

**FUND: General Fund**  
**DEPARTMENT: Administration and Finance**

**Description and Responsibilities**

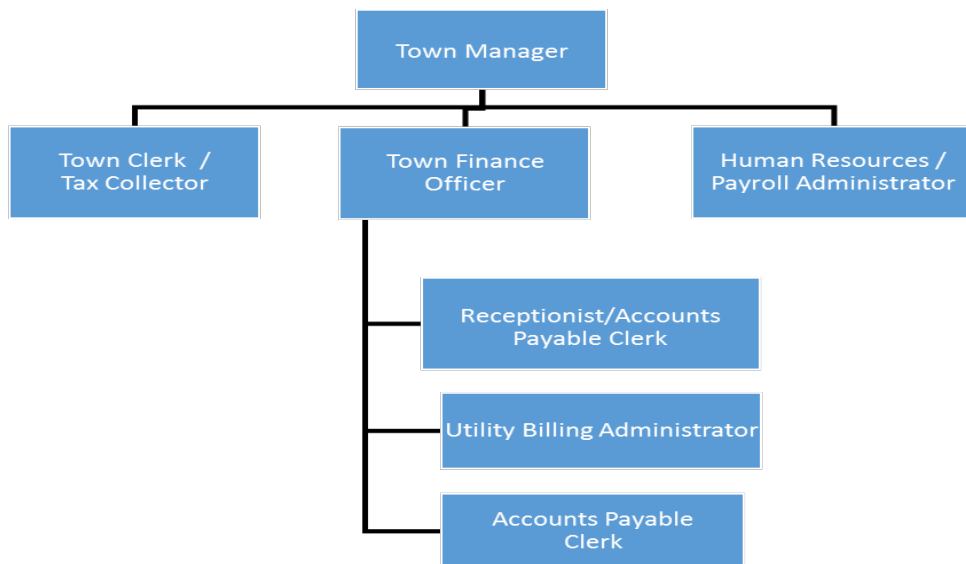
The Town of Blowing Rock operates under the Council/Manager form of government. Under the Council/Manager plan, the Town Council is the legislative body for the community and makes broad policy decisions. The Town Manager, who is appointed by the Council, is responsible for the day-to-day operations of the Town government. The Manager supervises all department heads and Town staff, prepares a recommended budget for the Council's consideration, serves as the chief adviser for the Council on policy and administrative matters, and implements the Council's policy decisions.

The Administration/Finance Department is responsible for the accounting of all revenues and expenses for the Town, including cash management. This department handles real estate tax billings and collections (approximately 3,034 accounts billed annually), utility billings and collections (approximately 1,800 accounts billed bi-monthly), occupancy tax collections (approximately 39 accounts collected monthly), and payroll (approximately 67 employees during winter and 85 during summer, each paid bi-weekly). In addition, this department maintains the accounting system and records, is the custodian of official Town records, maintains cemetery records, and provides secretarial support through the recording and preparation of all minutes for the Town Council.

**Staffing and Schedule**

The Administration and Finance Office has seven (7) full-time employees: Town Manager, Finance Officer, Town Clerk/Tax Collector, HR/Payroll Administrator, Receptionist/Accounts Payable Clerk, Account Clerk/Office Assistant and the Utility Billing Administrator. The employees typically work a 40-hour schedule per week. Town Hall is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

The chart below depicts the organization of the Administration and Finance Office:



**GENERAL FUND EXPENDITURES**  
**DESCRIPTION: ADMINISTRATION AND FINANCE**  
**CODE: 10-00-4130**

<b>ACCOUNT NUMBER</b>	<b>DESCRIPTION</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Adopted</b>	<b>2020-21 Adopted</b>
002	Salaries	274,095	277,500	296,225	294,384 <sup>^</sup>
003	Vehicle Allowance	-	2,400	2,400	2,400
004	Interim Town Manager Lodging/Mileage	-	-	-	-
204	Part-time Salaries	573	2,500	2,500	- *
205	Part-time FICA	-	191	191	-
005	FICA Expense	18,763	21,229	22,661	22,520
006	Group Insurance	29,945	34,500	38,100	35,000
007	401K	13,444	13,875	14,811	14,719
008	Retirement	36,867	38,406	45,234	49,044
009	Manager Relocation Reimbursements	-	-	9,500	-
	<b>Personnel Subtotal</b>	<b>373,686</b>	<b>390,601</b>	<b>431,623</b>	<b>418,068</b>
011	Telephone	5,925	4,000	2,000	3,000
012	Printing	-	1,500	1,000	1,000
014	Employee Development	6,058	7,000	7,000	5,000
016	Maintenance/Repair	4,710	7,000	5,000	5,000
031	Gasoline	-	-	-	-
033	Materials/Supplies	4,955	6,000	6,000	7,000
057	Miscellaneous	476	4,000	4,500	3,000 **
	<b>Operating &amp; Maint. Subtotal</b>	<b>22,125</b>	<b>29,500</b>	<b>25,500</b>	<b>24,000</b>
500	Capital Outlay	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>395,811</b>	<b>420,101</b>	<b>457,123</b>	<b>442,068</b>

\*\* Miscellaneous:  
2,000 Accounts receivable software upgrade  
2,000

<sup>^</sup> Offset provided by TDA for Town Administrative Services.