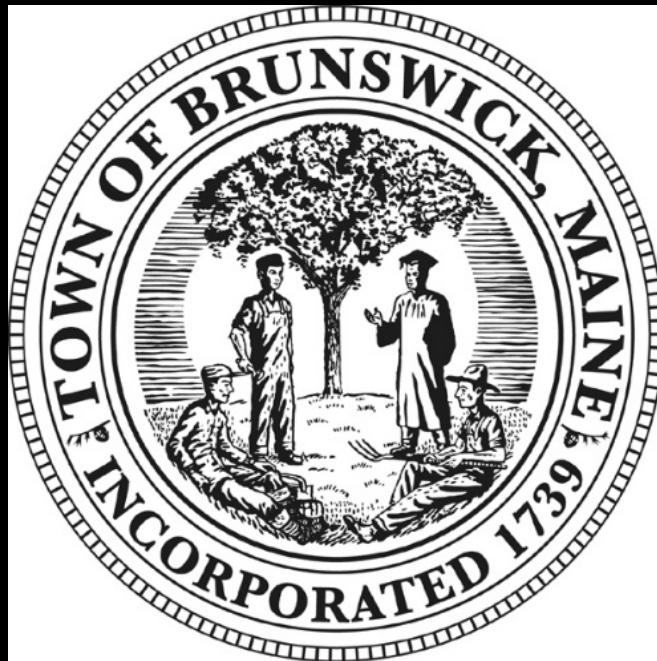


FINANCE DEPARTMENT

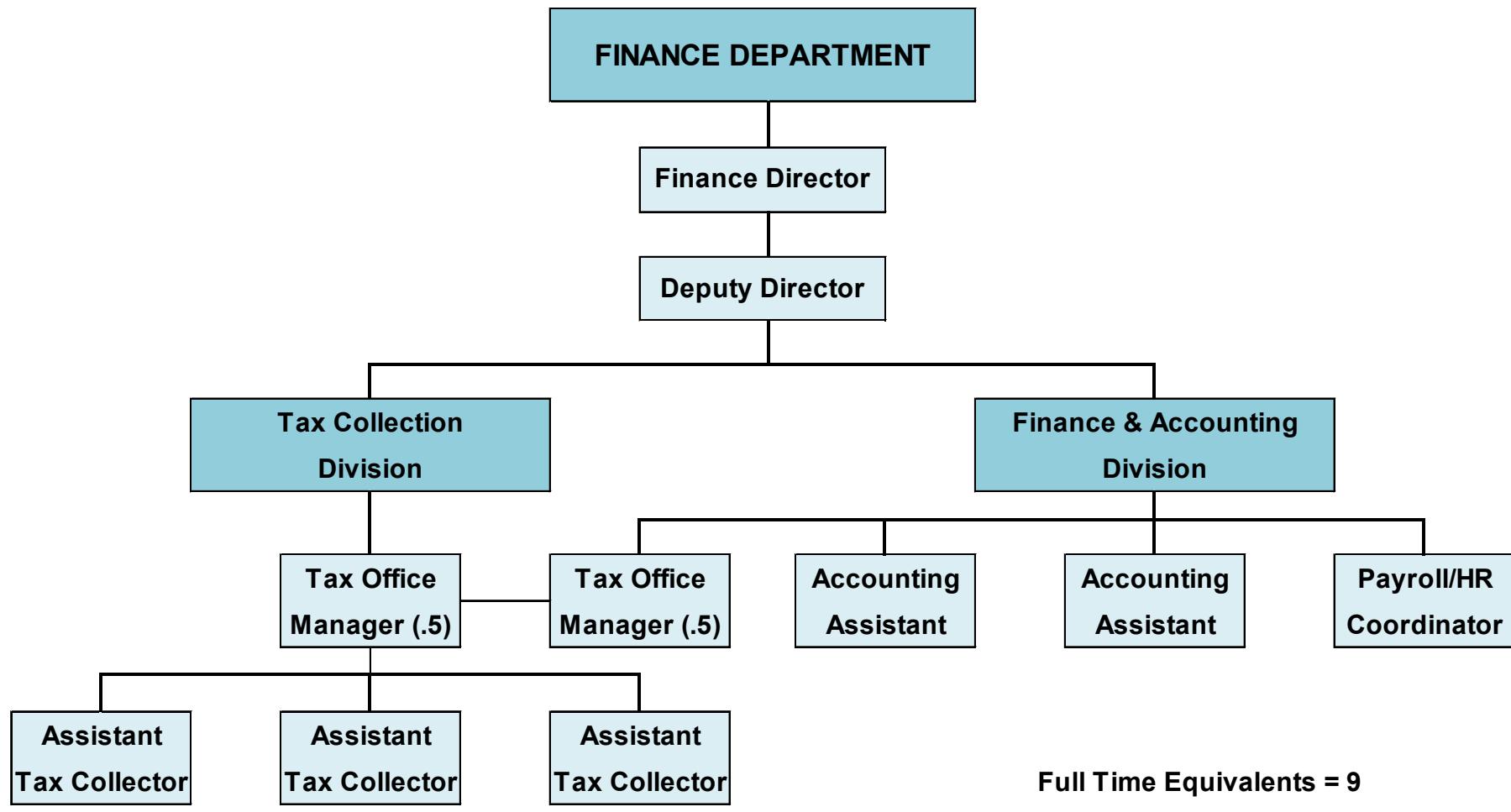


2024-25 Budget Presentation

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.



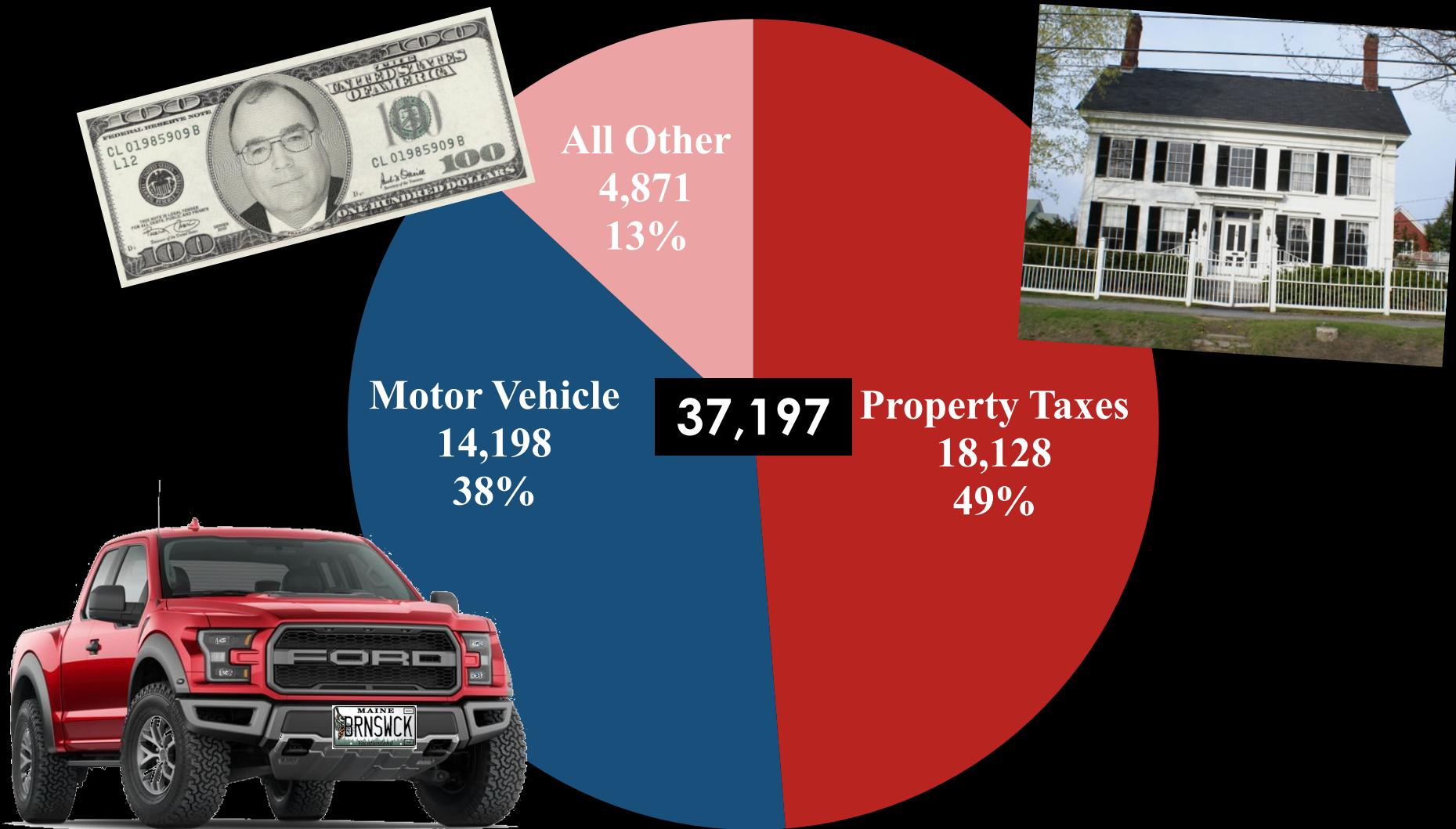
Every day we interact with fellow staff from Town departments and divisions in a variety of areas such as... accounts payable, payroll, budget, cash management, grant administration, risk management, the MUNIS financial system... – and we strive to build our Town team with friendly cooperation and assistance.

TAX DIVISION



Tax Division – Transaction Breakdown

July 1, 2022 – June 30, 2023

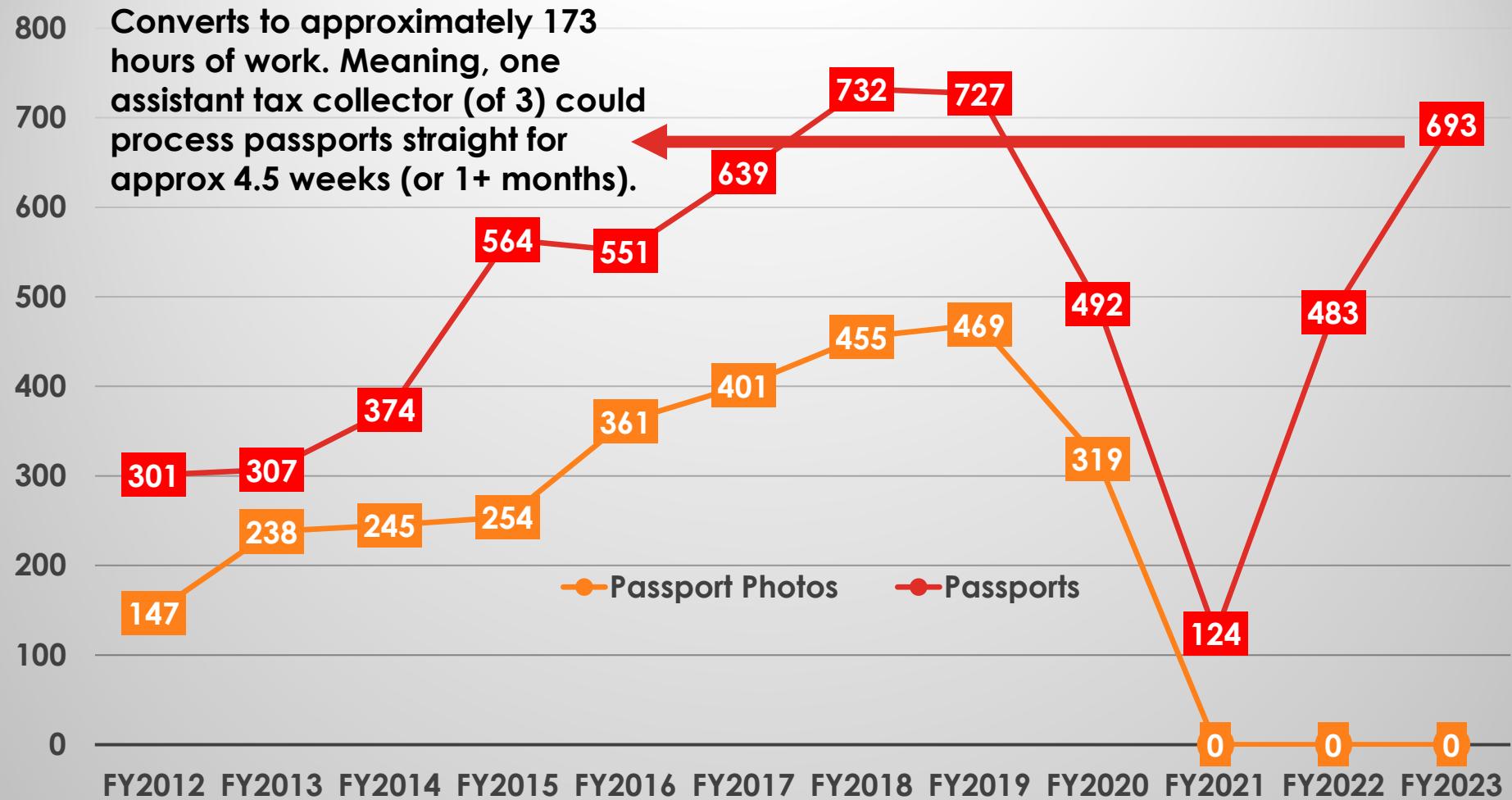


Tax Division

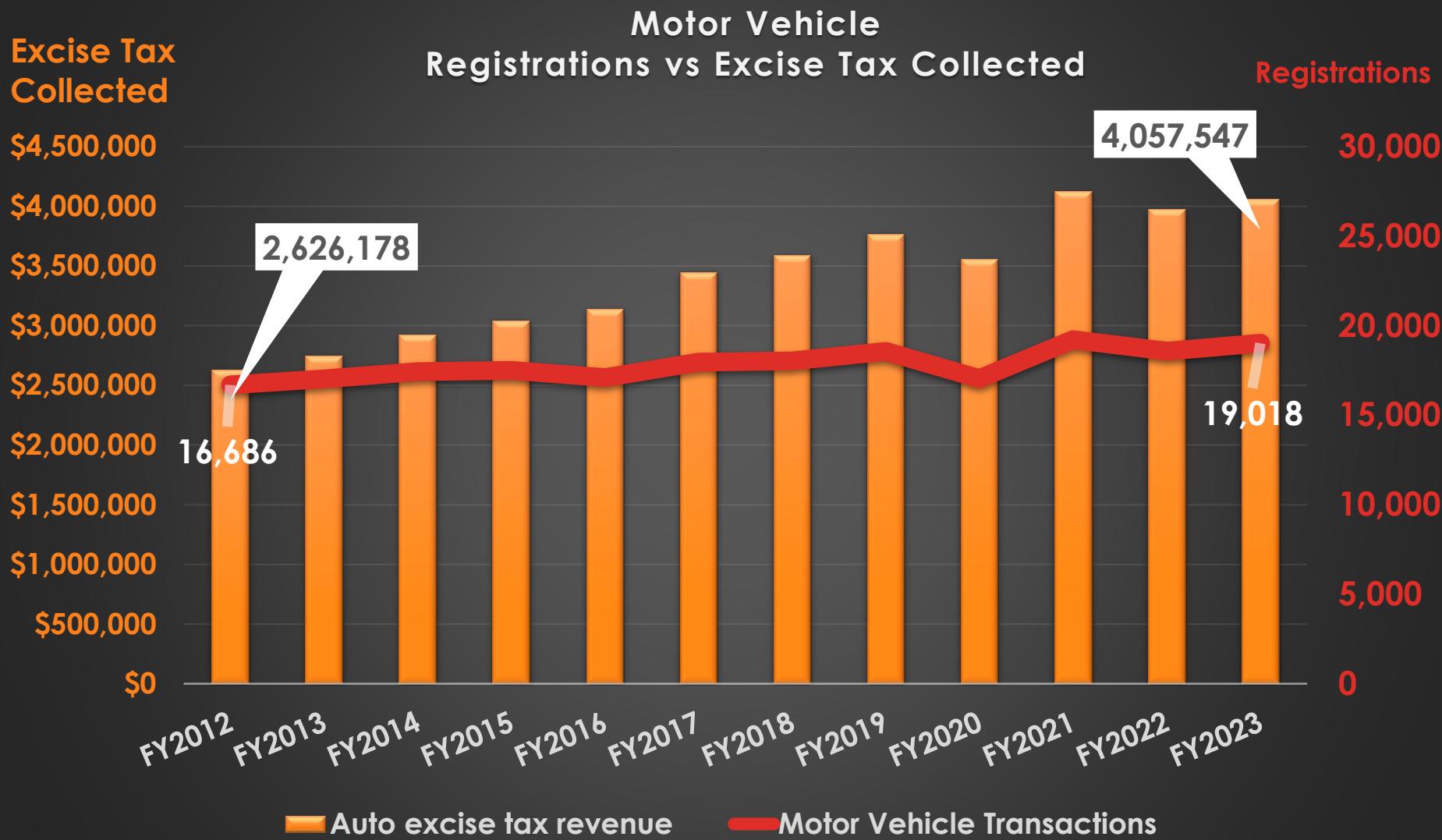
– Transaction History

Quantity

Passports & Passport Photos



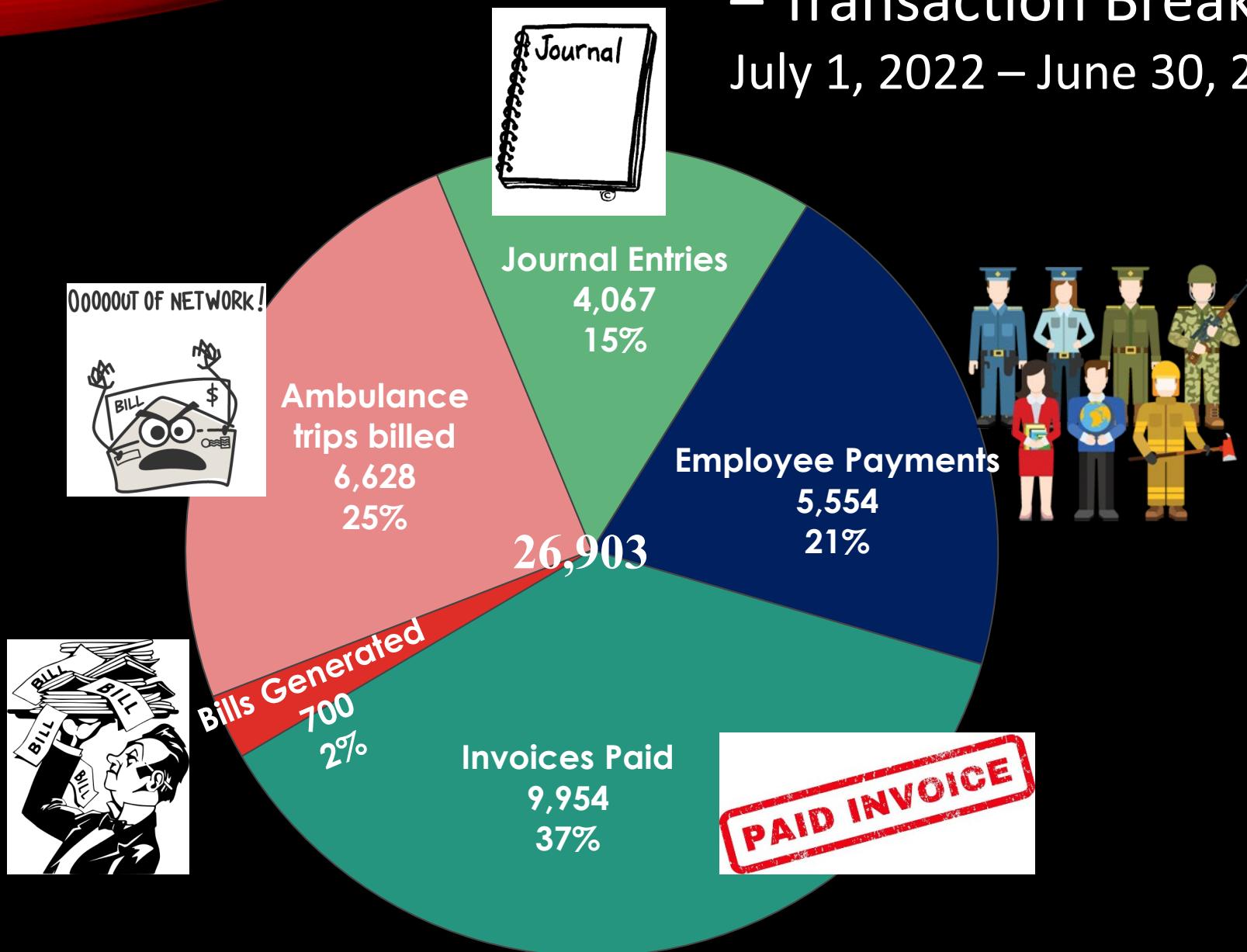
Tax Division – Transaction History



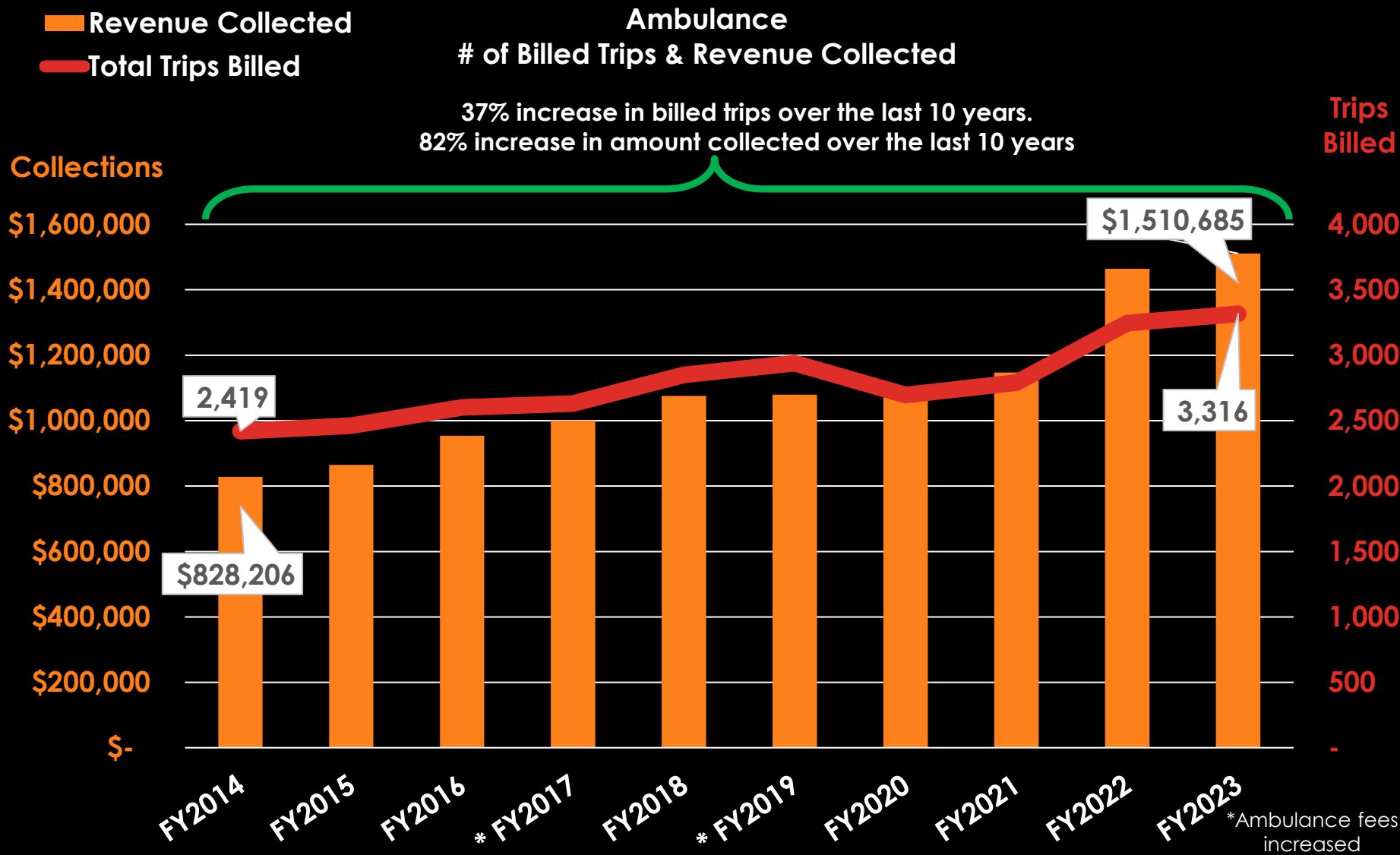
Finance Division

– Transaction Breakdown

July 1, 2022 – June 30, 2023



Finance Division – Transaction History



FINANCE DEPARTMENT REQUESTED BUDGET 2024-25

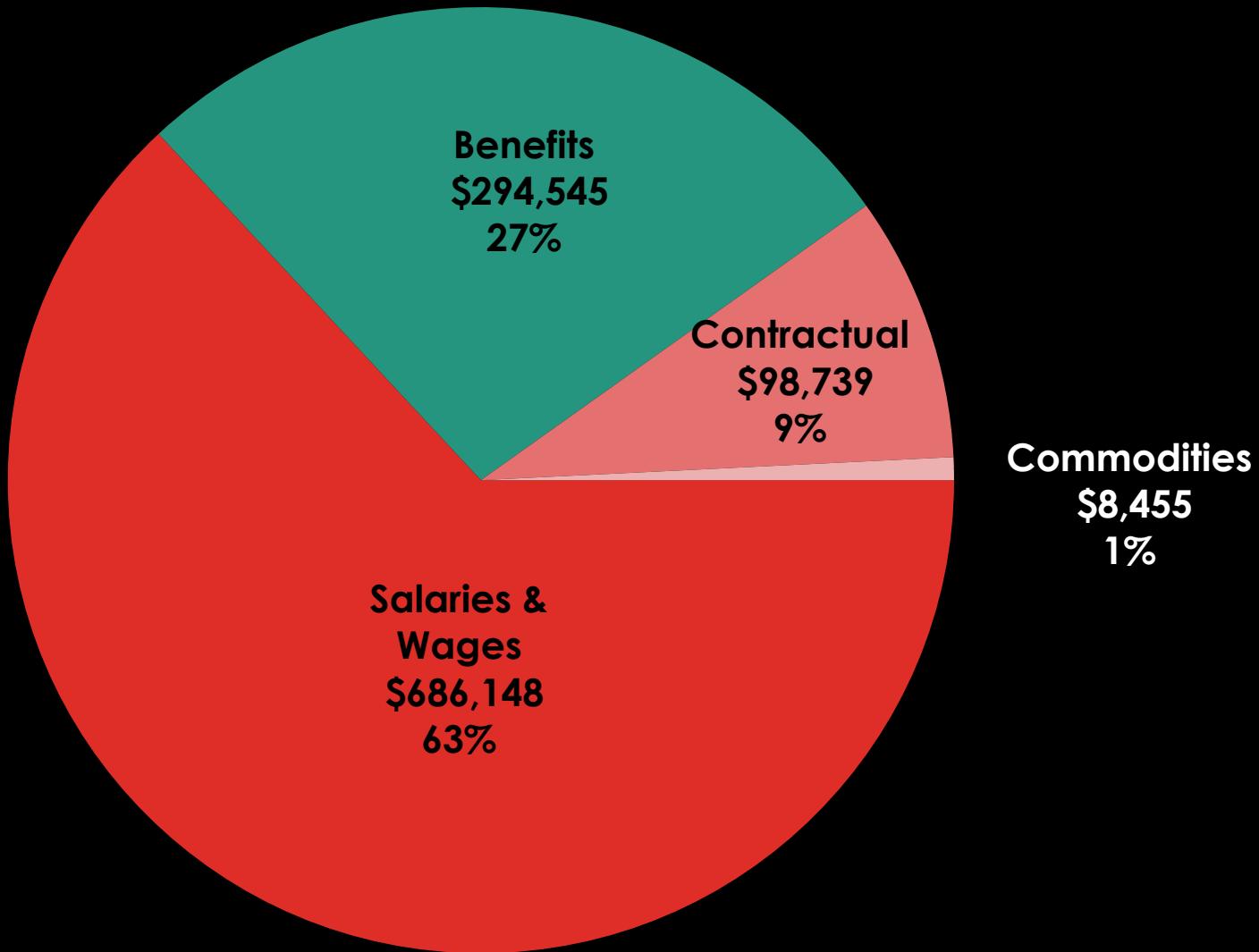
	2022-23 Actual	2023-24 Budget	2024-25 Request	Change
Salaries & Wages	\$ 572,422	\$ 647,702	\$ 686,148	\$ 38,446
Benefits	265,939	282,474	294,545	12,071
Contractual	63,822	87,508	98,739	11,231
Commodities	6,278	8,155	8,455	300
Total	\$ 908,461	\$1,025,839	\$1,087,887	\$ 62,048

6.0% Increase

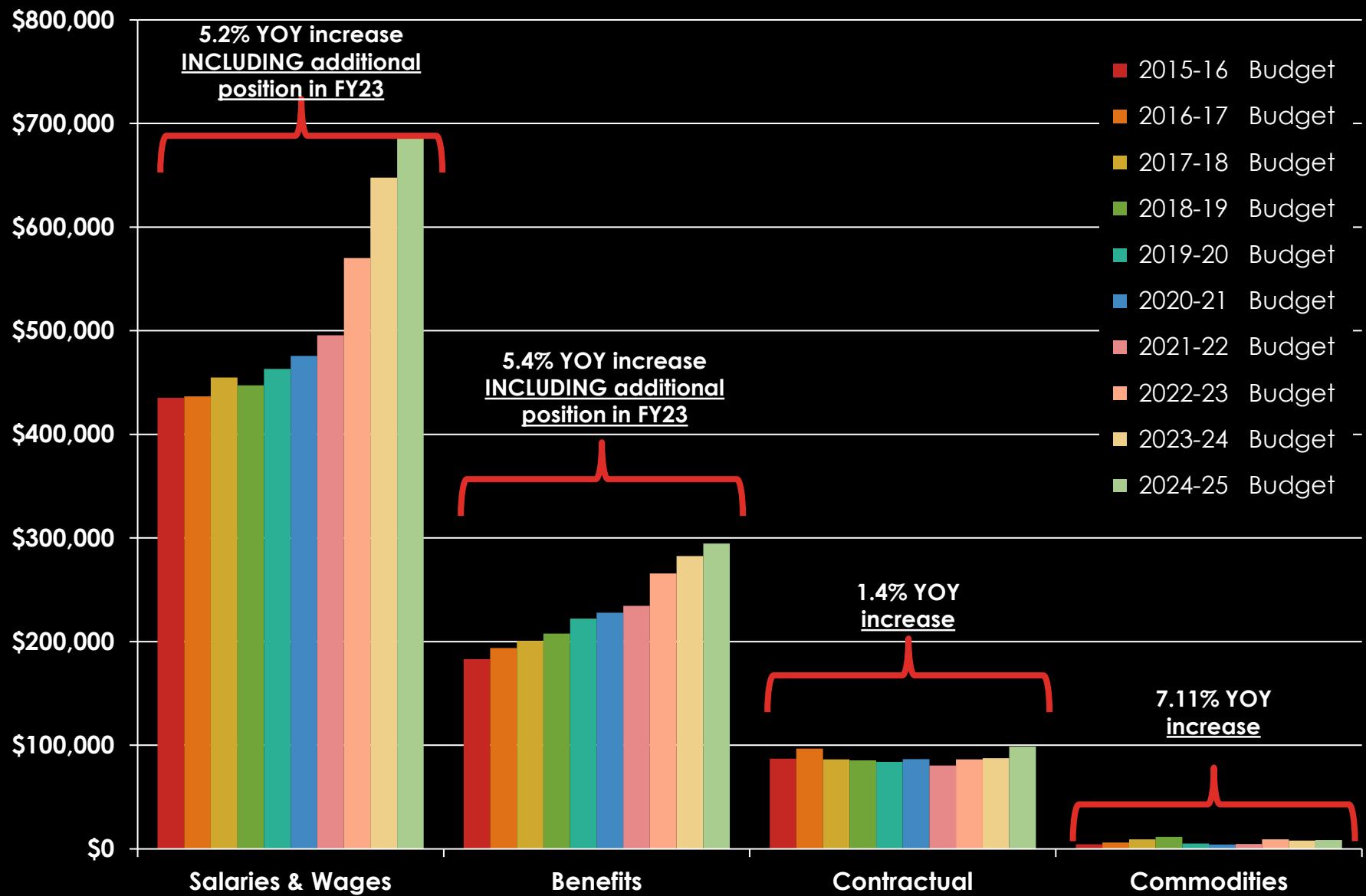
4.9% Wages & Benefits

1.1% All Other

FINANCE DEPARTMENT 2024-25 BUDGET DISTRIBUTION



Finance Department Trends in Expenditure Categories

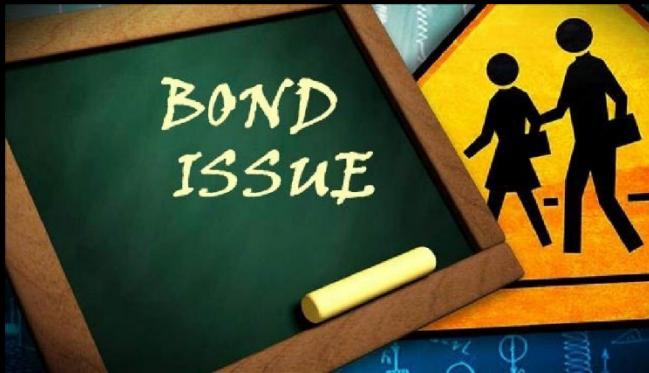




FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS

- **MUNIS Upgrade**

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



- Bond issue – Maquoit Property

- Supported other departments in implementing new software





FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS

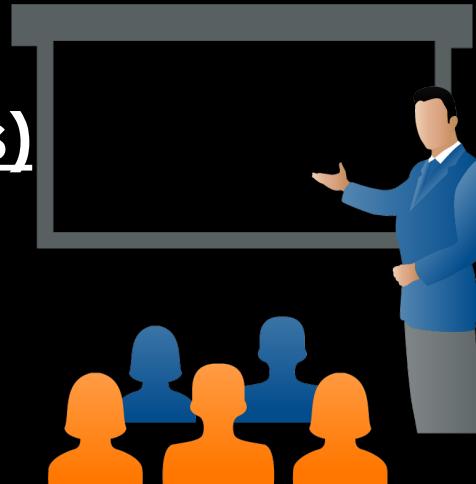


Trained new staff (internal)

- 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



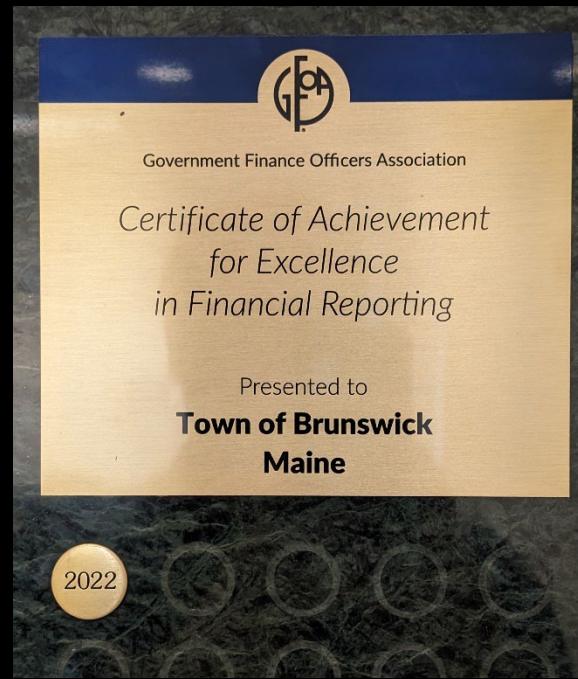
FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS (CONT'D)

Government Finance Officers Association (GFOA) Awards

ACFR



ACFR



PAFR



Thank You

Questions??