

FUND: General Fund

DEPARTMENT: Administration and Finance

Description and Responsibilities

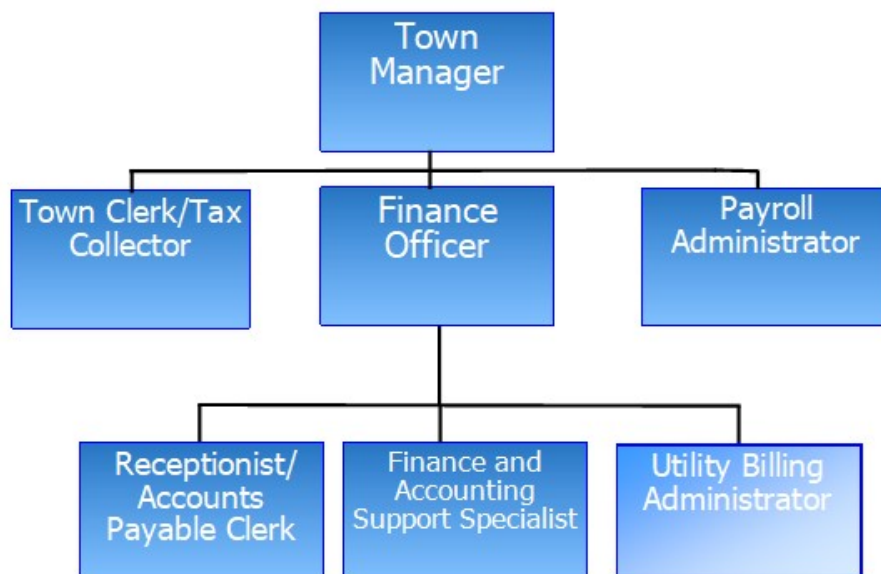
The Town of Blowing Rock operates under the Council/Manager form of government. Under the Council/Manager plan, the Town Council is the legislative body for the community and makes broad policy decisions. The Town Manager, who is appointed by the Council, is responsible for the day-to-day operations 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 2,251 accounts billed bi-monthly), occupancy tax collections (approximately 65 accounts collected monthly), and payroll (approximately 68 employees during winter and 104 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, Finance and Accounting Support Specialist, 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 and closed daily from 12:00-1:00 for lunch.

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	2019-20 Actual	2018-19 Actual to Date	2020-21 Adopted	2021-22 Adopted	2022-23 Adopted
002	Salaries	280,100	166,410	294,384	328,820	416,302 ^
003	Vehicle Allowance	1,154	1,108	2,400	3,050	3,000
004	Interim Town Manager Lodging/Mileage		1,500		-	-
204	Part-time Salaries	2,347	27,144	-	-	5,000
205	Part-time FICA	-	2,076	-	-	383
005	FICA Expense	20,551	12,362	22,520	25,155	31,847
006	Group Insurance	34,289	21,218	35,000	39,202	39,202
007	401K	14,566	8,654	14,719	16,441	20,815
008	Retirement	44,871	24,791	49,044	59,418	75,226
009	Manager Relocation Reimbursements	-	-	-	-	-
	Personnel Subtotal	397,878	265,263	418,068	472,085	591,775
011	Telephone	3,552	1,333	3,000	3,000	4,100
012	Printing	401	869	1,000	1,000	1,000
014	Employee Development	1,278	2,520	5,000	4,000	5,000
016	Maintenance/Repair	-	1,825	5,000	5,000	5,000
031	Gasoline	-	-	-	-	-
033	Materials/Supplies	7,471	4,691	7,000	7,000	15,000 *
057	Miscellaneous	2,806	38	3,000	3,000	3,000 **
	Operating & Maint. Subtotal	15,508	11,276	24,000	23,000	33,100
500	Capital Outlay	-	-	-	-	-
TOTAL EXPENDITURES		413,386	276,539	442,068	495,085	624,875

* New Copier Lease in FY 22-23

** Miscellaneous:

^ Offset provided by TDA for Town Administrative Services.

2,000 Accounts receivable software upgrade
2,000