

FUND: General Fund
DEPARTMENT: Administration and Finance

Description and Responsibilities

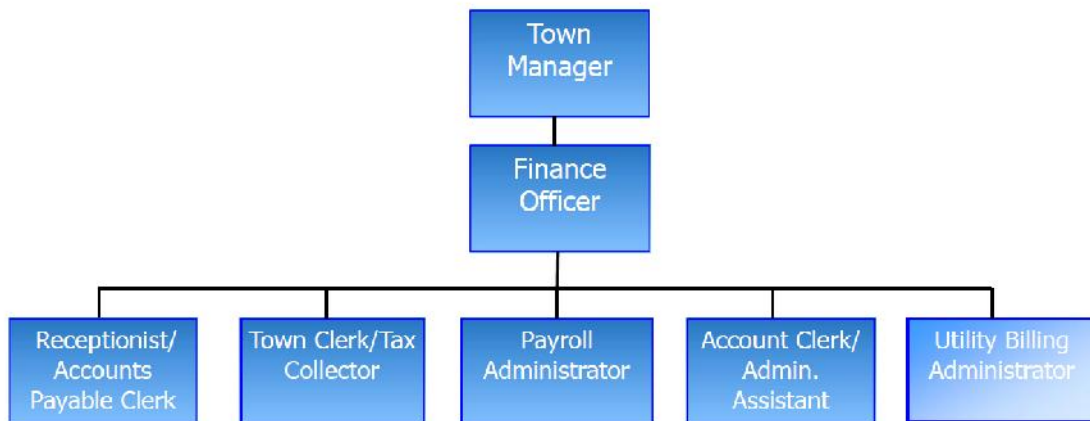
The Town of Blowing Rock operates under the Council/Manager form of government. Under the Council/Manager plan, the Town Council is the legislative body for the community and makes broad policy decisions. The Town Manager, who is appointed by the Council, is responsible for the day-to-day operations 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 2,187 accounts billed bi-monthly), occupancy tax collections (approximately 39 accounts collected monthly), and payroll (approximately 57 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, 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. The 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

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ADOPTED	2016-2017 ADOPTED
002	Salaries	223,464	229,391	229,391	252,032	269,814	273,178	303,551 ^
003	Vehicle Allowance	-	-	-	-	-	-	-
004	Part-time Salaries	-	-	-	-	-	2,604	2,500 *
205	Part-time FICA	-	-	-	-	-	199	191
005	FICA Expense	16,249	15,481	15,078	17,246	18,444	20,898	23,222
006	Group Insurance	25,789	27,484	29,070	28,059	29,696	32,152	32,252
007	401K	4,631	4,513	4,557	4,628	7,795	10,927	15,178
008	Retirement	25,996	27,014	27,353	28,821	32,587	33,874	40,646
	Personnel Subtotal	296,129	303,883	305,448	330,787	358,336	373,832	417,539
011	Telephone	6,021	4,861	5,437	6,547	7,027	7,436	7,432
012	Printing	2,426	1,409	206	164	1,126	1,700	2,000
014	Employee Development	7,273	4,236	6,390	5,768	1,969	7,787	7,000
016	Maintenance/Repair	4,685	5,890	4,001	5,456	9,137	8,550	8,500
031	Gasoline	-	-	-	-	-	-	-
033	Materials/Supplies	7,110	5,242	4,883	6,972	9,190	9,200	11,000 **
057	Miscellaneous	368	20	24	112	3,472	12,000	7,000 ***
	Operating & Maint. Subtotal	27,884	21,658	20,942	25,020	31,922	46,674	42,932
500	Capital Outlay	5,772	3,816	5,074	4,044	-	-	-
TOTAL EXPENDITURES		329,784	329,357	331,464	359,850	390,257	420,506	460,471

* Includes part-time salaries for temp. agency support

** Materials/Supplies for 2016-17 includes \$3,850 for copier lease (shown in capital outlay in prior years) and \$1,000 for file cabinets (3) and \$800 for purchase of two office printers (one additional and one replacement).

*** Miscellaneous:

1,500	Two replacement desks (Clerk and Utility Billing Administrator)	^	12,000	Offset provided by
5,000	Accounts receivable software upgrade and/or work orders			
500	Credit card processing equipment and monthly filing fees (credit card fees to be charged to customers)			
<u>7,000</u>				