

FUND: General Fund

DEPARTMENT: Administration and Finance

Description and Responsibilities

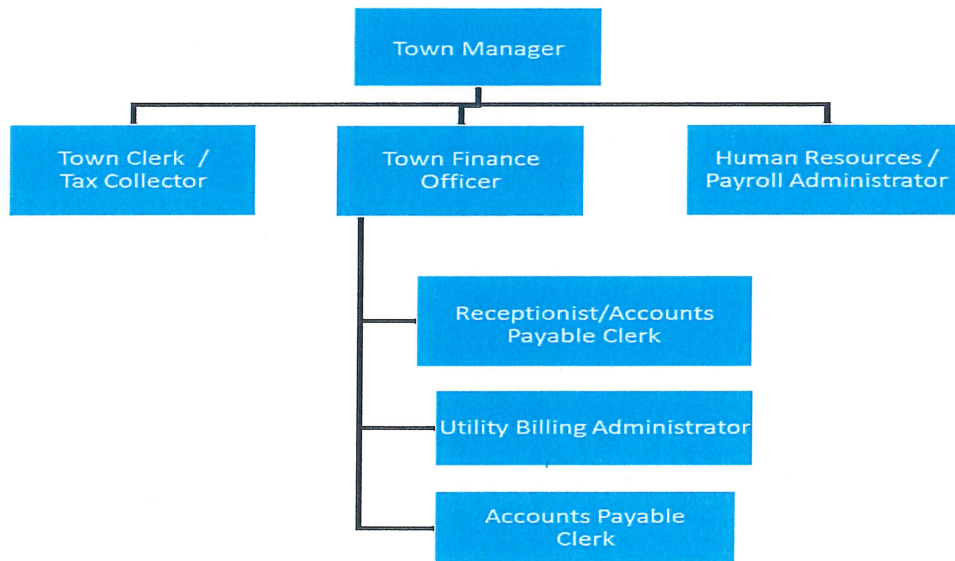
The Town of Blowing Rock operates under the Council/Manager form of government. Under the Council/Manager plan, the Town Council is the legislative body for the community and makes broad policy decisions. The Town Manager, who is appointed by the Council, is responsible for the day-to-day operations 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 66 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

ACCOUNT NUMBER	DESCRIPTION	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ADOPTED	2018-2019 ADOPTED
002	Salaries	223,464	229,391	229,391	252,032	269,814	276,672	288,391	266,845	277,500 ^
003	Vehicle Allowance	-	-	-	-	-	-	-	-	2,400
004	Part-time Salaries	-	-	-	-	-	3,010	3,340	2,500	2,500 * ST
205	Part-time FICA	-	-	-	-	-	230	226	191	191 ST
005	FICA Expense	16,249	15,481	15,078	17,246	18,444	18,581	20,400	20,414	21,229
006	Group Insurance	25,789	27,484	29,070	28,059	29,696	33,785	38,210	33,629	34,500
007	401K	4,631	4,513	4,557	4,628	7,795	10,858	13,919	13,342	13,875
008	Retirement	25,996	27,014	27,353	28,821	32,587	33,319	38,073	36,523	38,406
	Personnel Subtotal	296,129	303,883	305,448	330,787	358,336	376,455	402,559	373,444	390,601
011	Telephone	6,021	4,861	5,437	6,547	7,027	7,337	8,515	8,250	4,000
012	Printing	2,426	1,409	206	164	1,126	1,371	618	2,000	1,500
014	Employee Development	7,273	4,236	6,390	5,768	1,969	8,108	6,124	7,000	7,000
016	Maintenance/Repair	4,685	5,890	4,001	5,456	9,137	7,883	5,873	8,500	7,000
033	Materials/Supplies	7,110	5,242	4,883	6,972	9,190	6,923	11,534	10,000	6,000 **
057	Miscellaneous	368	20	24	112	3,472	135	4,935	7,000	4,000 ***
	Operating & Maint. Subtotal	27,884	21,658	20,942	25,020	31,922	31,758	37,599	42,750	29,500
500	Capital Outlay	5,772	3,816	5,074	4,044	-	-	-	39,000	- ^^
TOTAL EXPENDITURES		329,784	329,357	331,464	359,850	390,257	408,213	440,158	455,194	420,101

* Includes part-time salaries for intern support.

** Materials/Supplies for 2018-19 includes \$3,850 for copier lease (shown in capital outlay in prior years) and \$1,000 for file cabinets (3) and \$500 for purchase of one office printer (replacement if needed).

*** Miscellaneous:

ST 3,000 Accounts receivable software upgrade
3,000

Offset provided by TDA for Town Administrative Services.