

**Subprogram 8400 Finance**

**Mission:** It is the mission of the Finance Department to provide accurate and timely financial services and information to citizens and all other customers while adhering to applicable laws and regulations. We will accomplish this through the use of current and future technologies as well as staff development.

**FY 2005 Authorized/Appropriated Staffing**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>
Full-Time	15	14	14
Part-Time	0	0	2

**Revenue**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>
Charges for Services	\$ 56,047.00	N/a	N/a
Personal Property Tax Collections	\$ 2,568,377.00	N/a	N/a
Real Estate Tax Collections	\$ 78,776,442.00	N/a	N/a
Tax Liens	\$ 279,000.00	N/a	N/a
Motor Vehicle Excise Tax	\$ 3,543,225.00	N/a	N/a
Penalties & Interest	\$ 206,883.00	N/a	N/a
PILOT's	\$ 327,611.00	N/a	N/a
<b>Total</b>	<b>\$ 85,757,585.00</b>	<b>\$ -</b>	<b>\$ -</b>

**Funding Sources**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>
Tax Levy	\$ 616,852.00	\$ 561,889.00	\$ 622,026.00
Enterprise Funds (Indirects)	\$ 318,713.00	\$ 318,713.00	\$ 318,713.00
Grants	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 935,565.00</b>	<b>\$ 880,602.00</b>	<b>\$ 940,739.00</b>

*Town of Lexington - FY 2006 Budget*

BUDGET PROJECTION 20061 FY06 TOWN BUDGET

Program 8000: Gen. Gov't. Subprogram 8400 Finance

**Level-Service Requests**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Total 8410 Comptroller	\$ 438,775.00	\$ 490,772.00	\$ 495,664.00	\$ 4,892.00	1.00%
Total 8420 Revenue	\$ 241,390.00	\$ 203,307.00	\$ 226,572.00	\$ 23,265.00	11.44%
Total 8430 Assessor	\$ 255,400.00	\$ 186,523.00	\$ 218,503.00	\$ 31,980.00	17.15%
Compensation	\$ 709,103.00	\$ 658,902.00	\$ 714,039.00	\$ 55,137.00	8.37%
Expenses	\$ 226,462.00	\$ 221,700.00	\$ 226,700.00	\$ 5,000.00	2.26%
<b>Total 8400 Finance</b>	<b>\$ 935,565.00</b>	<b>\$ 880,602.00</b>	<b>\$ 940,739.00</b>	<b>\$ 60,137.00</b>	<b>6.83%</b>

**Needs-Based Requests**

	<b>Division</b>	<b>Priority</b>	<b>FY 2006 Requested</b>
10014101 Property Inspector	8430 Assessor	1a	\$ 49,017.00
10014501 Municipal Account Clerk	8420 Revenue	1b	\$ 38,678.00
10014101 P-T Interdepartmental Clerk	8430 Assessor	3a	\$ 11,432.00
10014501 P-T Interdepartmental Clerk	8420 Revenue	3b	\$ 11,432.00
10014101 Commercial Appraiser	8430 Assessor	5	\$ 54,077.00
10013501 Management Analyst	8410 Comptroller	6	\$ 54,077.00
Compensation			\$ 184,313.00
Benefits			\$ 34,400.00
Expenses			\$ -
<b>Total 8400 Finance</b>			<b>\$ 218,713.00</b>

<b>Benefits Costs added</b>	<b>\$ 34,400.00</b>
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**Finance (all Requests)**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Compensation	\$ 709,103.00	\$ 658,902.00	\$ 898,352.00	\$ 239,450.00	36.34%
Expenses	\$ 226,462.00	\$ 221,700.00	\$ 226,700.00	\$ 5,000.00	2.26%
<b>Total 8400 Finance</b>	<b>\$ 935,565.00</b>	<b>\$ 880,602.00</b>	<b>\$ 1,125,052.00</b>	<b>\$ 244,450.00</b>	<b>27.76%</b>

# FY2006 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1a of 6

Department:	<b>Finance (8400)</b>
Program:	<b>General Government (8000)</b>
Element:	<b>Assessor (8430)</b>
Accounting Dept #:	<b>100-1-1410-00-000-1-51110</b>
Supplemental Title:	<b>Property Inspector</b>

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM IMPROVEMENT FUNDING

		One-Time Cost (FY06 Only)	Ongoing Annual Cost (FY06 & Future)	TOTAL FY06 Request
51110	Wages		\$40,417	\$40,417
51120	Other Comp.			\$0
51130	Overtime			\$0
	Benefits		\$8,600	\$8,600
52110	Contractual Svcs.			\$0
52200	Utilities			\$0
54100	Supplies & Matls.			\$0
54500	Equipment			\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>\$49,017</b>	<b>\$49,017</b>

## PURPOSE / DESCRIPTION OF REQUEST

This request is for the replacement of the property inspector position lost in Fiscal Year 2004. The loss of this full-time dedicated position has virtually eliminated the ability of the Assessing Department to inspect, categorize and label property throughout Lexington. This severely jeopardizes the ability of the Town to maintain fair and equitable values and will eventually raise concerns and the monitoring of the Department of Revenue.

The lack of this position in the current Fiscal Year (FY 2005) has impaired the ability of the department to completed state-mandated revaluations of property and will postpone the completion of actual tax bills until the 4th quarter of 2005. It has also meant a severe decrease in the department's ability to capture new growth in the tax levy and consequently impacts the amount of revenue the community has to spend in the next fiscal year.

The Property Inspector will perform nearly 1,000 site visits per year, enter data into the Vision Appraisal System, attend Appellate Tax Board hearings on behalf of the Town of Lexington and assist as needed in the Assessor's Department.

## SERVICE IMPLICATION

It will be impossible to maintain the current level-of service without the restoration of this position in FY 2006. It is also distinctly possible that the Department of Revenue will force the community perform evaluations based upon their schedule and contract out services, costing the community as much as an additional \$500,000 for a wholesale relisting of the more than 10,000 properties within Lexington.

# FY2006 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 1b of 6

Department:	<b>Finance (8400)</b>
Program:	<b>General Government (8000)</b>
Element:	<b>Revenue (8420)</b>
Accounting Dept #:	<b>100-1-1450-00-000-1-51110</b>
Supplemental Title:	<b>Municipal Account Clerk</b>

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM IMPROVEMENT FUNDING

		One-Time Cost (FY06 Only)	Ongoing Annual Cost (FY06 & Future)	TOTAL FY06 Request
51110	Wages		\$30,078	\$30,078
51120	Other Comp.			\$0
51130	Overtime			\$0
	Benefits		\$8,600	\$8,600
52110	Contractual Svcs.			\$0
52200	Utilities			\$0
54100	Supplies & Matls.			\$0
54500	Equipment			\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>\$38,678</b>	<b>\$38,678</b>

## PURPOSE / DESCRIPTION OF REQUEST

This request is for a Municipal Account Clerk specifically for Water/Sewer Billing, Collections and monitoring functions. This position was eliminated in FY 2004. Currently, only one person handles nearly \$15,000,000 in Water and Sewer Collections on a part-time basis. Not only has this caused great strain on the proper printing and distribution of bills, collections of water/sewer revenues and abatement of excess or incorrect water/sewer charges, but it has also resulted in a reduction of the amount of people available to cover all other aspects of the revenue department.

## SERVICE IMPLICATION

It will be impossible to maintain the current level-of service without the restoration of this position in FY 2006. Failure to replace this position will result in service reductions in the entire Revenue Department. Water/sewer billings will become increasingly delayed, and collections and proper processing of tax liens, excise tax bills, abatement applications as well as management of the Town's investment's will become increasingly delayed. Without this position, it will be difficult to maintain the desired level of collections.

# FY2006 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 3a of 6

Department:	<b>Finance (8400)</b>
Program:	<b>General Government (8000)</b>
Element:	<b>Assessor (8410)</b>
Accounting Dept #:	<b>100-1-1410-00-000-1-51110</b>
Supplemental Title:	<b>Interdepartmental Clerk</b>

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM IMPROVEMENT FUNDING

		One-Time Cost (FY06 Only)	Ongoing Annual Cost (FY06 & Future)	TOTAL FY06 Request
51110	Wages		\$11,432	\$11,432
51120	Other Comp.			\$0
51130	Overtime			\$0
	Benefits			\$0
52110	Contractual Svcs.			\$0
52200	Utilities			\$0
54100	Supplies & Matls.			\$0
54500	Equipment			\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>\$11,432</b>	<b>\$11,432</b>

## PURPOSE / DESCRIPTION OF REQUEST

This request is for an additional part-time interdepartmental clerk for the Assessor's Office. Currently, essential functions are barely being done within the office with the 3.5 employees in the office. An additional part-time position is necessary to handling customer service duties, paperwork processing, filing and assorted clerical duties.

## SERVICE IMPLICATION

Failure to obtain this position will result in continued delays for requests for information, inability to properly and timely file deeds with the Registry, and maintain the Assessor's office.

# FY2006 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 3b of 6

Department:	<b>Finance (8400)</b>
Program:	<b>General Government (8000)</b>
Element:	<b>Revenue (8420)</b>
Accounting Dept #:	<b>100-1-1450-00-000-1-51110</b>
Supplemental Title:	<b>Interdepartmental Clerk</b>

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM IMPROVEMENT FUNDING

		One-Time Cost (FY06 Only)	Ongoing Annual Cost (FY06 & Future)	TOTAL FY06 Request
51110	Wages		\$11,432	\$11,432
51120	Other Comp.			\$0
51130	Overtime			\$0
	Benefits			\$0
52110	Contractual Svcs.			\$0
52200	Utilities			\$0
54100	Supplies & Matls.			\$0
54500	Equipment			\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>\$11,432</b>	<b>\$11,432</b>

## PURPOSE / DESCRIPTION OF REQUEST

This request is for an additional part-time interdepartmental clerk for the Revenue Office. Currently, essential functions are barely being done within the office with the 3.5 employees in the office. An additional part-time position is necessary to handling customer service duties, count and make daily deposits, coordinate and communicate with the Deputy Collector and assorted clerical duties. The additional personnel is essential to maintain the same level of service and timely revenue collections necessary for the ongoing operation of all school and municipal functions.

## SERVICE IMPLICATION

The revenue office is responsible for collecting over 100,000 bills annually. These bills are real estate, personal property, motor vehicle excise water/sewer and miscellaneous other bills. Failure to obtain this position will result in continued delays in the issuing, receiving, processing and depositing of these bills.

# FY2006 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 5 of 6

Department:	<b>Finance (8400)</b>
Program:	<b>General Government (8000)</b>
Element:	<b>Assessor (8430)</b>
Accounting Dept #:	<b>100-1-1410-00-000-1-51110</b>
Supplemental Title:	<b>Commercial Appraiser</b>

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM IMPROVEMENT FUNDING

		One-Time Cost (FY06 Only)	Ongoing Annual Cost (FY06 & Future)	TOTAL FY06 Request
51110	Wages		\$45,477	\$45,477
51120	Other Comp.			\$0
51130	Overtime			\$0
	Benefits		\$8,600	\$8,600
52110	Contractual Svcs.			\$0
52200	Utilities			\$0
54100	Supplies & Matls.			\$0
54500	Equipment			\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>\$54,077</b>	<b>\$54,077</b>

## PURPOSE / DESCRIPTION OF REQUEST

This request is for a Commercial Appraiser. Currently, the limited staff of the Assessor's office does not have time to adequately assess and appraise commercial properties in Lexington. Potential revenues for the community are not able to be captured because detailed appraisals cannot be completed due to the lack of staff. The Commercial Appraiser would also be able to enter data into the Vision Appraisal System, attend Appellate Tax Board hearings on behalf of the Town of Lexington and assist as needed in the Assessor's Department.

## SERVICE IMPLICATION

Commercial values and properties would continue to receive only limited appraisals from the Town of Lexington.

# FY2006 PROGRAM IMPROVEMENT REQUEST FORM

Department Priority: 6 of 6

Department:	<b>Finance (8400)</b>
Program:	<b>General Government (8000)</b>
Element:	<b>Comptroller (8410)</b>
Accounting Dept #:	<b>100-1-1350-00-000-1-51110</b>
Supplemental Title:	<b>Finance (Management) Analyst</b>

Purpose: Use this form to spell out your request for additional personnel and/or programs. We will work with you to tally the requests and create a prioritized list.

## REQUESTED PROGRAM IMPROVEMENT FUNDING

		One-Time Cost (FY06 Only)	Ongoing Annual Cost (FY06 & Future)	TOTAL FY06 Request
51110	Wages		\$45,477	\$45,477
51120	Other Comp.			\$0
51130	Overtime			\$0
	Benefits		\$8,600	\$8,600
52110	Contractual Svcs.			\$0
52200	Utilities			\$0
54100	Supplies & Matls.			\$0
54500	Equipment			\$0
	<b>TOTAL</b>	<b>\$0</b>	<b>\$54,077</b>	<b>\$54,077</b>

## PURPOSE / DESCRIPTION OF REQUEST

This request is for a Finance Analyst in the Comptroller's Office. This position will provide analytical support for Comptroller's Office. Analytical functions will be related to procurement, contract management, internal audit & accounting principles, and regulatory support functions. This position will be responsible for the development and maintenance of financial modeling and benchmarking databases. Such analysis is needed for the Town to investigate and maintain best-practices.

## SERVICE IMPLICATION

*Town of Lexington - FY 2006 Budget*

BUDGET PROJECTION 20061 FY06 TOWN BUDGET

Program 8000: Gen. Gov't. Subprogram 8400 Finance  
 Element 8410: Comptroller

**ACCOUNT DESCRIPTION**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
1001350151110 REGULAR WAGES 100-1-1350-00-000-1-51110 This request is for six employees and includes the Comptroller/Finance Director, Town Accountant, Staff Accountant, Procurement Officer, Budget Officer and a Payroll/Accounts Payable position. The Comptroller is appointed by the Board of Selectmen and the Finance Director is appointed by the Town Manager. The office is responsible for all the financial records of the Town and is subject to an annual audit. All payroll and bill paying is processed and approved by the Comptroller's Office. The Comptroller is an ex-officio member of the Retirement Board as well as the recording secretary for the Appropriation Committee. The Town Manager's budget is prepared by the Budget Officer with the assistance of the Comptroller's Office and Town Manager. The Comptroller/Finance Director oversees and coordinates the following departments: Comptroller, Revenue, Assessor, Retirement, Budget and Procurement.	\$ 327,896.00	\$ 356,572.00	\$ 361,464.00	\$ 4,892.00	1.37%
<b>Total Compensation</b>	<b>\$ 327,896.00</b>	<b>\$ 356,572.00</b>	<b>\$ 361,464.00</b>	<b>\$ 4,892.00</b>	<b>1.37%</b>
1001350252110 CONTRACTUAL SERVICES 100-1-1350-00-000-2-52110 The contractual services portion of the Comptroller's appropriation is requested to cover the cost of postage, outside printing town budget), maintenance agreements on office equipment for all departments excluding the school department. The request also covers the cost of professional affiliations such as dues and seminars.	\$ 94,430.00	\$ 116,700.00	\$ 116,700.00	\$ -	0.00%
1001350254100 SUPPLIES 100-1-1350-00-000-2-54100 This request is being made to fund the costs associated with providing office supplies, small computer support such as software and printers and copy machine paper for all municipal departments excluding the school department.	\$ 16,449.00	\$ 17,500.00	\$ 17,500.00	\$ -	0.00%
<b>Total Expenses</b>	<b>\$ 110,879.00</b>	<b>\$ 134,200.00</b>	<b>\$ 134,200.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total 8410 Comptroller</b>	<b>\$ 438,775.00</b>	<b>\$ 490,772.00</b>	<b>\$ 495,664.00</b>	<b>\$ 4,892.00</b>	<b>1.00%</b>

**Town of Lexington - FY 2006 Budget**

BUDGET PROJECTION 20061 FY06 TOWN BUDGET

**Program** 8000: Gen. Gov't **Subprogram** 8400 Finance  
**Element** 8420: Revenue

**ACCOUNT DESCRIPTION**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
1001450151110 REGULAR WAGES 100-1-1450-00-000-1-51110 This request is for a total of 4.5 employees - a Revenue Officer/Benefits Manager, Asst. Tax Collector, 1 Municipal Acct. Clerk, 1 Financial Clerk, and 1 part-time Inter-departmental clerk. The increase is due to requirements of collective bargaining agreements, range movement and the budgeting of the interdepartmental clerk. The revenue office is responsible for collecting over 100,000 real estate, personal property, motor vehicle excise, water/sewer, and miscellaneous other bills annually. The Treasury function includes the depositing and investing of all funds received by from all town departments. The Revenue Officer is responsible for the preparation of the Official Statement which is prepared prior to the issuance of debt for various capital projects. The Revenue Officer is also responsible for the recording of municipal liens on properties which are delinquent in paying real estate taxes. The department also receives payments for parking tickets and refunds overpayment to property owners due to either an overpayment or abatement. In addition, it works with the Deputy Collector for the State to ensure collections of past parking and excise tickets and tax bills. Each of the schools has an activity fund in which deposits activities are charged. These accounts are managed by staff in the Revenue Office.	\$ 193,576.00	\$ 149,007.00	\$ 172,272.00	\$ 23,265.00	15.61%
<b>Total Compensation</b>	<b>\$ 193,576.00</b>	<b>\$ 149,007.00</b>	<b>\$ 172,272.00</b>	<b>\$ 23,265.00</b>	<b>15.61%</b>

*Town of Lexington - FY 2006 Budget*

BUDGET PROJECTION 20061 FY06 TOWN BUDGET

Program 8000: Gen. Gov't Subprogram 8400 Finance  
 Element 8420: Revenue

**ACCOUNT DESCRIPTION**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
1001450252110 CONTRACTUAL SERVICES 100-1-1450-00-000-2-52110 The funds requested by the Revenue Department are necessary to cover the costs of purchasing a bond for both the Revenue Office and Assistant Treasurer. These amounts are determined by the Department of Revenue. The costs associated with sending notices to delinquent motor vehicle excise tax payers for collection by the Deputy Collector. Additionally, the costs associated with advertising, filing a lien at the Registry of Deeds for the purpose of tax title taking are funded through this appropriation.	\$ 44,203.00	\$ 49,700.00	\$ 49,700.00	\$ -	0.00%
1001450254100 SUPPLIES 100-1-1450-00-000-2-54100 The costs associated with the purchase of office supplies, and miscellaneous office and small computer related costs are funded through this appropriation.	\$ 3,611.00	\$ 4,600.00	\$ 4,600.00	\$ -	0.00%
<b>Total Expenses</b>	<b>\$ 47,814.00</b>	<b>\$ 54,300.00</b>	<b>\$ 54,300.00</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total 8420 Revenue</b>	<b>\$ 241,390.00</b>	<b>\$ 203,307.00</b>	<b>\$ 226,572.00</b>	<b>\$ 23,265.00</b>	<b>11.44%</b>

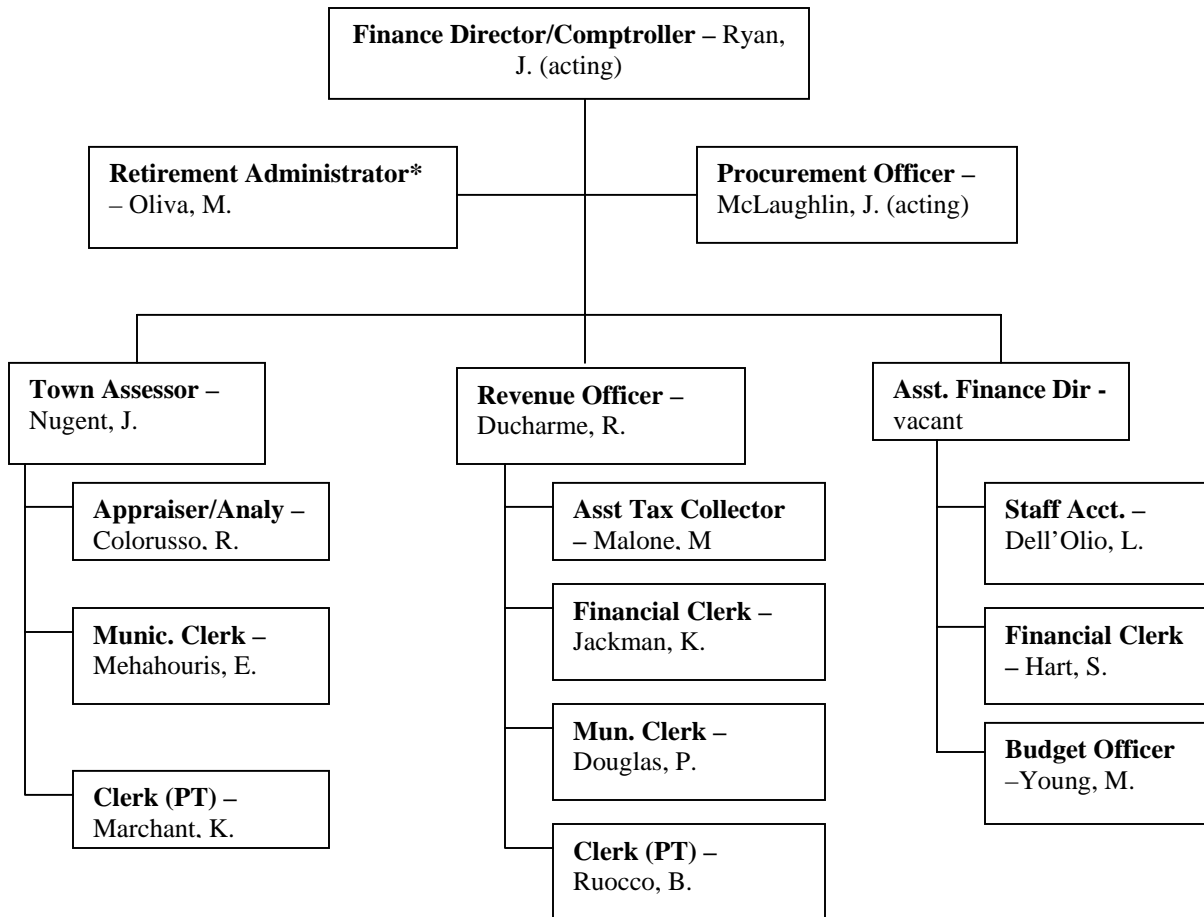
*Town of Lexington - FY 2006 Budget*  
 BUDGET PROJECTION 20061 FY06 TOWN BUDGET

Program 8000: Gen. Gov't Subprogram 8400 Finance  
 Element 8430: Assessor

**ACCOUNT DESCRIPTION**

	<b>FY 2004 Actual</b>	<b>FY 2005 Budget</b>	<b>FY 2006 Requested</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
1001410151110 REGULAR WAGES 100-1-1410-00-000-1-51110 This request is for 3.5 positions - Town Assessor, an appraiser, a municipal clerk and one part-time interdepartmental clerk. The increase is due to collective bargaining agreements, range movement and the budgeting of the interdepartmental clerk. The ultimate goal of the department is to provide all property owners with fair and equitable values. The current amount of staff is not adequate to meet that goal.	\$ 187,631.00	\$ 153,323.00	\$ 180,303.00	\$ 26,980.00	17.60%
<b>Total Compensation</b>	<b>\$ 187,631.00</b>	<b>\$ 153,323.00</b>	<b>\$ 180,303.00</b>	<b>\$ 26,980.00</b>	<b>17.60%</b>
1001410252110 CONTRACTUAL SERVICES 100-1-1410-00-000-2-52110 The request is being made to cover the cost of maintenance of the existing assessing software upon which all the values are calculated. Included within this request is an amount to engage professional assistance in reviewing one third of the personal property accounts. It is the intent of the office to review all personal property accounts over a three year period in order to capture personal property growth on a more timely schedule. All other values are determined with existing staff.	\$ 50,493.00	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	20.00%
1001410254100 SUPPLIES 100-1-1410-00-000-2-54100 This request is being made to cover the office costs such as supplies, binding of deeds, professional association costs.	\$ 17,276.00	\$ 8,200.00	\$ 8,200.00	\$ -	0.00%
<b>Total Expenses</b>	<b>\$ 67,769.00</b>	<b>\$ 33,200.00</b>	<b>\$ 38,200.00</b>	<b>\$ 5,000.00</b>	<b>15.06%</b>
<b>Total 8430 Assessor</b>	<b>\$ 255,400.00</b>	<b>\$ 186,523.00</b>	<b>\$ 218,503.00</b>	<b>\$ 31,980.00</b>	<b>17.15%</b>

# Finance



*\*Retirement Administrator is paid for entirely by the Retirement Board.*