

## **Ashford Finance Department**

Cheryl A. Baker, Town Treasurer/Administrative Assistant

### **Summary of Responsibilities:**

The Ashford Finance Department is a multifaceted department. This department's responsibilities encompass responsibilities in finance and IT. Financial responsibilities include purchasing and leasing, bi-weekly payroll processing, federal and state tax payments, quarterly and annual payroll reporting.

This department is also responsible for processing accounts payable and reimbursements, including debt service payments. We record all revenues and expenditures in the Town's general ledger and report all recorded expenditures to each department on a monthly basis. Revenues from the Tax Collector and liabilities of the Town Clerk and Land Use offices are reconciled on a monthly basis.

The Finance Office has a role in developing and monitoring the general fund, Capital Projects, Animal Control, Youth/Social Services, and Parks & Recreation budgets. We also monitor an additional nineteen funds within the Town's financial system.

Town Treasurer responsibilities include reconciliation of all Town bank accounts, bonding and refunding of bonds, negotiating interest rates and acquiring loans for capital projects. The Treasurer is responsible for investments of tax and other revenues, and the appropriate disbursement of Town funds, and financial record keeping for all Small Cities and other grants.

The Treasurer is also responsible for Animal Control financial reporting to the State. Reporting and associated payments are completed quarterly, with one report completed annually which includes a joint reconciliation with the Town Clerk.

All Finance Office personnel play key roles assisting in the creation of the Financial Statements and the annual audit of those Statements.

IT responsibilities include appropriate budgeting, working in close contact with vendors and all Town departments to resolve any issues, website management, and Webmaster email responses. Internet/cellular equipment specific to Emergency Management is also managed by this department.

### **Accomplishments for FY 2013-2014:**

- Enjoyed our first year after Refunding of General Obligation Bonds (\$25,835 first year savings)
- Assisted the Ashford Board of Education with Minimum Budget Requirement (MBR) reporting resulting in a positive outcome.
- Implemented new deposit criteria for Recreation Department utilizing spreadsheet system created in Finance Office specific to Recreation Department program management needs.

### **Plans for FY 2014-2015:**

- Complete reconciliation process with Ashford Board of Education
- Continue to seek out new investments to maximize our taxpayers' dollars.
- Convert from in-house payroll processing to a payroll service

### **Staff:**

Cheryl A. Baker  
Bette Giordano, BS, MS