

# Town of Derry, NH

## Department Mission and Objectives Fiscal Year 2011

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 2011 Budget  
 Activity Center Summary By Category

36 Department: FINANCE DEPT		Activity Center : HUMAN SERVICES						
Acct #	Account Description	FY 2008 Revised Budget	FY 2009 Revised Budget	FY 2010 Revised Budget	2010 Projected Actual	2011 Department Recommended	2011 Town Admin Recommended	2011 Town Council Adopted
<b>Personnel Services</b>								
110	HS PERMANENT POSITIONS	88,475	91,567	87,025	91,355	99,440	99,440	99,440
140	HS OVERTIME	750	331	0	0	0	0	0
190	HS OTHER COMPENSATION	2,766	2,252	0	0	0	0	0
200	HS EMPLOYEE BENEFITS	52,539	50,786	27,281	32,703	45,933	44,455	44,455
291	HS TRAINING & CONFERENCES	800	800	650	650	650	650	650
<b>TOTAL Personnel Services</b>		<b>145,330</b>	<b>145,736</b>	<b>114,956</b>	<b>124,708</b>	<b>146,023</b>	<b>144,545</b>	<b>144,545</b>
<b>Operations &amp; Maintenance</b>								
45 341	HS TELEPHONE	480	480	480	480	480	480	480
390	HS OTHER PROFESSIONAL SERVICES	10,000	1,925	2,057	1,847	748	748	748
440	HS RENTAL & LEASES	456	536	536	386	386	386	386
550	HS PRINTING	500	180	180	180	180	180	180
560	HS DUES & SUBSCRIPTIONS	75	75	105	105	105	105	105
620	HS OFFICE SUPPLIES	1,800	1,200	1,200	1,200	1,200	1,200	1,200
625	HS POSTAGE	600	480	480	480	480	480	480
670	HS BOOKS & PERIODICALS	55	50	50	50	50	50	50
690	HS OTHER NON CAPITAL	250	200	200	0	200	200	200
810	HS HUMAN SERVICE PAYMENTS	447,300	382,050	366,500	330,000	340,115	339,115	339,115
<b>TOTAL Operations &amp; Maintenance</b>		<b>461,516</b>	<b>387,176</b>	<b>371,788</b>	<b>334,728</b>	<b>343,944</b>	<b>342,944</b>	<b>342,944</b>
<b>Capital Outlay</b>								
720	HS BUILDINGS	0	0	0	0	50,000	0	0
750	HS FURNITURE & FIXTURES	2,108	0	0	0	0	0	0

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	TOTAL Capital Outlay	2,108	0	0	0	50,000	0	0
	Transfers							
	Debt Service							
980	HS DEBT SERVICE	1,022	1,020	1,020	1,020	1,019	1,019	1,019
	TOTAL Debt Service	1,022	1,020	1,020	1,020	1,019	1,019	1,019
	TOTAL HUMAN SERVICES	609,976	533,932	487,764	460,456	540,986	488,508	488,508

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 2011 2011 BUDGET

FOR PERIOD 99

ACCOUNTS FOR: GOV GENERAL FUND	2009 ACTUAL	2010 ORIG BUD	2010 REVISED BUD	2010 ACTUAL	2010 PROJECTION	2011 Adopted	PCT CHANGE
ST NH REVENUE	-2,920.81	-3,000.00	-3,000.00	-4,922.80	-4,200.00	-3,000.00	.0%
OTH GOV REVENUE	-299.48	.00	.00	.00	.00	.00	.0%
MISC REVENUE	-24,214.65	-21,000.00	-21,000.00	-22,240.23	-23,440.44	-20,000.00	-4.8%
INTERFUND TFR IN HUMAN SERVICES	.00 -27,434.94	-2,000.00 -26,000.00	-2,000.00 -26,000.00	.00 -27,163.03	-2,000.00 -29,640.44	-2,000.00 -25,000.00	.0% -3.8%