

Accounting FY11 Budget

Overview

The Accounting Department, under the direction of the Town Accountant, is responsible for maintaining financial records. These records facilitate the preparation of financial reports and schedules that provide meaningful, accurate information for comparability and for management's decision making process. The Accounting Department ensures that all financial transactions are in compliance with legal requirements and are properly recorded on a timely basis.

Staffing – wage costs

The Accounting Department and is made up of the following employees: 1 full time Town Accountant; 30 hour per week (.8) Accounts Payable clerk; 22 hour per week (.6) Administrative Clerk; 3.5 hrs per week (.1) Assistant Accountant. (This is the full time Retirement Board Administrator who does some work for the Town Accountant) for a total FTE of 2.5 employees. The FY11 budget is funded at identical levels as in FY10.

Staffing – impact to services

While there are no FTE changes, absorbing the coordination of the medical Escort program that was previously handled by the Community Services Coordinator of Volunteers position has reduced some of the accounting assistance provided to this department. In addition, these changes have happened within the past year or so to the department:

Accounting Department Efficiencies

- Eliminated budget spreadsheet (data entry of prior year amounts)
- Eliminated stuffing envelopes for vendor and payroll checks
- Eliminated double entry of school department invoices
- Eliminated double entry of cash receipts

New Accounting Department Responsibilities

- Training and support on software use for 50 “end users”
- Audit “end user” data entry
- Time and attendance entry
- Maintain Purchase Order System
- Trouble shoot software “bugs”
- Instruction manual updates specific to Reading
- Maintain permissions for software access
- Weekly diagnostics for data integrity
- Manage software upgrade implementations

Expenses

The FY11 budget is funded at identical levels as in FY10.