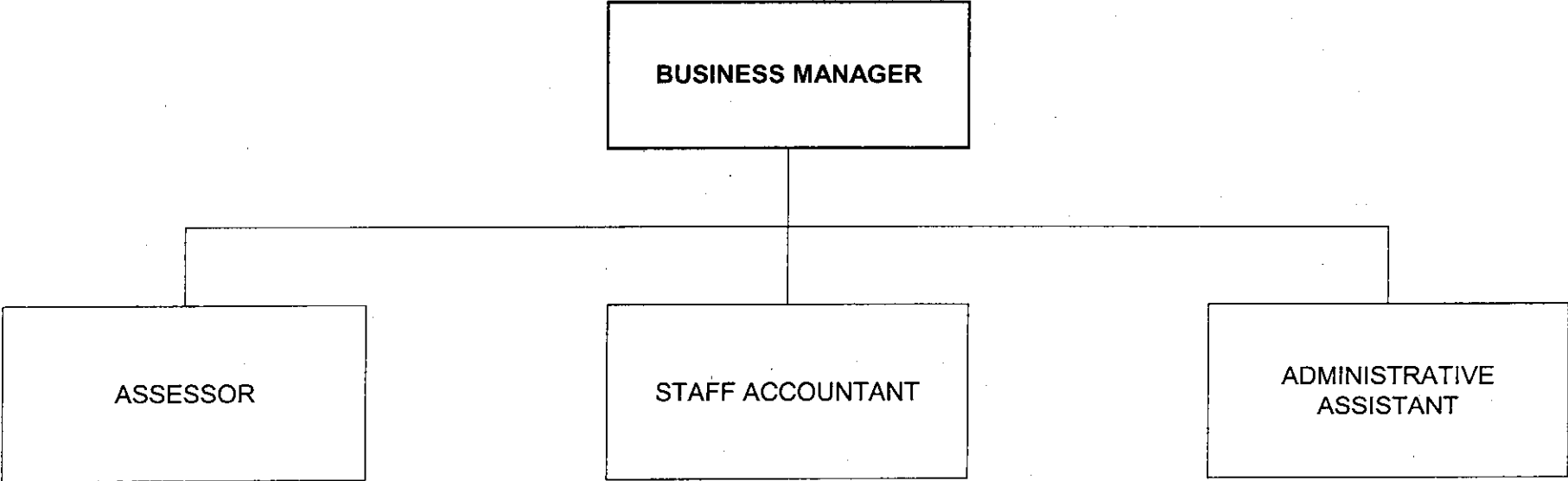


**TOWN OF DURHAM
BUSINESS DEPARTMENT
ORGANIZATIONAL CHART**



2019 Town Administrator Proposed Budget

Town of Durham

		1 2015 Expended <small>As of Year End</small>	2 2016 Expended <small>As of Year End</small>	3 2017 Expended <small>As of Year End</small>	4 2018 Approved <small>As of December</small>	5 2018 Expended Thru 10/01/18 <small>As of October</small>	6 2019 Proposed Dept. Head	7 2019 Proposed Administrator
Financial Administration								
Accounting								
01-4150-301-01-010	F-T Wages - Accounting	223,986.57	231,464.34	239,847.62	238,400.00	175,673.64	236,600.00	236,600.00
<i>Narrative for Column # 6</i>								
Wages in this account are for the Business Manager, Staff Accountant and Administrative Assistant.								
01-4150-301-01-020	P-T Wages - Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4150-301-01-030	O-T Wages - Accounting	88.40	0.00	0.00	100.00	42.99	100.00	100.00
01-4150-301-01-090	Ins Buy-out (wages) - Accounting	0.00	0.00	316.26	0.00	3,200.33	2,000.00	2,000.00
01-4150-301-01-910	Wage Accrual - Accounting	772.95	2,448.43	-1,531.73	0.00	-4,245.07	0.00	0.00
01-4150-301-01-990	Ins Buy-out (wages) Accrual - Accounti	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4150-301-02-310	Soc Sec - Accounting	13,940.44	14,502.50	14,795.25	14,800.00	10,833.07	14,800.00	14,800.00
01-4150-301-02-320	Medicare - Accounting	3,260.17	3,391.62	3,460.23	3,500.00	2,533.47	3,500.00	3,500.00
01-4150-301-02-330	Retirement - Accounting	24,713.01	26,039.18	25,426.14	27,100.00	19,463.27	27,600.00	26,700.00
01-4150-301-03-610	Health & Dental - Accounting	53,720.76	55,094.61	49,656.49	54,300.00	26,445.52	33,700.00	33,000.00
01-4150-301-03-630	Life - Accounting	450.00	450.00	437.50	450.00	357.00	500.00	500.00
01-4150-301-03-640	STD - Accounting	1,446.25	1,578.96	1,718.94	1,800.00	1,222.62	1,500.00	1,500.00
01-4150-301-04-010	S.U.T.A. - Accounting	249.42	133.00	96.00	150.00	77.00	100.00	100.00
01-4150-301-04-020	Workers Comp - Accounting	285.00	367.00	318.00	400.00	300.00	400.00	400.00
01-4150-301-08-000	Travel & Mileage Reimb - Accounting	254.38	0.00	0.00	250.00	0.00	250.00	0.00
01-4150-301-18-000	Cell Phones - Accounting	0.00	605.85	605.85	750.00	455.31	750.00	750.00
01-4150-301-25-000	Office & Computer Supplies - Accountir	353.14	422.44	1,005.13	500.00	736.33	750.00	750.00
01-4150-301-28-000	Professional / Staff Dev - Accounting	1,510.00	224.66	210.00	1,000.00	65.00	500.00	200.00
01-4150-301-29-000	Membership Dues - Accounting	55.00	80.00	100.00	150.00	113.78	150.00	150.00
01-4150-301-30-000	Books & Pubs - Accounting	0.00	0.00	0.00	0.00	0.00	75.00	0.00
01-4150-301-36-000	Contracted services - Accounting	2,000.00	3,500.00	0.00	0.00	0.00	5,000.00	5,000.00

Narrative for Column # 6

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<p>Per the Government Accounting Standards Board (GASB), every three years the Town of Durham is required to perform an Accounting and Financial Reporting of the Post Employment Benefits other than Pensions to meet the requirements of GASB 75.</p>								
01-4150-301-89-000	Miscellaneous - Accounting	0.00	95.00	92.44	150.00	75.00	500.00	100.00
01-4150-301-96-000	Capital - Accounting	0.00	0.00	296.55	500.00	509.97	0.00	0.00
Accounting Total		327,085.49	340,397.59	336,850.67	344,300.00	237,859.23	328,775.00	326,150.00

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Direct Assistance							
Direct Assistance							
01-4442-306-00-000 Welfare - Direct Assistance	33,153.04	29,373.69	20,633.88	23,000.00	24,523.78	25,000.00	22,000.00
Direct Assistance Total	33,153.04	29,373.69	20,633.88	23,000.00	24,523.78	25,000.00	22,000.00

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Revaluation of Property								
Assessing								
01-4152-302-01-010	F-T Wages - Assessing	101,631.67	103,442.42	105,637.36	108,700.00	83,528.54	111,300.00	111,300.00
	<i>Narrative for Column # 6</i>							
	Wages in this account include the Assessor and 1/3 of the Administrative Assistant's pay (shared with Building/Code and Planning).							
01-4152-302-01-020	P-T Wages - Assessing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4152-302-01-030	O-T Wages - Assessing	392.22	173.63	369.14	0.00	293.03	500.00	500.00
01-4152-302-01-910	Wage Accrual - Assessing	137.50	727.35	17.48	0.00	-2,025.47	0.00	0.00
01-4152-302-02-310	Soc Sec - Assessing	6,334.05	6,469.37	6,573.57	6,700.00	5,071.44	6,900.00	6,900.00
01-4152-302-02-320	Medicare - Assessing	1,481.26	1,513.05	1,537.23	1,600.00	1,186.00	1,600.00	1,600.00
01-4152-302-02-330	Retirement - Assessing	11,228.86	11,647.49	11,950.83	12,400.00	9,253.75	13,000.00	12,700.00
01-4152-302-03-610	Health & Dental - Assessing	24,032.28	23,388.48	23,465.16	25,300.00	20,568.78	26,200.00	25,700.00
01-4152-302-03-630	Life - Assessing	198.00	198.00	198.00	200.00	157.68	200.00	200.00
01-4152-302-03-640	STD - Assessing	663.94	739.88	798.08	800.00	582.28	700.00	700.00
01-4152-302-04-010	S.U.T.A. - Assessing	78.40	59.00	32.00	60.00	31.00	100.00	100.00
01-4152-302-04-020	Workers Comp - Assessing	2,462.00	2,860.00	2,583.00	3,000.00	2,700.00	3,300.00	3,300.00
01-4152-302-08-000	Travel & Mileage Reimb - Assessing	14.95	0.00	35.85	3,300.00	0.00	3,300.00	3,300.00
01-4152-302-18-000	Cell Phones - Assessing	0.00	770.04	1,289.96	750.00	578.70	750.00	750.00
01-4152-302-25-000	Office & Computer Supplies - Assessing	946.21	2,341.38	660.73	600.00	411.97	600.00	600.00
01-4152-302-26-000	Postage - Assessing	266.41	427.35	318.74	1,000.00	1,332.04	350.00	350.00
01-4152-302-28-000	Professional / Staff Dev - Assessing	1,684.93	1,573.50	2,142.87	2,500.00	860.00	2,500.00	2,500.00
01-4152-302-29-000	Membership Dues - Assessing	801.00	1,067.00	1,965.51	1,000.00	774.00	1,280.00	1,280.00
01-4152-302-30-000	Books & Pubs - Assessing	713.20	1,655.66	1,970.21	1,000.00	359.95	950.00	950.00
01-4152-302-35-000	Work study (non payroll wages) - Assessing	672.77	226.57	194.08	1,500.00	207.54	1,500.00	1,000.00
01-4152-302-36-000	Contracted Services - Assessing	28,214.77	22,484.14	22,198.75	18,700.00	19,107.20	18,700.00	18,700.00
	<i>Narrative for Column # 6</i>							

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5-year Utility Contract w/Sansoucy Temp Services (Cover Karen's Vacation)							
01-4152-302-39-000 Consultants - Assessing	12,557.47	7,760.75	10,027.57	15,000.00	17,691.34	20,000.00	20,000.00
<i>Narrative for Column # 6</i>							
Commercial/ Industrial Abatements & BTLA/Superior Court Appeals							
01-4152-302-53-000 Office Equip Maint - Assessing	697.01	873.82	945.43	1,000.00	574.28	1,000.00	1,000.00
01-4152-302-54-000 Vehicle Maint - Assessing	45.34	79.65	392.25	500.00	464.33	500.00	500.00
01-4152-302-96-000 Capital - Assessing	0.00	0.00	0.00	0.00	0.00	1,650.00	1,650.00
<i>Narrative for Column # 6</i>							
\$1,250 Large format scanner (Cost split between Building/Assessing/Planning)							
\$ 400 New filing cabinet (Cost split between Building/Assessing/Planning)							
Assessing Total	195,254.24	190,478.53	195,303.80	205,610.00	163,708.38	216,880.00	215,580.00