

FUND: General Fund

DEPARTMENT: Administration and Finance

Description and Responsibilities

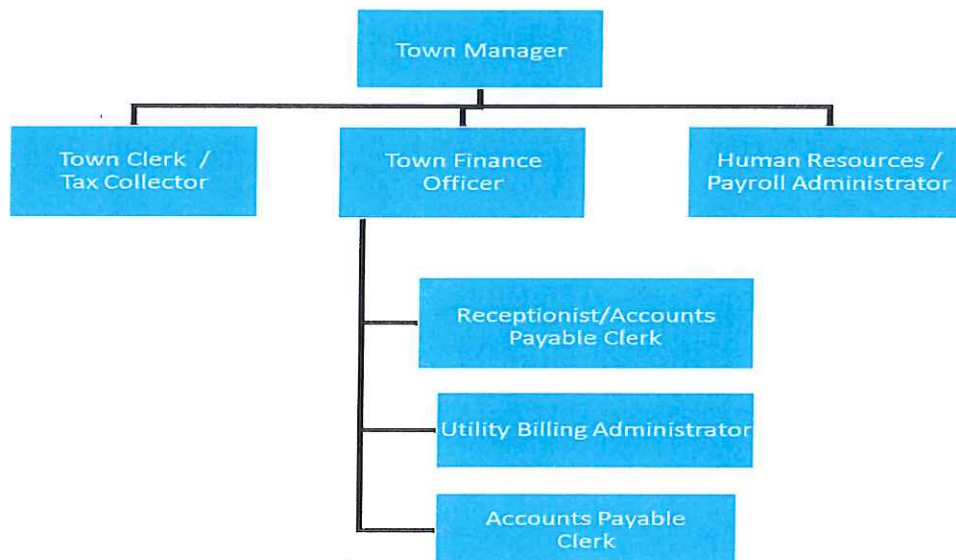
The Town of Blowing Rock operates under the Council/Manager form of government. Under the Council/Manager plan, the Town Council is the legislative body for the community and makes broad policy decisions. The Town Manager, who is appointed by the Council, is responsible for the day-to-day operations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

ACCOUNT NUMBER	DESCRIPTION	2016-17 Actual	2017-18 Actual	2018-19 Adopted	2019-20 Adopted
002	Salaries	288,391	274,095	277,500	296,225 [^]
003	Vehicle Allowance	-	-	2,400	2,400
004	Interim Town Manager Lodging/Mileage	-	-	-	-
204	Part-time Salaries	3,340	573	2,500	2,500 *
205	Part-time FICA	226	-	191	191
005	FICA Expense	20,400	18,763	21,229	22,661
006	Group Insurance	38,210	29,945	34,500	38,100
007	401K	13,919	13,444	13,875	14,811
008	Retirement	38,073	36,867	38,406	45,234
009	Manager Relocation Reimbursements				9,500
	Personnel Subtotal	402,559	373,686	390,601	431,623
011	Telephone	8,515	5,925	4,000	2,000
012	Printing	618	-	1,500	1,000
014	Employee Development	6,124	6,058	7,000	7,000
016	Maintenance/Repair	5,873	4,710	7,000	5,000
031	Gasoline	-	-	-	-
033	Materials/Supplies	11,534	4,955	6,000	6,000
057	Miscellaneous	4,935	476	4,000	4,500 **
	Operating & Maint. Subtotal	37,599	22,125	29,500	25,500
500	Capital Outlay	-	-	-	-
TOTAL EXPENDITURES		440,158	395,811	420,101	457,123

* Includes part-time salaries for intern support.

** Miscellaneous:
3,000 Accounts receivable software upgrade
3,000

[^] Offset provided by TDA for Town Administrative Services.