

**Narrative**

*Town of Natick*

*Treasurer*

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**I. Main Purpose of the Department**

The Treasurer's Office is responsible for all cash management activities for the Town of Natick. This includes the receipt, deposit, and disbursement of funds including accounts payable and payroll funds. The Treasurer is responsible for investment activities of available funds. The Treasurer's Office also maintains Tax Title accounts and is responsible for the collection of these delinquent property taxes. The Treasurer is also responsible for the issuance of all authorized debt for short and long term borrowing.

**II. Recent Developments**

The installation and conversion of all Tax Title accounts into Point Software's software module is nearing completion. The goal of this effort is to improve the management of existing accounts and assist in the timely processing of Tax Title activity.

**III. Current Challenges**

The Treasurer has determined that it is in the Town's best interest to proceed with the provisions of Chapter 200A Section 5 regarding outstanding checks and refunds. The provisions will allow the Treasurer to follow established rules for return of these funds to the correct party or for the Town to retain the funds if they become abandoned property.

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

As noted in the Collector's budget, funds are requested for improved notification to delinquent accounts including Tax Title.

**V. On the Horizon**

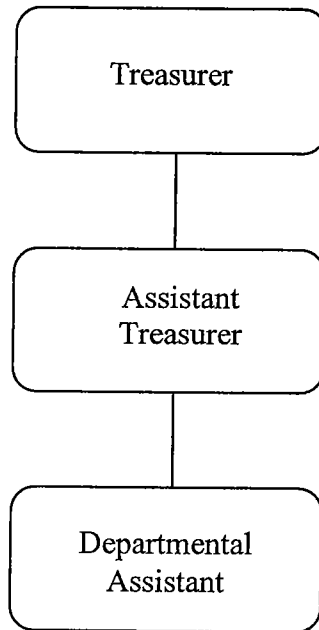
The Town will be required to comply with any new or modified legislation and programs adopted in the Commonwealth of Massachusetts.

FY2006 Budget Presentation

Trends in Major Departmental Activities by Fiscal Year						
Activities	2001	2002	2003	2004	Approved 2005	Proposed 2006
1 Bond Anticipation Notes (BAN's)	\$7.005m	\$26.660m	\$26.935m	\$15.405m	\$16.648m	\$1.500m
2 General Obligation Bonds Issued	\$15.075m	\$8.235m	\$0	\$12.640m	\$5.504m	\$0
3 June 30 Bank Balance (inc. Trusts)	\$41.045m	\$61.630m	\$54.458m	\$50.758m	\$50.000m	\$50.000m

Fiscal Year 2006 Organization

**Treasurer Department**



**Leadership Profile:**

**Robert Palmer, Finance Director/Treasurer/Collector**

2001-Present: Finance Director/Treasurer/Collector  
1994-2001: Finance Director  
1980-1994: Director of Assessment, City of Newton

Bachelor of Arts Degree, Business Administration/Management  
Master of Arts Degree, Management

### Town Treasurer

	<b>No of Staff</b>	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	26,601.99	26,601.99	12,638.57	26,602.83	26,052.76	25,953.32	25,101.00	18,117.28
Salaries Supervisory	1.0	21,196.33	21,196.33	10,070.29	21,196.98	20,758.78	20,679.55	19,999.72	224.05
Salaries Operational Staff	2.0	77,560.70	77,560.70	31,031.49	72,901.34	71,115.20	72,800.10	71,538.29	66,589.13
Overtime Operational Staff		2,500.00	2,500.00	1,020.81	6,000.00	1,000.00	257.40	566.16	3,468.54
<b>PERSONAL SERVICES</b>	<b>4.0</b>	<b>127,859.02</b>	<b>127,859.02</b>	<b>54,761.16</b>	<b>126,701.15</b>	<b>118,926.74</b>	<b>119,690.37</b>	<b>117,205.17</b>	<b>88,399.00</b>
Repair & Maint Equipment		6,000.00	6,000.00	636.75	6,000.00	848.00	5,747.87	305.76	106.44
In State Travel/Meetings		500.00	500.00	0.00	500.00	0.00	0.00	0.00	0.00
Training & Education		2,000.00	2,000.00	120.00	2,000.00	160.00	175.00	491.00	208.30
Communication Telephone		800.00	800.00	265.27	800.00	631.49	681.00	815.40	784.02
Communication Postage/Envelopes		12,000.00	12,000.00	3,041.73	11,500.00	11,444.53	8,055.46	7,478.35	11,393.30
Copy/Mail Center Fees		2,400.00	2,400.00	888.23	2,400.00	1,763.95	1,308.01	2,504.44	2,716.20
Purchased Services Misc.		0.00	0.00	0.00	0.00	0.00	65.00	0.00	115.00
<b>PURCHASE OF SERVICES</b>		<b>23,700.00</b>	<b>23,700.00</b>	<b>4,951.98</b>	<b>23,200.00</b>	<b>14,847.97</b>	<b>16,032.34</b>	<b>11,594.95</b>	<b>15,323.26</b>
Banking Services Fees		35,000.00	35,000.00	6,091.52	40,000.00	26,389.66	19,352.09	31,175.89	53,125.39
Master Charge Fees		0.00	0.00	0.00	0.00	0.00	460.90	235.91	4,687.63
<b>TECHNICAL &amp; PROFESSIONAL SVS</b>		<b>35,000.00</b>	<b>35,000.00</b>	<b>6,091.52</b>	<b>40,000.00</b>	<b>26,389.66</b>	<b>19,812.99</b>	<b>31,411.80</b>	<b>57,813.02</b>
Office Supplies		2,500.00	2,500.00	2,816.26	2,000.00	3,076.88	1,728.28	2,516.87	1,728.08
<b>SUPPLIES</b>		<b>2,500.00</b>	<b>2,500.00</b>	<b>2,816.26</b>	<b>2,000.00</b>	<b>3,076.88</b>	<b>1,728.28</b>	<b>2,516.87</b>	<b>1,728.08</b>
<b>BUDGET TOTAL</b>		<b>\$189,059.02</b>	<b>\$189,059.02</b>	<b>\$68,620.92</b>	<b>\$191,901.15</b>	<b>\$163,241.25</b>	<b>\$157,263.98</b>	<b>\$162,728.79</b>	<b>\$163,263.36</b>

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>Treasurer:</u>															
<u>Management</u>															
3720	ROBERT PALMER	\$26,052.64	<u>\$26,601.99</u>	BASE	M4-Perf	43.3495	29.39%		\$509.62	<u>26,601.99</u>					
			\$26,601.99								\$26,601.99				
<u>Supervisory</u>															
41599	MELANIE PHILLIPS	\$20,758.66	<u>\$21,196.33</u>	BASE	M2-4	30.3303	33.47%		\$406.06	<u>21,196.33</u>					
			\$21,196.33								\$21,196.33				
<u>Operational</u>															
42601	LINDA CLARK	New Hire	\$19,953.88	BASE	5-Max	20.0320	37.5		\$751.20	39,212.64					
42108	TERESA REDDOCH	\$35,244.78	<u>\$35,367.13</u>	BASE	4-Max	19.0790	37.5		\$715.48	37,348.06					
			<u>\$55,321.01</u>								<u>\$76,560.70</u>				
		<u>\$82,056.08</u>	<u>\$103,119.33</u>								<u>\$124,359.02</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>