

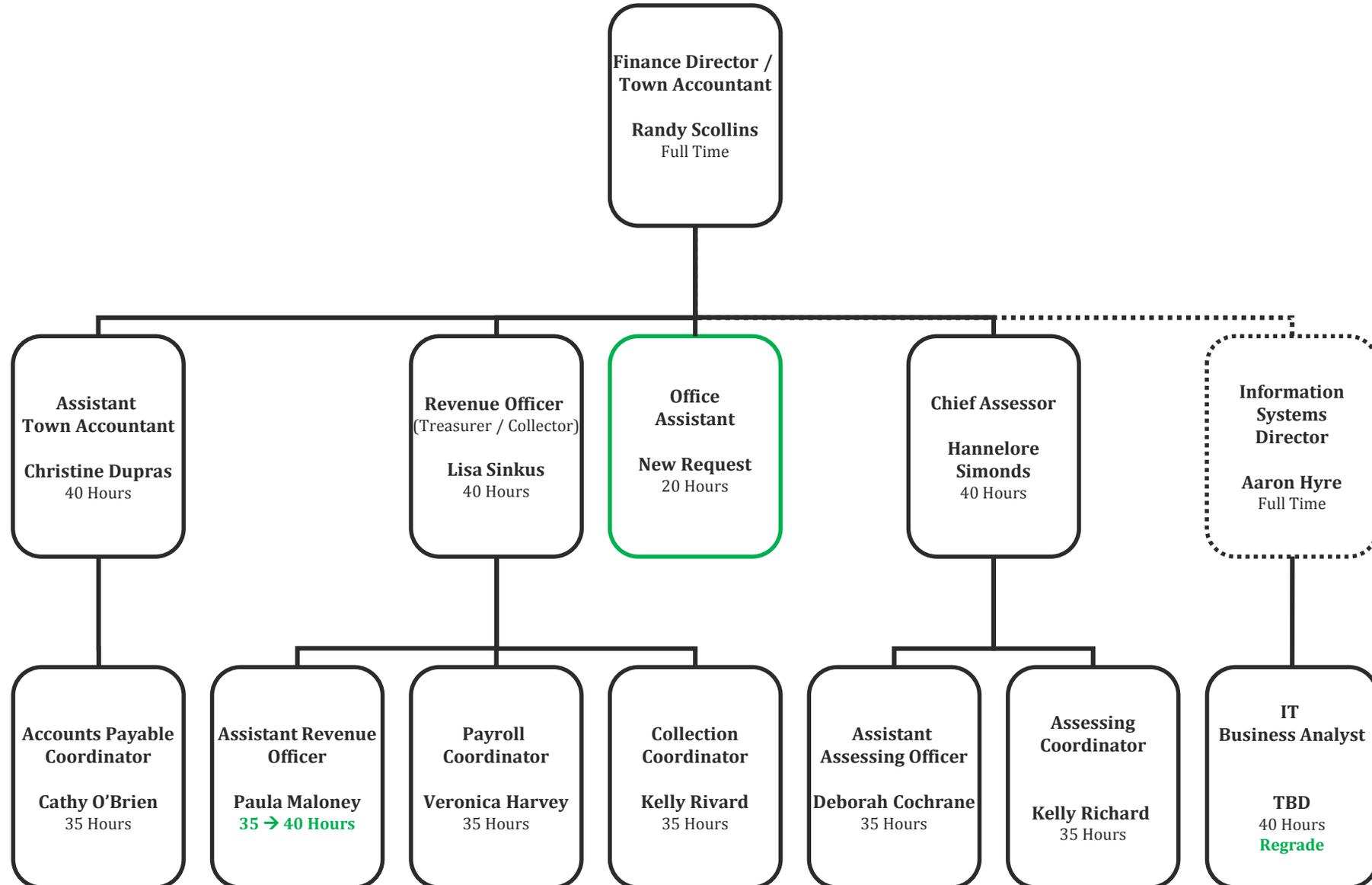


Town of Foxborough Finance Department

Overview

Finance Department

Town of Foxborough



Treasury / Collection (4 EE's)

- **Billing**
 - Real Estate (6,359 bills 4X/year), Personal Property (585 bills 4X/year), Motor Vehicle Excise (20,645 bills)
- **Collection**
 - Real Estate, Personal Property, Motor Vehicle Excise
 - Water, Sewer, Septic Loans, Sewer Betterments (25,508 bills)
 - Federal and State Grants & Aid
 - Payments In Lieu of Taxes – Stadium & FHA
 - Ambulance Receipts
 - All Local Receipts
 - All Town Revenues from All Town Departments (1,680 “turnovers”)
 - Resident and business can 4 ways: Online, Mail-Lock Box, Escrow by Mortgage Co., at Town Hall
- Tax Title / Liening (~3 dozen annually)
- Property Foreclosures (pursuing a dozen currently)
- Issue Municipal Lien Certificates (491)
- **Town Warrant Payment Services**
 - Payroll Administration Town wide (20,774 checks/direct deposits, 1,508 W-2's)
 - Town (365 active ee's) / School (738 active ee's) / Details (1,542 active ee's)
 - Entry & Validation to Check Printing/EFT & Distribution
 - Expense Payment Administration Town wide (10,227)
 - Check Printing & Distribution
- *The new Town Hall building NOW allows for privacy when assisting taxpayers with sensitive collection related personal situations*

Treasury / Collection (4 EE's)

- Online – Web Based Systems & Software Used
 - 12 Banks
 - TD Bank – ACH Payroll Transmissions
 - MIIA – Health Insurance
 - Altus – Dental Insurance
 - MTRS – Teacher’s Retirement System
 - NCRS – Norfolk County (non-teacher) Retirement System
 - Great West – Deferred Compensation & OBRA
 - IRS – Payroll Taxes & Quarterly Filings
 - Commonwealth of Mass Gateway – Payroll, Meals & Fuel Taxes
 - Boston Mutual – Life & Disability Insurance
 - Invoice Cloud – Property & Excise Tax, and Water/Sewer online payments
 - MCC – Town Clerk online payments
 - Authorize.Net – Recreation Dept online payments
 - Century Bank – Mailed Lockbox payments
 - Rockland Trust – In Finance Office Lockbox payments
 - Kelly & Ryan – Excise Tax Billing

Treasury / Collection (4 EE's)

- Treasury Services
 - Daily Cash Management & Balancing for All Town Funds, Trusts & Agency Accounts (52 Treasurer deposits)
 - Cashflow Management for all Town expenditures (247 daily Collector deposits & reconciliations)
 - Manage All Banking Transactions & Relationships (12 banks with combined daily cash balance between \$40MM & \$50MM)
 - Manage All Town Debt Payments (21 2X/year)
 - Monthly Cash Reconciliations with Accounting (58 bank accounts to be reconciled)
 - Maintain Treasurer & Collector Certification Requirements
- Manage Bond Offerings & Refinancings
 - Develops Prospectus
 - Conducts Credit Rating Review – Currently AAA
 - Prepare comprehensive Continuing Annual Disclosure for Bond Holders, Rating Agencies and the Financial Community
- Federal & Mass Dep't of Revenue (DOR) Quarterly & Annual Reporting – Several
- Employee and Retiree Benefits Enrollment & Administration (319 retiree's)
- Employee and Retiree Health Insurance Issue Resolution
- Health Insurance Dependent Eligibility Audits
- Provide Regular Informational Sessions for Town Department Administrators
- Passport Services (169)
- Foxborough Commuter Lot Parking Pass Administration (130 passes 2X/year)

Assessing (3 EE's)

- Responsible for Real and Personal Property Full Fair Cash Valuation
 - The basis for levying Property Tax: 62% of the Town's Appropriated Revenue stream - \$3.1 Billion in Property Value
 - Manage DOR Required Triennial Property Revaluations
 - Manage the Perpetual Re-Listing of all Town Property – Completion Required by DOR Every 10 Years
 - Maintain Certification Requirements
- Timely Capture of New Property Tax Growth
 - Review all building permits (919)
- Annual mailing of:
 - “Forms of List” for Personal Property (700)
 - Income & Expense forms for Commercial & Industrial Businesses (550 and 250 second notices)
- Commit All Real and Personal Property Tax Bills to the Collector
 - Real Estate (6,359 bills 2X/year), Personal Property (585 bills 2X/year),
 - Supplemental Tax Bills (19)
 - Betterments (43 Sewer 68 Septic)
 - Water & Sewer Liens (98)
 - Fines (120)
- Report All Property Sales in the Town to the DOR
- Recommendation on the Tax Rate to the Board of Selectmen – Classification Hearing

Assessing (3 EE's)

- Represent & Defend the Town in all Appellate Tax Board Cases
- Property Records Management
 - Maintain Up to Date Property Records (6,944)
 - Process Deed Conveyances (441)
 - Process Building Permits (919)
 - Assessor Map Updates / Lot Splits
- Maintain the Online Assessor's Real Estate Database which contains:
 - Characteristics of each Property Including:
 - Owner, Assessed Value and 3 Year History, Photo, Dimensions, Land and Building Attributes
 - Real Property Sales information for Foxborough
 - Useful Mapping Tools
 - Abutters Search Capabilities
- Manage Several Property Tax Abatement and Exemption Programs
 - Working with the elected Board of Assessors
 - Exemptions (164)
 - Abatements (26)
 - Sr. Tax Program Credits (32)
 - Present information sessions at the Council on Aging about these Abatement & Exemption Programs
 - Assist Taxpayers with Applications

Assessing (3 EE's)

- *The new Town Hall building NOW allows for privacy when assisting taxpayers with sensitive exemption related personal situations*
- Research and Prepare Certified Abutters Lists
- Review Tax Exempt and Chapter Land property filings for the state
- Sewer & Septic Loan Betterment Administration (111)
- Tax Incentive Finance (TIF) Administration
- Manage Motor Vehicle Excise Tax Administration
 - 20,645 Bills Committed to the Collector (6 Commitments to Collector)
 - 680 Abatements
 - 300 Exemptions
 - Farm & Dealer Plate Mailings
- Work Daily With:
 - Taxpayers
 - Planners
 - Developers
 - Builders
 - Real Estate Professions
 - Various State Offices

Accounting (2 EE's)

- **Manage Town-Wide Weekly Expenditure Controls**
 - Ensures Compliance with the State's Strict Procurement Laws
 - Ensures Payroll Compliance with Town Contracts and By-Laws
 - Issues Monthly Management Reports to All Departments
- **Manage Accounts Payable Process**
 - 8,142 Active Vendors
 - 1,167 Batches
 - 29,175 Invoices (Entered/Scanned or Reviewed)
 - 200 1099's
- **Munis Financial System Administration for all modules:**
 - Financials
 - General Ledger
 - Payroll
 - Tax
 - Utility Billing
 - General Billing
 - Human Resources
- **Performs Several Monthly Reconciliations Ensuring the Town's Ledgers are Accurate, Balanced and Compliant with DOR Requirements**
 - General Ledger (5,029 Accounts)
 - Funds (25) – Each with their own P&L and Balance Sheet

Accounting (2 EE's)

- Provides Regular Reporting and Assistance to All Town-Wide Departments
- Budget Process Support by Compiling, Organizing, Proofing, Copying, Updating and Entering Budget Requests into the Accounting System
- Evaluate Internal Controls, Fraud Prevention, & Accounting Procedures
- Personnel Action Form review & approval for all Town-side employees
- Mass DOR Comprehensive Annual Reporting, including
 - Free Cash Certification
 - Tax Rate Recap Certification
 - Schedule A Filing
 - DOESE Required Central Allocation of Expenses for Required Year End Report
 - Enterprise & Revolving Account Allocation of Administrative Expenses
- Town Credit Card Administration (30 Account Holders)
- Manages Annual Town Audits
 - Town Financials
 - Federal Grants
 - Worker's Compensation
- Prepares Annual GASB Compliant Financial Statements
- Establish GASB Required Compliant Procedures

Administration (1 EE)

- Manages Town Finance Department
- Manages Town-Wide Financial & Collection Systems
- Provides Financial & General Support to, and/or serve on, Multiple Town Boards & Committees
- Provides Financial Analysis on Multiple Town Initiatives, Annual Processes, & Reconciliations
- Participates in Municipal Collective Bargaining Process'
- Develop 5 Year Financial Forecast & other Financial Presentations
- Administration of, and Fiduciary Guidance for, the Town-Wide Operating (~\$76MM) & Capital Budget Process'
- Prepare all Financial Warrant Articles for Town Meetings
- Manage Required Bi-annual OPEB Actuarial Update
- Manages & Audits Several Town Payments from the Kraft Organization
- Manages the Central Maintenance, Health Insurance, Pension, Debt & other Budgets
- Finance Dep't' Website Administration
- *New Town Hall building NOW allows for the entire Finance department to be contained within the same four walls, allowing for easier management of all staff, and more efficient coordination and communication.*
- *New Town Hall NOW provides needed meeting room & office space that will allow for the business of the department to be conducted in a much more appropriate environment.*

Information Technology (1 EE - TBD)

Very Recently Completed (*By Finance Staff Only*):

- Online Payment System Migration – Offers paperless, email/text reminders, autopay, past due bills
- BOA/Merrill Lynch Credit Card System Implementation – Eliminates need for personal reimbursements

On the Immediate Horizon:

- Munis System Upgrade
- Property Map & Parcel Renumbering (Impacts, Munis, Vision, UB, Accella, & Viewpoint)
- Vision Mass Appraisal System Upgrade (CAMA)
- Utility Billing System Upgrade
- Virtual Payables – Next phase of Credit Card Implementation – Will result in substantial annual rebate
- Finance Department Website Implementation (part of Town-wide implementation)

Next....:

- Taxable Benefits Implementation
- Personnel Action Form Module Implementation
- Complete Decentralization of Munis System Access to small dept.'s
- Citizen Self Serve Module
- Fixed Assets Module
- Requisitions & Purchase Orders Module
- Decentralized Revenue Turnover Module
- Job Scheduler Module
- GASB Report Writer Module
- Town-wide Intranet

Office Assistant – 20 Hours – New Request

This position would have 3 focuses listed in priority order:

- **Project Based - 70%**
- **Tasks - 20%**
- **Daily Support - 10%**

The position will first and foremost be **Project Based** focusing on projects that we have/need to get done, but don't have the time to do. For Example:

- **Munis Administration Role-based jobs**
 - Currently Munis is user based, a conversion to Role-based would allow easier administration of Munis
- Retro payment calculations & validations
- Payroll changes in Munis related to contracts
- All detail billing is in need of an overhaul of the Charge Code structure
- General Billing is in need of an overhaul of the Charge Code structure
- Public Safety pay code restructuring is needed
- Tailings Administration
 - Unfortunately we have not kept up with this and need to. The position would assist in the researching of the checks and compilation of the files and the public notifications.
- Open Enrollment Letters for Active Employees & Retirees
- Institute regular Cash Audits (Cash Drawer & Petty Cash)

Office Assistant – 20 Hours – New Request

- Detailed Account Reconciliations:
 - Ambulance Billing vs. Receipts
 - Health Insurance Accounts
 - Library Trust Accounts
 - Betterment Accounts
 - Others come up regularly
- Assist in Developing a Comprehensive Operational Financial Policies Manual

Tasks this position would be responsible for:

- Credit Card Administration – New Convenience for Dept.'s being rolled out now
- Accounts Payable back up - Entering Vouchers & Running a Warrant
 - This position would not be responsible for reviewing anything.
- Year End Time-Off Accrual reconciliations for all Town departments
- Finance Dep't Records Retention Compliance
- Passport administration
- Commuter Parking Lot Passes administration

Daily work. There are many days when we need assistance in the department.

- This position would answer phones, open mail, and other simple tasks.
- The goal being to assist in the many areas where we just need more people resources.