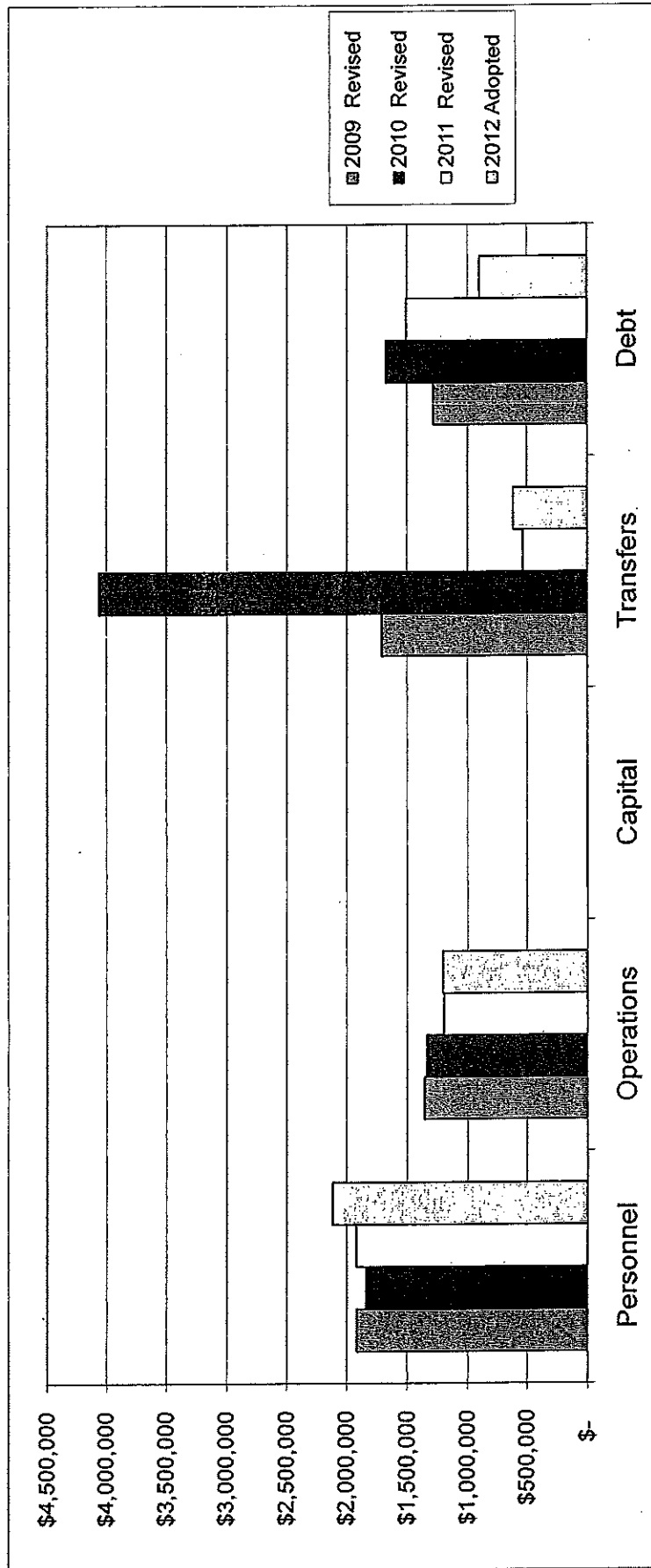


FINANCE

Town of Derry, NH
Finance Department Budget Comparison
FY2009 - FY2012



	2009 Revised	2010 Revised	2011 Revised	2012 Adopted	% of Change FY11-FY-12
Personnel	\$ 1,918,121	\$ 1,841,047	\$ 1,919,987	\$ 2,113,286	10.1%
Operations	1,358,025	1,338,759	1,194,823	1,202,822	0.7%
Capital	2	2	2	-	-100.0%
Transfers	1,711,329	4,060,623	529,360	613,111	15.8%
Debt	1,285,177	1,678,276	1,504,099	897,708	-40.3%
Total	\$ 6,272,654	\$ 8,918,707	\$ 5,148,271	\$ 4,826,927	-6.2%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2012

Department: Finance

Activity Center: Human Services

Department Mission:

To provide emergency assistance to individuals and families in Derry who lack adequate resources. We strive to improve the quality of life for those disadvantaged members of our community, in the most professional way possible.

Our department uses both Model Welfare Guidelines (revised 1992) and the Town of Derry's Human Services Guidelines (2008-2009) to determine client's eligibility for assistance. We assist our clients in accordance with state law in a courteous and efficient manner providing superior customer service to the Town's citizens and the public. This will be accomplished through referrals on the telephone and assistance in person.

Department Objectives:

- 1) Provide a high level of service to the community through referrals, community outreach and direct assistance.
- 2) Promote fiscal responsibility for each client and devise basic need budgets.
- 3) Continue to build strong relationships with area agencies that serve our clients.
- 4) Insure that the Town's funds are used wisely, accurately tallied, and reimbursed when possible.
- 5) Record all Welfare liens and discharge of liens at Rockingham County Register of Deeds in a timely manner.
- 6) Maintain accurate client files consisting of all applications, supporting documentation, notices of decisions, internal notes, voucher copies and ledgers.
- 7) Maintain timely, accurate monthly statistics of assistance issued.
- 8) Continue to operate the workfare program.
- 9) Review/update the Town of Derry's Human Services Guidelines annually.

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

36	Department: FINANCE DEPT		Activity Center : HUMAN SERVICES					
Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
Personnel Services								
110	HS PERMANENT POSITIONS	91,567	87,025	99,440	99,440	104,765	104,765	104,765
140	HS OVERTIME	331	0	0	0	0	0	0
190	HS OTHER COMPENSATION	2,252	0	0	0	130	130	130
200	HS EMPLOYEE BENEFITS	50,786	27,281	44,455	44,455	63,838	63,838	63,838
291	HS TRAINING & CONFERENCES	800	650	650	650	650	650	650
TOTAL Personnel Services		145,736	114,956	144,545	144,545	169,383	169,383	169,383
Operations & Maintenance								
341	HS TELEPHONE	480	480	480	480	480	480	480
390	HS OTHER PROFESSIONAL SERVICES	1,925	2,057	748	748	748	748	748
430	HS REPAIRS & MAINTENANCE	0	0	0	0	6,500	6,500	6,500
440	HS RENTAL & LEASES	536	536	386	386	386	386	386
550	HS PRINTING	180	180	180	180	180	180	180
560	HS DUES & SUBSCRIPTIONS	75	105	105	105	105	105	105
620	HS OFFICE SUPPLIES	1,200	1,200	1,200	1,200	1,080	1,080	1,080
625	HS POSTAGE	480	480	480	480	696	696	696
670	HS BOOKS & PERIODICALS	50	50	50	50	0	0	0
690	HS OTHER NON CAPITAL	200	200	200	200	0	0	0
810	HS HUMAN SERVICE PAYMENTS	382,050	366,500	339,115	339,115	329,615	324,615	324,615
TOTAL Operations & Maintenance		387,176	371,788	342,944	342,944	339,790	334,790	334,790
Capital Outlay								
Transfers								

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

36 Department: FINANCE DEPT		Activity Center : HUMAN SERVICES						
Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
Debt Service								
980	HS DEBT SERVICE	1,020	1,020	1,019	1,019	1,542	1,542	1,542
	TOTAL Debt Service	1,020	1,020	1,019	1,019	1,542	1,542	1,542
	TOTAL HUMAN SERVICES	533,932	487,764	488,508	488,508	510,715	505,715	505,715

FOR PERIOD 99

PROJECTION: 2012 2012 BUDGET

ACCOUNTS FOR:

GOV GENERAL FUND	2010 ACTUAL	2011 ORIG BUD	2011 REVISED BUD	2011 ACTUAL	2011 PROJECTION	2012 Adopted	PCT CHANGE
ST NH REVENUE	-4,922.80	-3,000.00	-3,000.00	-6,208.74	-3,000.00	-5,000.00	66.7%
OTH GOV REVENUE	.00	.00	.00	.00	.00	.00	.0%
SERVICE REVENUE	.00	.00	.00	.00	.00	.00	.0%
MISC REVENUE	-17,609.93	-20,000.00	-20,000.00	-5,429.38	-20,000.00	-11,000.00	-45.0%
INTERFUND TFR IN	-2,000.00	-2,000.00	-2,000.00	.00	-2,000.00	-4,000.00	100.0%
OTH FINANCING SOURCE	.00	.00	.00	.00	.00	.00	.0%
HUMAN SERVICES	-24,532.73	-25,000.00	-25,000.00	-11,638.12	-25,000.00	-20,000.00	-20.0%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2012

Department: Finance

Activity Center: Assessing

Department Mission: Assure that no property class or individual property is bearing any more or less of the tax burden than is justified based upon market conditions existing on April 1, of each year. This is accomplished in accordance with the Constitution of the State of New Hampshire, State Statutes, Assessment Standards Board (ASB), Equalization Standards Board (ESB), and or the State of New Hampshire Department of Revenue Administration (DRA) rules that may apply to municipalities and the assessment function, including policies as established by the Derry Board of Assessors (Town Council). Also by professionally accepted appraisal/assessment practices and or procedures as outlined by the International Association of Assessing Officers (IAAO) and The Appraisal Foundations national Uniform Standards of Professional Appraisal Practice (USPAP). Continuing education of Appraisal and Support Staff personnel is an integral part of this Departments' mission.

Department Objectives: Derry's Equalization Ratio for 2009 was certified by DRA to be at 95%, meaning that locally assessed property values when compared to valid sales occurring throughout Town showed that all assessments to be generally at 95% of Market Value level. As in FY2011, this statistic indicates that sale prices were continuing to drop to some degree, but through 2010 it appears that the Real Estate Market is showing signs of recovering. Also, the number of foreclosures has trended downward through the year. Plans to perform an assessment update for 2012 (FY2013) are underway. We have begun to analyze current market activity and, at this writing, will be making our recommendation to the Board of Assessors to move forward with the assessment update for tax year 2012. Derry's Certification/Review by DRA is scheduled every 5th year. DRA has been reviewing the office files and procedures beginning in the spring of 2010 and that work continues through January 2011. The final report should be issued by March 2011. Continuing our assessment updates in the off years will prove beneficial as we prepare for DRA's review in 2015 and each 5 year period to follow.

To consistently meet these State mandated regulations, and as has become the standard for this Department: the Department Mission shall be accomplished through the following guidelines – some of which have been reduced to written procedures. As of this writing, a two year reassessment review will be considered for FY2011 and FY2012 (current time frame), much the same as was done for 2008 and 2009. Both years have been contracted by the Town, through an RFP issued in March of 2010. All updates are consistently completed effective for each tax year beginning April 1. This is in keeping with the Town Councils' approval. As a result a Press Release is issued to announce the start of the project once a contract has been signed.

The following Objectives are ongoing from one year to the next irrespective of a Town-wide reassessment or a neighborhood or property class assessment update.

A. INSPECTION:

- Continuous cycled inspections (by property class and or geographic area) typically 20% to 25% of all Residential properties are done each year. The objective is to verify data elements on the Property Record Card with what is actually present at the property.
- Inspection of Commercial and Industrial properties on an as needed basis, at least within a three year period (last done in 2009).
- Annual inspection and reviews of properties that have sold.
- Annual field review of building permits.

B. ECONOMICS:

- Periodic surveys for current building costs.
- Annual reviews of land assessments.
- Income and expense questionnaires to all commercial and industrial properties (at least once in a three year period – last done in 2008).

C. APPRAISALS:

- Periodic reviews and reappraisals for all property classes by;
 - a) sub-divisions, economic neighborhoods, vacant land
 - b) residential single family properties
 - c) multi-family properties
 - d) condominiums
 - e) Commercial, industrial, and institutional properties.
- Analysis of features – Residential properties;
 - a) older homes vs. mid-life homes vs. new homes
 - b) Ranches vs. colonials vs. contemporaries, etc.
 - c) Large home sites vs. fractional acreage.
- Notices to taxpayers; these provide: notice of pending area reviews, notice of preliminary assessed values, and hearings, where time allows, and prior to billing (with notice of any change). This is a primary written procedure/policy.

D. RESOURCES:

- Computer software and hardware – continuous upgrade of software and hardware as technology develops – a priority for the Department.
- Appraisal staff, clerical staff, and consultants, special help – a priority for the Department to establish an adequate and educated work force to meet the appraisal problems and accomplish tasks in a professional manner.

Town of Derry, NH

Activity Center Narrative, Programs and Activities FY 2012

DEPARTMENT: Finance

ACTIVITY CENTER: Assessing

NARRATIVE

Because of the volatility of the real estate market through the early 1990's, the Department has felt that the Town must address assessments Town-wide on an ongoing basis, through a two year plan to achieve the Assessing Department (the Department) Mission and Objectives. With the approval of a majority of the Board of Assessors (the Town Council), the Department has been keeping assessments current with market value since the town-wide (State ordered) revaluation in 1993. Through the late 1990's the market was relatively stable but very active for most property types. Changes in most assessments were made to properties that were the most depressed in the early 1990's recessionary period such as condominiums, waterfront, and apartments. Most of these property types gained much of the value they lost, and were increasing at a greater rate than single-family homes by the middle of the decade. All classes of properties had been re-assessed through the 1990's and into 2001 to keep pace with their rate of increase in market value.

The Department conducted a Town-wide Revaluation effective April 1, 2006 which brought Derry into State compliance with the Department of Revenue Administration (DRA) and Assessing Standards Board (ASB) Rules and Guidelines. We continue our efforts through a two year re-assessment review process, approved by a majority of the Board of Assessors, into FY2012 and FY2013, as discussed in detail below.

Back in 2002 updates were halted, as a result of Board of Assessors' action to wait and see how State Certification and Review Guidelines came into play over the next two years. The State ASB annually reviews Assessing practices Statewide and also reviews DRA policies and procedures in view of the new Statutory mandates adopted in 2002. As a result of those changes in Policy at the State level, and in order for the Town of Derry to meet these new Standards and Rules, the Assessor had recommended that comprehensive Town-wide re-assessment updates be conducted in two phases the first effective for the tax year beginning April 1, 2004, the second effective for the tax year beginning April 1, 2005. The first phase was accomplished through reassessment of the land component of all assessed values in the Town, as authorized by a majority of the Board of Assessors (the Town Council). The second phase was halted and the Council, through the Town Administrator and the Assessor opted for a Revaluation project to be completed for tax year 2006.

Through most of 2005 and continuing through 2006, there had been a leveling off of Market Value prices as we reviewed sales activity. The Department recommended to the Town Council that for tax year 2007 (FY08) we would not update assessments except for building permit activity, and our cycled inspection program. By late 2007 it was evident that market activity took a turn downward.

As planned the Department completed the 2008 re-assessment review, successfully recognizing the downward trend in the real estate market. As we moved forward to 2009, the Department again completed a re-assessment update of all Town properties. As a result, the Department again recognized the continuing softening of the Real Estate Market and assessments were again generally reduced, although some Commercial & Industrial properties experienced a small to moderate increase in assessment(s). All market based factors were considered again as in 2008.

As with the prior decade, the Market through 2006/07 was very active. Market prices were very high, and property transfers of all types, refinancing, and new construction were numerous. By the end of calendar year 2007, the Market had definite signs of decline, with a rise in the number of foreclosures, a drop in the number of property transfers of all types, and a decline in new Residential construction. The only positive sign to speak of was that some Commercial growth continued from 2008 through 2009. As we have moved forward through to the current year – 2011, there is some indication that some of these declines are being reversed, some new Residential construction and subdivisions have been approved, and foreclosures seem to be slowing.

As is the norm and as we move into the future, the Department will continue to monitor market activity very closely and will recommend adjusting assessed values in accordance with Board of Assessor authority.

In this regard, the Department has been conducting a very open and constant Public Relations campaign through letters to individuals, and newspaper notices as appropriate. We expand this as necessary through Board of Assessor Workshops, and Channel 17 announcements and appearances. We will continue these efforts as warranted during any phase of assessment data review and or updates.

PROGRAMS AND ACTIVITIES

2011 & 2012 (FY12 & FY13) Assessment program:

The following details of activities will be reflected in the Scope of Service within the contract signed between the Town and any Vendor chosen in answer to the Departments' Request For Proposal, for this proposed two year assessment program;

Scope of Service 2011-2012 Assessment program:

Inspections

- Cycled inspections – 20% of all improved properties exclusive of sales inspections and permit field work (approximately 2100 improved properties total) for each year. Inspections require call-back inspections for those properties where no one was home at the initial time of arrival.
- Sales Inspections - all properties that have transferred during the analysis year (October 2009 through September 2012) (approximately 750 per year).

- Sales Verifications: all sales of properties that have transferred during the analysis year (October 2009 through September 2012) (approximately 750 per year).
 - DRA codes will be utilized. This activity requires a certified assessor supervisor.
 - Documentation will be required
 - Reporting to DRA is required.
- Active Permit Inspections – to include digital photographs of all permitted work (approximately 650 per year).
- Provide technical assistance with the review and investigation of 2010/2011/2012 abatement applications received by the town.
- Provide technical assistance, and appraisal services to the town with formal appeals to the New Hampshire Board of Tax and Land Appeals, and the Superior Court.

Analyses

Assessment Update Activities:

- Assessments shall be updated to conform to RSA 75:8, and consistent with the Assessing Standards Board and Equalization Standards Board requirements for equitable assessments. Specifically:
 - Modify, through the use of consistent schedules, tables and algorithms, any assessments to ensure that all reflect, at a minimum, 95% of full market value as of April 1.
 - Ensure that the assessment ratios for all classes of property fall within 5% of the median ratio of the Town;
- Stratified sales analyses shall be performed on all property classes, with a report to be provided to the Assessor for review and consideration. Report shall include a recommendation of action(s) required per RSA 75:1 & 75:8.
- Any biases noted should be identified, with recommendations to the Assessor as to specific recommended actions.
- Currently, utilizing sales that have occurred since October 2009, any biases must be identified within the residential file:
 - Living area curve, biased at both ends,
 - Quality grades, biased at both ends;
 - Year built (depreciation), biased at both ends.

Note: most of these issues were rectified through the 2009 update – within the standard high and low thresholds. For 2011 & 2012 we will continue this review and make adjustments as warranted.
- The successful bidder will explain in detail how these and any other discovered biases will be addressed in the CAMA file.
- Prime wetlands: Utilizing existing GIS layers of data, all parcels with prime wetlands

shall continue to be reflected in the CAMA file, with resultant values assigned.

Field Review

- An appraisal field review will occur for all taxable properties in the Town (approximately 11,500 properties – inclusive of approximately 1,000 vacant land parcels) utilizing qualified and certified appraisers. (Expected to be done for 2012 – as needed for 2011)
- Prior to field review, an appraisal manual and guidelines will be produced and submitted to the Assessor for review. The appraisal manual and guidelines will give clear instructions to the field appraisers for conducting their reviews and will incorporate, at a minimum, the following corrections to the CAMA file:
 1. Market adjustments for Condo and Condexes: review and ensure consistent application of all market adjustments for condominium and condex properties (2900 properties);
 2. Apartment Complexes: review all garden apartments to ensure consistent application of valuation procedures including both land and building components. Such adjustments shall ensure that all garden apartments are appraised consistent with RSA 75:8 (140 Properties = over 2500 units);
 3. Outbuilding Year Built: Correction of all actual year-built of residential outbuildings and subsequent outbuilding pricing with depreciation based upon age and condition assigned (actual year-built data is on file and will be provided – some of this data is currently resident in the CAMA system) (Approximately 10,000+ outbuildings);
 4. Residential Garages: review of all residential properties with attached and detached garages will occur to ensure consistent pricing and depreciation for similar structures (attached and detached garages of similar construction will be similarly assessed), this task is an ongoing effort to keep properties with these structures accurately and equitably assessed;
 5. All Gambrel-style homes: will be especially reviewed for consistent application of story-height assignments (approximately 350 properties);
 6. Industrial Properties: All industrial properties reviewed for consistency in land and building assignments and will be appraised consistent with 75:8 (approximately 73 properties);
 7. Mobile Homes: manufactured housing to be reviewed for quality grade, depreciation and market adjustment consistency (approximately 440 properties) this project is being undertaken in 2011 effective for April 1;
- Commercial Properties: analysis of commercial properties will be undertaken to determine whether the assessments are reflective of market value and the common ratio. A report with specific recommendations shall be made to the Assessor prior to the implementation of appraisal field reviews.

Miscellaneous

- Utilizing extracted reports from the CAMA system, identify all mis-coded or incorrectly coded property uses and make corrections to the file. Verify that all Class and Property Use Codes are accurate at the conclusion of the project (State Class Codes).
- USPAP Compliant Report: At the conclusion of the project, a full USPAP report will be produced and submitted to the Town to serve as explanation and documentation of all changes in assessment. USPAP Standard 6 shall govern the scope of said report.
- Digital Photographs: Photographs will be taken in digital form for each parcel resident in CAMA without a photo of the primary structure(s).

The following is a detail of traditional activities performed by the Department on an annual basis; these tasks may be incorporated into the RFP and Scope of Services in any Contract signed by the Town:

- 20% to 25% cycled inspections – this activity starts with an introductory letter sent out in mid winter, inspections follow soon after, and a follow up letter is sent in late March to schedule a follow-up inspection by specific appointment.
- Sales analysis – properties that have sold from October 2009 through April 1, of 2011 will be analyzed for an indication of Market Value as of April 1, 2011. Hence the 2012 time line will be October 2010 through April 2012.
- Data mailers – These are informational letters that the Department sends out periodically beginning in February or March. This activity targets the Residential sector of the Town, and is not conducted each year. The Property Owner will be asked to review the data, and to inform the Department if they find any errors in the data. Follow-up inspections are likely to occur from returned mailers.
- Land, Building & Depreciation Schedules – These are usually developed in May of the tax year. The schedules are based on the analysis of sales. New Land Value Tables may be developed, along with construction costs for buildings. Finally, new building depreciation schedules may be developed that will reflect current market conditions that reflect the cost to construct buildings.
- Appraisal reviews – This will be completed by late spring. Preliminary value estimate sheets will be produced, and appraisers will conduct site inspections within each Neighborhood as needed. This will ensure that the final value estimate is within reason of each property's Market Value, and consistent with similar properties in similar Neighborhoods. When appropriate new valuation Models and Tables will be developed and applied, and each property will be re-priced.
- Notifications – Letters informing property owners of value changes will be sent in late summer. At the same time, the Departments' web page will be updated. Taxpayers and

the Public may view the page through the following Town of Derry web site address;
www/derry-nh.org.

- Informal Hearings – Those property owners wishing to discuss or dispute their new assessed value estimates will be given an opportunity to schedule an appointment with an appraiser directly involved with the project. Oversights or errors of record will be corrected at that time and will be reflected in the tax billing as soon as is practical, or an in house abatement may be generated.

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

38 Department: FINANCE DEPT		Activity Center : ASSESSOR						
Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
Personnel Services								
110	ASR PERMANENT POSITIONS	272,703	251,119	257,401	250,000	242,139	242,139	242,139
140	ASR OVERTIME	1,000	225	225	225	225	225	225
190	ASR OTHER COMPENSATION	21,894	25,047	25,196	25,196	24,602	24,602	24,602
200	ASR EMPLOYEE BENEFITS	114,832	97,661	105,270	100,403	96,148	96,148	96,148
291	ASR TRAINING & CONFERENCES	3,710	3,530	3,530	3,530	3,725	3,725	3,725
TOTAL Personnel Services		414,139	377,582	391,622	379,354	366,839	366,839	366,839
Operations & Maintenance								
312	ASR ASSESSING	150,000	198,000	175,000	175,000	208,500	208,500	208,500
341	ASR TELEPHONE	1,000	850	846	846	846	846	846
342	ASR DATA PROCESSING	9,300	9,400	9,400	9,400	9,600	9,600	9,600
390	ASR OTHER PROFESSIONAL SVS	170	170	170	170	170	170	170
430	ASR REPAIRS & MAINTENANCE	200	200	100	100	100	100	100
440	ASR RENTAL & LEASES	400	400	350	350	350	350	350
490	ASR OTHER PROPERTY RELATED SVS	1,000	1,000	1,000	0	1,000	1,000	1,000
550	ASR PRINTING	1,400	1,400	1,400	1,400	1,400	1,400	1,400
560	ASR DUES & SUBSCRIPTIONS	865	865	1,406	1,406	1,285	1,285	1,285
620	ASR OFFICE SUPPLIES	3,600	3,600	3,600	3,600	3,600	3,600	3,600
625	ASR POSTAGE	5,900	12,375	10,945	2,900	7,712	7,712	7,712
690	ASR OTHER NON CAPITAL	0	3,000	0	0	0	0	0
TOTAL Operations & Maintenance		173,835	231,260	204,217	195,172	234,563	234,563	234,563
Capital Outlay Transfers								

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

38 Department: FINANCE DEPT		Activity Center : ASSESSOR						
Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
910	ASR TFR TO SPECIAL REVENUE	3,849	3,000	4,824	4,824	4,824	4,824	4,824
960	ASR TFR TO TRUST/AGENCY FUND	20,000	0	0	0	0	0	0
	TOTAL Transfers	23,849	3,000	4,824	4,824	4,824	4,824	4,824
	Debt Service							
980	ASR DEBT SERVICE	813	813	812	812	678	678	678
	TOTAL Debt Service	813	813	812	812	678	678	678
	TOTAL ASSESSOR	612,636	612,655	601,475	580,162	606,904	606,904	606,904

FOR PERIOD 99

PROJECTION: 2012 2012 BUDGET

ACCOUNTS FOR:

GOV GENERAL FUND	2010 ACTUAL	2011 ORIG BUD	2011 REVISED BUD	2011 ACTUAL	2011 PROJECTION	2012 Adopted	PCT CHANGE
TAX REVENUE	-66,560.44	-70,644.00	-70,644.00	-87,621.19	-75,874.00	-75,873.00	7.4%
ST NH REVENUE	-4,824.11	-4,824.00	-4,824.00	-4,915.82	-4,824.00	-4,824.00	.0%
SERVICE REVENUE	-742.58	-500.00	-500.00	-374.23	-445.00	-500.00	.0%
MISC REVENUE	-272.70	.00	.00	-3,737.50	-4,000.00	-600.00	.0%
INTERFUND TFR IN	-45,000.00	-45,000.00	-45,000.00	.00	-45,000.00	-45,000.00	.0%
OTH FINANCING SOURCE	.00	.00	.00	.00	.00	.00	.0%
ASSESSOR	-117,399.83	-120,968.00	-120,968.00	-96,648.74	-130,143.00	-126,797.00	4.8%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2012

DEPARTMENT: FINANCE

ACTIVITY CENTER: FINANCE

DEPARTMENT MISSION:

To manage the Town of Derry's financial resources in a professional fashion in accordance with generally accepted accounting principles, New Hampshire state law and the Town Charter. All activity of the Department is done with the acknowledgement of the Town's stewardship responsibility to the public for efficiently utilizing the resources entrusted to it. This mission is primarily achieved through strict accounting practices, frequent comprehensive reporting, and effective budgeting and budgetary controls, while cooperating and coordinating with all town departments to ensure efficient, overall financial management.

DEPARTMENT OBJECTIVES:

1. Continue to develop and refine internal financial policies, procedures and controls to insure accurate financial reporting.
2. Provide timely and accurate financial advice to the Town Council, departments, boards and committees.
3. Assist other departments in project management through improvements in the budget preparation process, management controls, training, and direct assistance in use of procedures, forms and systems software.
4. Seek out, review and recommend, when appropriate, new technologies that will improve the delivery of service to citizens and improve the overall efficiency of the Town's operations.
5. Produce a Comprehensive Annual Financial Report that continues to receive an annual "Certificate of Achievement for Excellence in Financial Reporting" award from the Government Finance Officers Association of the United States and Canada.

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

40	Department: FINANCE DEPT		Activity Center : FINANCE						
	Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
	Personnel Services								
	110	FIN PERMANENT POSITIONS	425,083	447,338	427,011	426,467	431,916	431,573	435,925
	120	FIN TEMPORARY POSITIONS	1,275	1,275	1,275	1,405	1,275	1,275	1,275
	140	FIN OVERTIME	7,000	4,700	5,836	2,500	2,149	2,149	2,149
	190	FIN OTHER COMPENSATION	28,563	28,423	27,022	27,483	28,924	28,924	28,924
	200	FIN EMPLOYEE BENEFITS	138,695	133,476	150,918	152,029	163,243	163,215	163,563
	291	FIN TRAINING & CONFERENCES	6,700	4,960	4,900	3,700	700	700	700
	TOTAL Personnel Services		607,316	620,172	616,962	613,584	628,207	627,836	632,536
	Operations & Maintenance								
	301	FIN AUDITING SERVICES	56,412	72,540	42,500	42,500	43,000	43,000	43,000
	341	FIN TELEPHONE	1,080	1,008	1,008	960	960	960	960
	390	FIN OTHER PROFESSIONAL SERVICE	7,215	6,415	13,175	13,175	10,625	10,625	10,625
	430	FIN REPAIRS & MAINTENANCE	60	60	63	66	66	66	66
	440	FIN RENTAL & LEASES	450	486	692	696	696	696	696
	550	FIN PRINTING	500	650	650	675	700	700	700
	560	FIN DUES & SUBSCRIPTIONS	940	940	940	890	740	740	740
	620	FIN OFFICE SUPPLIES	6,000	6,000	6,000	6,000	6,000	6,000	6,000
	625	FIN POSTAGE	4,600	6,225	6,225	6,225	6,225	6,225	6,225
	630	FIN MAINT & REPAIR SUPPLIES	100	100	100	100	100	100	100
	690	FIN OTHER NON CAPITAL	100	100	100	100	100	100	100
	TOTAL Operations & Maintenance		77,457	94,524	71,453	71,387	69,212	69,212	69,212
	Capital Outlay Transfers								

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

40 Department: FINANCE DEPT		Activity Center : FINANCE						
Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
Debt Service								
980	FIN DEBT SERVICE	2,592	2,591	2,591	2,593	1,670	1,670	1,670
	TOTAL Debt Service	2,592	2,591	2,591	2,593	1,670	1,670	1,670
	TOTAL FINANCE	687,365	717,287	691,006	687,564	699,089	698,718	703,418

FOR PERIOD 99

PROJECTION: 2012 2012 BUDGET

ACCOUNTS FOR:

GOV GENERAL FUND	2010 ACTUAL	2011 ORIG BUD	2011 REVISED BUD	2011 ACTUAL	2011 PROJECTION	2012 Adopted	PCT CHANGE
FED GOV REVENUE	-1,127.51	.00	.00	.01	.00	.00	.0%
SERVICE REVENUE	-3.50	-50.00	-50.00	-73.40	-75.00	-50.00	.0%
MISC REVENUE	-18,379.11	-13,500.00	-13,500.00	-21,375.03	-14,375.00	-9,790.00	-27.5%
OTH FINANCING SOURCE	.00	.00	.00	.00	.00	.00	.0%
FINANCE	-19,510.12	-13,550.00	-13,550.00	-21,448.42	-14,450.00	-9,840.00	-27.4%

Town of Derry, NH

Department Mission and Objectives Fiscal Year 2012

DEPARTMENT: FINANCE

ACTIVITY CENTER: TAX COLLECTOR

DEPARTMENT MISSION:

To serve the residents of Derry and Municipal Center Departments in an efficient and courteous manner in accordance with New Hampshire state statute. The department provides motor vehicle registration and revenue collection, as well as the collection of property tax, utility billing, and general billing to the public and municipal departments. Maintaining Municipal Agent Certification as well as keeping educated on changes in state statute and updates in policy requires continuous training for the department. Such training is offered by the New Hampshire Tax Collector's Association, New Hampshire City and Town Clerk's Association (relating to motor vehicles), Department of Revenue Administration, Municipal Software providers, the State Bureau of Education and Training as well as the Local Government Center.

To provide options for collection of payments that address the financial benefits of the Municipality as well as the citizens by utilizing retail lockbox service, inside and outside drop-off boxes, drive-up service and an ATM machine conveniently located in the lobby for the use of debit cards.

To properly account for the collection of funds on behalf of the Town and State; by receiving and recording all revenue received by the Town of Derry in a timely manner.

To assure the timely recording of tax liens and redemptions at the Rockingham County Registry of Deeds.

To advise the Town Council property eligible for tax deeding due to non-payment of tax liens and execute the Tax Collector's Deed in accordance with state statute.

DEPARTMENT OBJECTIVES:

- To research and evaluate an efficient and secure method of providing the public information on property tax and utility billing on-line. To include the acceptance of credit cards payments for all town services.
- To pursue further training of department personnel allowing them to continue to achieve their highest level of professional knowledge and teamwork using options offered by the Town and State agencies.
- To encourage citizens and professionals to seek information available on the Town's webpage including motor vehicle and current year tax estimates.
- To strive to keep department costs down while maintaining excellence in customer service.
- To continue to educate tax payers on the process of tax collection as allowed by state statute in an effort to decrease the number of delinquent tax payers.

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

42 Department: FINANCE DEPT		Activity Center : TAX COLLECTOR						
Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
Personnel Services								
110	TAX PERMANENT POSITIONS	227,310	233,432	225,577	225,577	236,245	236,245	236,245
140	TAX OVERTIME	11,200	11,200	12,165	12,165	12,573	12,573	12,573
190	TAX OTHER COMPENSATION	12,600	11,187	17,035	17,035	17,459	17,459	17,459
200	TAX EMPLOYEE BENEFITS	92,925	105,051	96,252	96,252	105,967	105,967	105,967
291	TAX TRAINING & CONFERENCES	1,470	1,223	1,368	1,115	1,182	1,182	1,182
TOTAL Personnel Services		345,505	362,093	352,397	352,144	373,426	373,426	373,426
Operations & Maintenance								
340	TAX BANKING SERVICES	2,500	2,650	2,970	2,970	2,800	2,800	2,800
341	TAX TELEPHONE	792	750	780	780	744	744	744
342	TAX DATA PROCESSING	8,781	9,144	8,663	8,663	8,967	8,967	8,967
390	TAX OTHER PROFESSIONAL SVS	18,450	22,570	25,598	25,598	25,173	25,173	25,173
440	TAX RENTAL & LEASES	1,488	971	993	993	993	993	993
550	TAX PRINTING	10,000	7,600	7,600	5,500	5,200	5,200	5,200
560	TAX DUES & SUBSCRIPTIONS	125	80	80	40	40	40	40
620	TAX OFFICE SUPPLIES	5,000	5,500	5,500	5,200	5,200	5,200	5,200
625	TAX POSTAGE	24,200	27,300	25,500	25,500	27,810	27,810	27,810
690	TAX OTHER NON CAPITAL	350	0	293	293	0	0	0
820	TAX OTHER EXPENSES	100	100	100	100	1,180	1,180	1,180
TOTAL Operations & Maintenance		71,786	76,665	78,077	75,637	78,107	78,107	78,107
Capital Outlay								
Transfers								
960	TAX IFR TO TRUST/AGENCY FUND	171,000	162,000	158,310	158,310	156,735	156,735	156,735

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

42 Department: FINANCE DEPT		Activity Center : TAX COLLECTOR						
Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
960	TC TFR TO TRUST/AGENCY FUND	125,000	121,250	106,700	106,700	106,700	106,700	106,700
	Debt Service							
980	TAX DEBT SERVICE	813	813	812	812	678	678	678
	TOTAL Transfers	296,000	283,250	265,010	265,010	263,435	263,435	263,435
	TOTAL Debt Service	813	813	812	812	678	678	678
	TOTAL TAX COLLECTOR	714,104	722,821	696,296	693,603	715,646	715,646	715,646

FOR PERIOD 99

PROJECTION: 2012 2012 BUDGET

ACCOUNTS FOR:

GOV GENERAL FUND

	2010 ACTUAL	2011 ORIG BUD	2011 REVISED BUD	2011 ACTUAL	2011 PROJECTION	2012 ADOPTED	PCT CHANGE
TAX REVENUE	-375,698.75	-385,000.00	-385,000.00	-524,499.37	-385,000.00	-385,000.00	.0%
LICENSE/PERMIT/FEE	-4,430,835.85	-4,437,870.00	-4,437,870.00	-4,176,007.64	-4,405,290.00	-4,398,498.00	-.9%
SERVICE REVENUE	-997.14	-725.00	-725.00	-606.50	-690.00	-675.00	-6.9%
MISC REVENUE	-5,305.29	-7,177.00	-7,177.00	-7,473.37	-5,345.00	-4,619.00	-35.6%
OTH FINANCING SOURCE	.00	.00	.00	-17,150.00	.00	.00	.0%
TAX COLLECTOR	-4,812,837.03	-4,830,772.00	-4,830,772.00	-4,725,736.88	-4,796,325.00	-4,788,792.00	-.9%

Town of Derry, NH
FY 2012 Budget
Activity Center Summary By Category

44 Department: FINANCE DEPT		Activity Center : OTHER MUNICIPAL OBLIGATIONS						
Acct #	Account Description	FY 2009 Revised Budget	FY 2010 Revised Budget	FY 2011 Revised Budget	2011 Projected Actual	2012 Department Recommended	2012 Town Admin Recommended	2012 Town Council Adopted
Personnel Services								
190	OMO OTHER COMPENSATION	279,000	254,000	282,100	207,178	172,100	172,100	172,100
200	OMO RETIREE BENEFITS	126,425	112,244	132,361	133,666	127,002	127,002	399,002
TOTAL Personnel Services		405,425	366,244	414,461	340,844	299,102	299,102	571,102
Operations & Maintenance								
320	OMO LEGAL SERVICES	250,000	250,000	250,000	250,000	250,000	250,000	250,000
330	OMO MANAGEMENT SERVICES	81,500	78,000	22,500	22,500	22,500	22,500	22,500
390	OMO OTHER PROFESSIONAL SVS	92,493	11,590	8,028	2,073	2,100	2,100	2,100
480	OMO PROPERTY INSURANCE NOC	223,778	224,932	217,604	207,581	211,550	211,550	211,550
TOTAL Operations & Maintenance		647,771	564,522	498,132	482,154	486,150	486,150	486,150
Capital Outlay								
710	OMO LAND & IMPROVEMENTS	2	2	2	2	0	0	0
TOTAL Capital Outlay		2	2	2	2	0	0	0
Transfers								
910	OMO TFR TO SPECIAL REVENUE	1,247,344	1,433,156	0	0	0	0	0
930	OMO TFR TO CAPITAL PROJ FUND	1	1,680,001	6,845	1	1	1	1
960	OMO TFR TO CAPITAL RESERVE	144,135	661,217	252,681	252,681	344,851	344,851	344,851
TOTAL Transfers		1,391,480	3,774,374	259,526	252,682	344,852	344,852	344,852
Debt Service								
980	OMO DEBT SERVICE	1,279,939	1,673,039	1,498,865	1,363,866	948,640	948,640	893,140
TOTAL Debt Service		1,279,939	1,673,039	1,498,865	1,363,866	948,640	948,640	893,140
TOTAL OTHER MUNICIPAL OBLIGATIONS		3,724,617	6,378,180	2,670,986	2,439,548	2,078,744	2,078,744	2,295,244

PROJECTION: 2012 2012 BUDGET FOR PERIOD 99

ACCOUNTS FOR:	2010 ACTUAL	2011 ORIG BUD	2011 REVISED BUD	2011 ACTUAL	2011 PROJECTION	2012 Adopted	PCT CHANGE
GOV GENERAL FUND							
LICENSE/PERMIT/FEE	.00	.00	.00	.00	.00	.00	.0%
FED GOV REVENUE	-48,697.55	-42,383.00	-42,383.00	-32,644.97	-34,783.00	-30,000.00	-29.2%
ST NH REVENUE	-1,745,532.74	-1,640,811.00	-1,640,759.00	-1,640,758.85	-1,640,759.00	-1,635,809.00	-.3%
OTH GOV REVENUE	.00	.00	.00	.00	.00	.00	.0%
MISC REVENUE	-141,959.44	-157,000.00	-157,000.00	-63,491.41	-68,000.00	-101,000.00	-35.7%
INTERFUND TFR IN	-168,381.77	-235,059.00	-835,059.00	-1,527,825.32	-241,276.00	-205,917.00	-75.3%
OTH FINANCING SOURCE	-91,501.00	-712,681.00	-719,525.00	.00	-1,312,681.00	-556,851.00	-22.6%
OTHER MUNICIPAL OBLIGA	-2,196,072.50	-2,787,934.00	-3,394,726.00	-3,264,720.55	-3,297,499.00	-2,529,577.00	-25.5%