

Narrative

Town of Natick Comptroller

I. Main Purpose of the Department

The Department provides supervision and oversight of all financial activities of the Town; maintains the Town's financial information; and prepares and distributes financial reports to all Town departments, boards, committees, State and federal agencies and independent financial auditors in accordance with Massachusetts General Law and Generally Accepted Accounting Principles (GAAP). The Department also oversees day-to-day administration of the Town's contributory retirement system; the Comptroller serves as one of the five trustees of the system.

II. Recent Developments

- The Department has begun the implementation of a new purchase and requisition process, with the assistance of the new Procurement Officer. This includes a streamlining of existing processes to include blanket contracts for all purchases.
- Creation of a new "tickler system" for monitoring existing contracts and the issuance of Requests for Proposals or Requests for Bids.

III. Current Challenges

The Department is reviewing all existing departmental procurements to ensure current contracts are on file in the Comptroller's Office. The Department is also developing a standardized cataloguing system to facilitate contract oversight and procurement management.

IV. Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact

No significant changes are proposed for the upcoming fiscal year.

V. On the Horizon

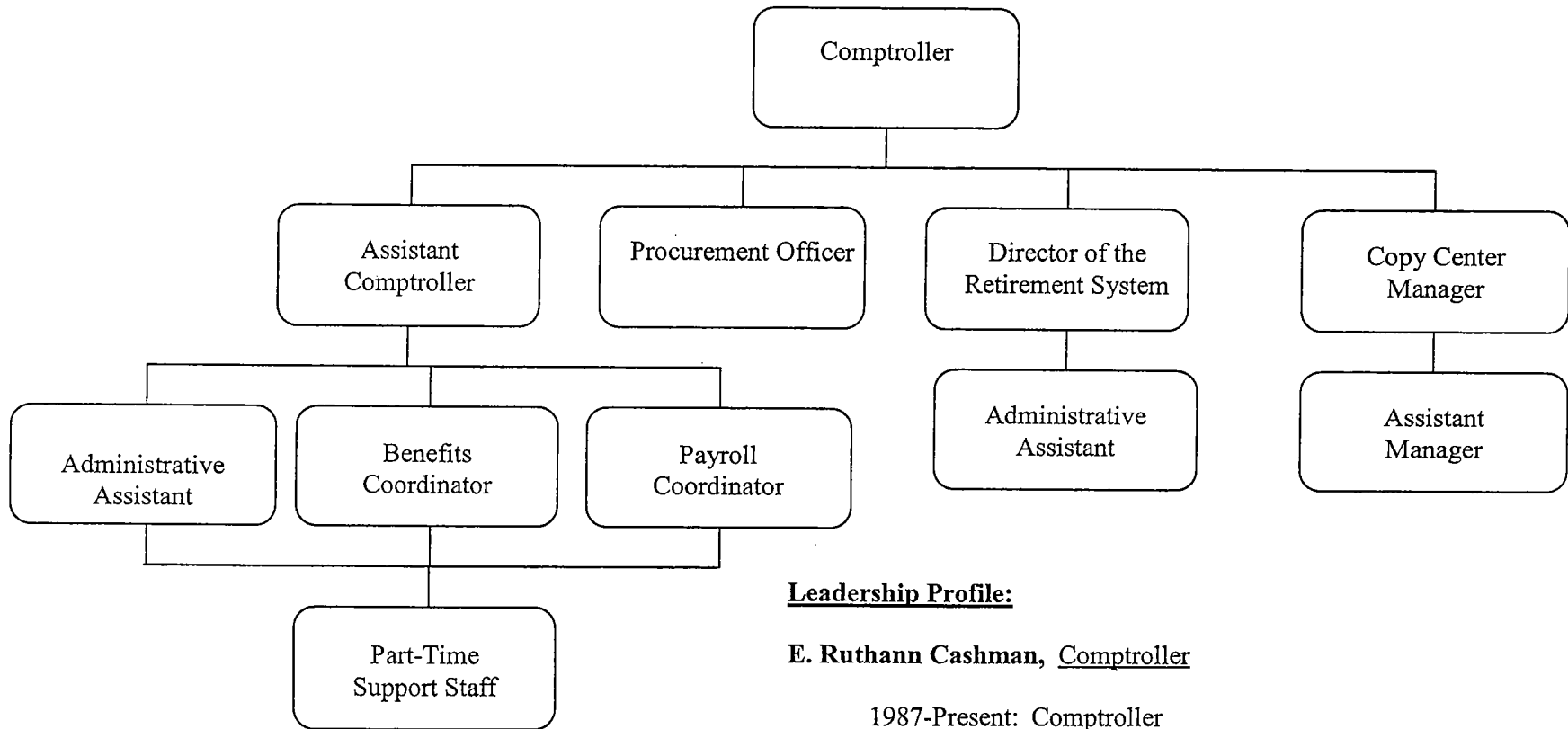
The Department will facilitate training of all impacted employees in the use of the purchase and requisition software system (full implementation is scheduled for July 1, 2005). In order to achieve this, one-on-one employee training will be required.

FY2006 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2001	2002	2003	2004	Approved 2005	Proposed 2006
1 Warrants Issued (vendor and payroll)	499	481	632	564	105	
2 Number of Checks and Direct Deposits Issued	53,332	57,017	62,941	68,056	30,851	
3 New Hires Processed	104	148	249	324	217	

Fiscal Year 2006 Organization

Comptroller's Office



Leadership Profile:

E. Ruthann Cashman, Comptroller

1987-Present: Comptroller

Bachelor of Science Degree, Finance

Natick Contributory Retirement System – Board Member

Natick Metrowest Credit Union – President

Chartered Pension Professional

Mass Government Finance Officers Association

Town Comptroller

	No of Staff	Tn Admin Recommendations	2006 Dept Requests	2005 Expended 12/31/04	2005 Appropriated	2004 Actual	2003 Actual	2002 Actual	2001 Actual
Salaries Management	1.0	74,887.79	74,887.79	35,578.83	74,887.53	73,340.62	73,060.69	70,661.24	67,296.00
Salaries Supervisory	1.0	54,592.85	54,592.85	25,936.83	54,592.53	53,465.30	53,261.23	51,115.99	0.00
Salaries Operational Staff	3.0	127,031.22	127,031.22	43,230.50	121,150.14	73,204.20	36,154.20	34,807.85	69,946.37
Part Time Operational Staff	0.50	15,331.20	15,331.20	6,986.90	15,331.00	14,225.96	13,810.14	13,099.63	13,800.83
Operational Staff Overtime		2,000.00	2,000.00	152.11	2,000.00	299.64	359.06	392.40	6,000.00
PERSONAL SERVICES	5.50	273,843.06	273,843.06	111,885.17	267,961.20	214,535.72	176,645.32	170,077.11	157,043.20
In State Travel		1,000.00	1,000.00	0.00	500.00	100.00	0.00	0.00	470.00
Communication Telephone		1,000.00	1,000.00	645.49	1,000.00	1,203.43	1,108.45	1,254.00	1,164.84
Training & Education		1,800.00	1,800.00	45.00	600.00	244.50	0.00	0.00	0.00
Dues & Subscriptions		1,000.00	1,000.00	383.16	500.00	363.16	145.00	338.20	288.20
Copy/Mail Center Fees		500.00	500.00	401.14	500.00	499.11	867.08	684.97	519.21
Bookbinding		4,000.00	4,000.00	3,203.83	8,000.00	585.89	0.00	0.00	0.00
PURCHASE OF SERVICES		9,300.00	9,300.00	4,678.62	11,100.00	2,996.09	2,120.53	2,277.17	2,442.25
Copy Center Supplies		3,000.00	3,000.00	1,510.92	3,000.00	1,554.60	1,059.48	1,301.97	1,652.74
Office Supplies		3,000.00	3,000.00	1,358.00	3,000.00	1,450.72	3,629.02	1,498.02	2,126.57
SUPPLIES		6,000.00	6,000.00	2,868.92	6,000.00	3,005.32	4,688.50	2,799.99	3,779.31
BUDGET TOTAL		\$289,143.06	\$289,143.06	\$119,432.71	\$285,061.20	\$220,537.13	\$183,454.35	\$175,154.27	\$163,264.76

TOWN OF NATICK
EMPLOYEE JOB/PAY

Emp #	Employee Name	Actual FY'04 Earnings	Budgetary FY'05 Scheduled Earnings	Pay Type	Level- Step	Wks	Rate	Hours	Amount	Funding (52.2 Wks) FY2006	Total Appropriation	Additional Compensation			Total Add'l Comp
												Longevity	Education	Other	
<u>Comptroller</u>															
<u>Management</u>															
587	RUTHANN CASHMAN	\$73,340.62	<u>\$74,887.46</u>	BASE	M3-Perf		35.8658	40.0	\$1,434.63	<u>74,887.79</u>					
			\$74,887.46								\$74,887.79				
<u>Supervisory</u>															
40027	CYNTHIA TOMASETTI	\$53,465.30	<u>\$54,592.60</u>	BASE	P5-4		26.1460	40.0	\$1,045.84	<u>54,592.85</u>					
			\$54,592.60								\$54,592.85				
<u>Operational</u>															
41232	DEBBIE JO SHERMAN	\$36,037.84	\$36,437.10	BASE	5-Max		19.0790	37.5	\$751.20	39,212.64					
41595	DONNA ROZON	\$37,466.00	\$38,256.40	BASE	5-Max		20.0320	37.5	\$751.20	39,212.64					
42568	STEVEN SAMARA	New Hire	<u>\$36,196.11</u>	BASE	P5-0	16.6	22.7363	40.0	\$909.45	15,096.89					
				BASE	P5-1	35.6	23.5316	40.0	\$941.27	<u>33,509.05</u>	\$127,031.22				
			\$110,889.61												
<u>Part/Time Operational</u>															
585	MARY GREEL	\$12,416.72	<u>\$15,331.20</u>	HRLY	N/A		15.9700	960.0	\$0.00	<u>15,331.20</u>					
			\$15,331.20								\$15,331.20				
		<u>\$212,726.48</u>	<u>\$255,700.87</u>								<u>\$271,843.06</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>