



First in Connecticut. First for its citizens.

Finance, Tax and Risk Management

Financial Accounting & Reporting

Staffing: 7.38 FTE's

Robert Metcalf, Interim Finance Director
James Bourke, Assistant Finance Director
Linda Collins, Town Accountant
Janet Burke, Payroll and Benefits Assistant
Lisa Letourneau, Account Clerk
Kelly Barrett, Budget Analyst
Clerical

Budget

General Fund: \$713,060
Internal Insurance Fund: \$15,000
Total: \$728,060

Main Roles

- Ensuring the proper accounting of the town's financial activities
- Processing accounts payable and accounts receivable & collections
- Payroll and benefits processing, pension administration
- All accounting procedures including general journal entries and reconciliation processes
- Preparation of reports for various internal and external customers including town council, town manager, department directors, federal and state agencies and others
- Review and implementation of internal controls; establishment and implementation of policies and procedures
- Administration of cash management, investment and debt issuance programs
- Budget preparation activities including preparing revenue projections, assisting departments with budget preparation; assist with preparation of budget document
- Monitoring revenues and expenditures throughout the year
- Preparation of financial analyses and statements for the audit and CAFR (Comprehensive Annual Financial Report)
- Preparation of budgetary reports for town council, town manager, department directors, and others
- Keep informed and trained regarding accounting issues and trends & federal and state regulations. including: GAAP, GASB, IRS, SEC, state municipal finance laws.

Property Valuation (Assessing)

Staffing: 2.53 FTE's

Larry LaBarbera, Town Assessor
Bill Sandwell, Assistant Assessor
Sarah Prattson, Clerical

Budget

General Fund: \$250,390
Other Funds: \$1,700
Total: \$250,390

Main Roles

- Responsible for determining the fair market value of all taxable property in town including real estate, business personal property and motor vehicles—totaling approximately 41,000 accounts
- Responsible for the periodic revaluation of property.
- Responsible for applying all exemptions and benefits to all qualified individuals and businesses
- Work with internal and external customers providing valuation and assessment information
- Maintain on-line valuation data via Geographic Information System (GIS)
- Administer various exemptions to more than 2,800 veterans, elderly, blind and disabled taxpayers.

Tax Collection

Staffing: 2.90 FTE's

Cathy Elliot, Tax Collector
Kenya Smith, Tax Collection Clerk
2 - Part-time clerks who work on a temporary or seasonal basis to provide assistance during peak times.

Budget

General Fund: **\$264,020**

Main Roles

- Responsible for the billing and collection of real estate, personal property and motor vehicle excise taxes for the town and taxes for the Wilson and Windsor Fire Districts. Last year this amounted to more than \$81,872,746.
- Process abatements and exemptions and other adjustments
- Responsible for collection remedies including mailing of delinquent notices and filing of tax liens.
- Work with internal and external customers including attorneys and mortgage companies as well as the general public to resolve inquiries.

Risk Management

Staffing and Budget: 1.0 FTE

Marty Maynard, Risk Manager

Budget

Insurance Internal Service Fund:	\$110,180
General Fund:	\$25,000
Total:	\$135,180

Main Roles

- Risk Management evaluates and manages the risk of loss associated with town and B.O.E operations specific to the areas of general liability, automobile, property damage, crime, professional and fiduciary liability, workers' compensation accident and health.

Human Resources

Staffing and Budget: 3.0 FTE

Amelia Bliss, Director
Beth Ramey, HR Generalist
Holly Holt, Confidential Secretary

Budget

General Fund: **\$399,320**

Main Roles

- Recruitment and selection
- Employee relations
- Employee benefits administration
- Training and development
- Unemployment compensation
- Classification and salary administration
- Compliance with regulations

Key Trends/Issues

Tax Collection

Conducted a delinquent property tax sale in June that achieved favorable results, in an effort to clear numerous delinquent real estate taxes

Risk Management

Implemented new contract for Third Party Administration services for our worker compensation claims and thereby saving \$25,000 annually as compared to the previous vendor.

Forming a strategic risk management committee to oversee the mitigation of risks and develop options to minimize or eliminate identified risks.

Human Resources

Monitor Health Care Reform provisions taking effect in FY 14 and beyond. Ensure the town's benefits are in compliance and recommend measures to contain costs while maintaining competitive benefits.

Assisted in implementing the new employee wellness program in conjunction with the town manager's office and the wellness task team. Presented healthcare consumerism sessions to help empower employees to make good decisions and get the best healthcare, at the best cost for their needs.

Property Valuation

Conducted Personal Property Audits through an outside vendor. Five audits were completed resulting in additional revenue to the town of \$63,700. Currently preparing for next state-mandated property revaluation process.