

**Town Treasurer**

	<b>No of Staff</b>	Tn Admin Recommendations	2005 Dept Requests	2004 Expended 12/30/03	2004 Appropriation	2003 Actual	2002 Actual	2001 Actual	2000 Actual	1999 Actual	1998 Actual
Salaries Management	<b>1.0</b>	\$25,954	\$25,954	\$12,529	\$26,053	\$25,953	\$25,101	\$18,117	\$18,626	\$17,942	\$17,505
Salaries Supervisory	<b>1.0</b>	\$20,680	\$20,680	\$9,983	\$20,759	\$20,680	\$20,000	\$224	\$0	\$0	\$0
Salaries Operational Staff	<b>2.0</b>	\$71,968	\$71,968	\$34,068	\$69,326	\$72,800	\$71,538	\$66,589	\$62,185	\$73,368	\$63,645
Add'l Compensation Operational Staff		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$250
Overtime Operational Staff		\$6,000	\$6,000	\$271	\$1,000	\$257	\$566	\$3,469	\$3,703	\$1,000	\$1,000
<b>PERSONAL SERVICES</b>	<b>4.0</b>	<b>\$124,602</b>	<b>\$124,602</b>	<b>\$56,852</b>	<b>\$117,138</b>	<b>\$119,690</b>	<b>\$117,205</b>	<b>\$88,399</b>	<b>\$84,514</b>	<b>\$92,560</b>	<b>\$82,400</b>
Repair & Maint Equipment		\$6,000	\$6,000	\$190	\$1,500	\$5,748	\$306	\$106	\$2,841	\$870	\$516
In State Travel/Meetings		\$500	\$500	\$0	\$500	\$0	\$0	\$0	\$29	\$248	\$343
Training & Education		\$2,000	\$2,000	\$160	\$1,500	\$175	\$491	\$208	\$100	\$0	\$0
Communication Telephone		\$800	\$800	\$287	\$800	\$681	\$815	\$784	\$1,050	\$794	\$789
Communication Postage/Envelopes		\$11,500	\$11,500	\$5,704	\$11,500	\$8,055	\$7,478	\$11,393	\$11,478	\$6,062	\$8,319
Copy/Mail Center Fees		\$2,400	\$2,400	\$845	\$2,400	\$1,308	\$2,504	\$2,716	\$2,347	\$0	\$0
Purchased Services Misc.		\$0	\$0	\$0	\$250	\$65	\$0	\$115	\$55	\$134	\$0
<b>PURCHASE OF SERVICES</b>		<b>\$23,200</b>	<b>\$23,200</b>	<b>\$7,187</b>	<b>\$18,450</b>	<b>\$16,032</b>	<b>\$11,595</b>	<b>\$15,323</b>	<b>\$17,900</b>	<b>\$8,108</b>	<b>\$9,967</b>
Banking Services Fees		\$40,000	\$40,000	\$10,378	\$45,000	\$19,352	\$31,176	\$53,125	\$47,219	\$51,959	\$55,105
Master Charge Fees		\$0	\$0	\$0	\$0	\$461	\$236	\$4,688	\$4,781	\$5,160	\$3,551
<b>TECHNICAL &amp; PROFESSIONAL SVS</b>		<b>\$40,000</b>	<b>\$40,000</b>	<b>\$10,378</b>	<b>\$45,000</b>	<b>\$19,813</b>	<b>\$31,412</b>	<b>\$57,813</b>	<b>\$52,000</b>	<b>\$57,120</b>	<b>\$58,656</b>
Office Supplies		\$2,000	\$2,000	\$673	\$2,000	\$1,728	\$2,517	\$1,728	\$1,763	\$2,265	\$1,364
<b>SUPLIES</b>		<b>\$2,000</b>	<b>\$2,000</b>	<b>\$673</b>	<b>\$2,000</b>	<b>\$1,728</b>	<b>\$2,517</b>	<b>\$1,728</b>	<b>\$1,763</b>	<b>\$2,265</b>	<b>\$1,364</b>
<b>BUDGET TOTAL</b>		<b>\$189,802</b>	<b>\$189,802</b>	<b>\$75,089</b>	<b>\$182,588</b>	<b>\$157,264</b>	<b>\$162,729</b>	<b>\$163,263</b>	<b>\$156,177</b>	<b>\$160,052</b>	<b>\$152,387</b>

TOWN OF NATICK  
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual	Budgetary	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding	Total	Additional Compensation			Total Add'l Comp
		FY'03 Earnings	FY'04 Scheduled Earnings							(52.2 Wks) FY2005		Appropriation	Longevity	Education	
<u>Treasurer:</u>															
<u>Management</u>															
3720	ROBERT PALMER	\$25,953.20	<u>\$26,053</u>	BASE	M4-Perf		42.2923	29.39%	\$497.19	<u>25,953.32</u>					
			\$26,053								\$25,953.32				
<u>Supervisory</u>															
41599	MELANIE PHILLIPS	\$20,678.43	<u>\$20,759</u>	BASE	M2-5		29.5905	33.47%	\$396.16	<u>20,679.55</u>					
			\$20,759								\$20,679.55				
<u>Operational</u>															
41505	MARIA HOLT	\$35,535.50	\$37,466	BASE	5-Max		19.0667	37.5	\$715.00	37,323.07					
42108	TERESA REDDOCH	\$4,494.00	<u>\$34,636</u>	BASE	4-Pst 3Yrs	45.2	17.6267	37.5	\$661.00	29,877.20					
					4- Max	7.0	18.1600	37.5	\$681.00	<u>4,767.00</u>	<u>\$71,967.27</u>				
		<u>\$86,661.12</u>	<u>\$46,812</u>								<u>\$118,600.14</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

**OPERATIONAL OBJECTIVES**

<u>STAFF</u>	<u>NO. Positions</u>
Management	1
Supervisory	1
Operational Staff	5

**Operational Objectives for 2005:**

The Department is responsible for the billing, collecting, and investing of all Town funds including real estate and personal property taxes, motor vehicle excises, water/sewer bills, PAYT fees, Police Detail, and federal, state, and county reimbursements, as well as a myriad of miscellaneous departmental service charges, permits, licenses, and fees.

The Department is also responsible for the maintenance of all properties taken for nonpayment of taxes and for all public auction or disposition of all foreclosed properties. It administers and arranges for the timely disbursement of all funds and is responsible for the administration of the Town's debt program.

**TREASURER:**

- Salaries Management** This is a prorated portion of the Finance Director/Treasurer's salary in his capacity as Town Treasurer.
- Salaries Supervisory** This is a prorated portion of the Assistant Treasurer/Collector's salary in her capacity as the Town's Assistant Treasurer.
- Salaries Operational Staff** Salaries for two Treasurer staff members are funded by this line item. These persons are responsible for Bank Account reconciliation and employee benefits.
- Overtime Operational Staff** Overtime for two Treasurer staff members is funded by this line item. This line item has been increased to address Tax Title accounts and Tax Deferral Accounts (41A). There has been a corresponding reduction in the Banking Services account.
- Repairs and Maintenance** This line item is increased to reflect the costs associated with repair and maintenance of postage and mailing equipment. There has been a corresponding reduction in the Banking Services account.
- In State Travel/Meetings** For attendance at Department of Revenue seminars, Treasurer / Collector Association meetings, and administrative / clerical support staff seminars.
- Training and Education** The cost of professional association training programs are funded by this line item.
- Communication/Telephone** This is a proportioned cost assigned to the Treasurer's Office for telephone service
- Communication Postage** This is the direct cost associated with the mailings from the Treasurer's Office.
- Copy/Mail Center Fees** This is a proportioned cost assigned to the Treasurer's Office for mail center labor for mail handling.
- Purchased Services Misc.** This line item funds Miscellaneous costs charged to the Treasurer's Office by the Comptroller.
- Banking Services Fees** This line item funds charges for account services such as returned check fees, service fees charged by depository banks, paying agents for debt service, etc.
- Master Charge Fees** This line item is pertaining to a credit card used by Parks and Receptions.

**Office Supplies**

General office supplies for the Treasurer's Office are funded from this line item.

Finance Director  
Treasurer / Collector

Assistant Collector  
Assistant Treasurer

Water Billing  
Administrative  
Clerk

Water Billing  
Billing/Payment  
Clerk

Collector  
Billing/Payment  
Clerk

Collector  
Municipal Liens  
Public Access  
Clerk

Treasurer  
Account  
Reconciliation  
Clerk