

**FUND: General Fund**  
**DEPARTMENT: Administration and Finance**

**Description and Responsibilities**

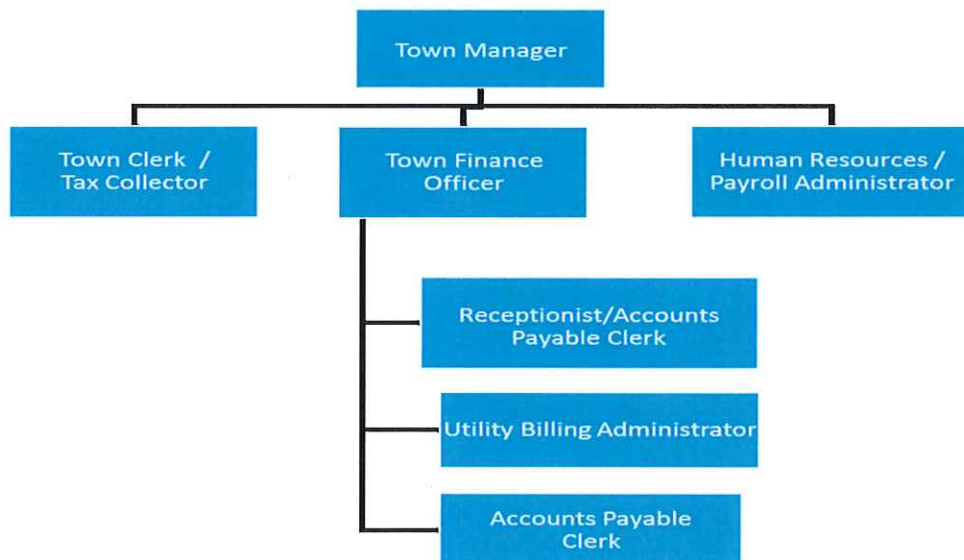
The Town of Blowing Rock operates under the Council/Manager form of government. Under the Council/Manager plan, the Town Council is the legislative body for the community and makes broad policy decisions. The Town Manager, who is appointed by the Council, is responsible for the day-to-day operations 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 2,187 accounts billed bi-monthly), occupancy tax collections (approximately 39 accounts collected monthly), and payroll (approximately 57 employees during winter and 85 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, Payroll Administrator, Receptionist/Accounts Payable Clerk, 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.

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	2010-2011 ACTUAL	2011-2012 ACTUAL	2012-2013 ACTUAL	2013-2014 ACTUAL	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 ADOPTED	2017-2018 ADOPTED
002	Salaries	223,464	229,391	229,391	252,032	269,814	276,672	303,551	266,845 ^
003	Vehicle Allowance	-	-	-	-	-	-	-	-
004	Part-time Salaries	-	-	-	-	-	3,010	2,500	2,500 *
205	Part-time FICA	-	-	-	-	-	230	191	191
005	FICA Expense	16,249	15,481	15,078	17,246	18,444	18,581	23,222	20,414
006	Group Insurance	25,789	27,484	29,070	28,059	29,696	33,785	32,252	33,629
007	401K	4,631	4,513	4,557	4,628	7,795	10,858	15,178	13,342
008	Retirement	25,996	27,014	27,353	28,821	32,587	33,319	40,646	36,523
	Personnel Subtotal	296,129	303,883	305,448	330,787	358,336	376,455	417,539	373,444
011	Telephone	6,021	4,861	5,437	6,547	7,027	7,337	7,432	8,250
012	Printing	2,426	1,409	206	164	1,126	1,371	2,000	2,000
014	Employee Development	7,273	4,236	6,390	5,768	1,969	8,108	7,000	7,000
016	Maintenance/Repair	4,685	5,890	4,001	5,456	9,137	7,883	8,500	8,500
031	Gasoline	-	-	-	-	-	-	-	-
033	Materials/Supplies	7,110	5,242	4,883	6,972	9,190	6,923	11,000	10,000 **
057	Miscellaneous	368	20	24	112	3,472	135	7,000	7,000 ***
	Operating & Maint. Subtotal	27,884	21,658	20,942	25,020	31,922	31,758	42,932	42,750
500	Capital Outlay	5,772	3,816	5,074	4,044	-	-	-	39,000 ^^
	<b>TOTAL EXPENDITURES</b>	<b>329,784</b>	<b>329,357</b>	<b>331,464</b>	<b>359,850</b>	<b>390,257</b>	<b>408,213</b>	<b>460,471</b>	<b>455,194</b>

\* Includes part-time salaries for intern support.

\*\* Materials/Supplies for 2016-17 includes \$3,850 for copier lease (shown in capital outlay in prior years) and \$1,000 for file cabinets (3) and \$500 for purchase of one office printer (replacement if needed).

\*\*\* Miscellaneous:

5,000 Accounts receivable software upgrade and/or work orders  
 500 Credit card processing equipment and monthly filing fees (credit card fees to be charged to customers)  
5,500

^ Offset provided by TDA for Town Administrative Services.

^^ Capital Outlay:  
 IP 39,000  
39,000