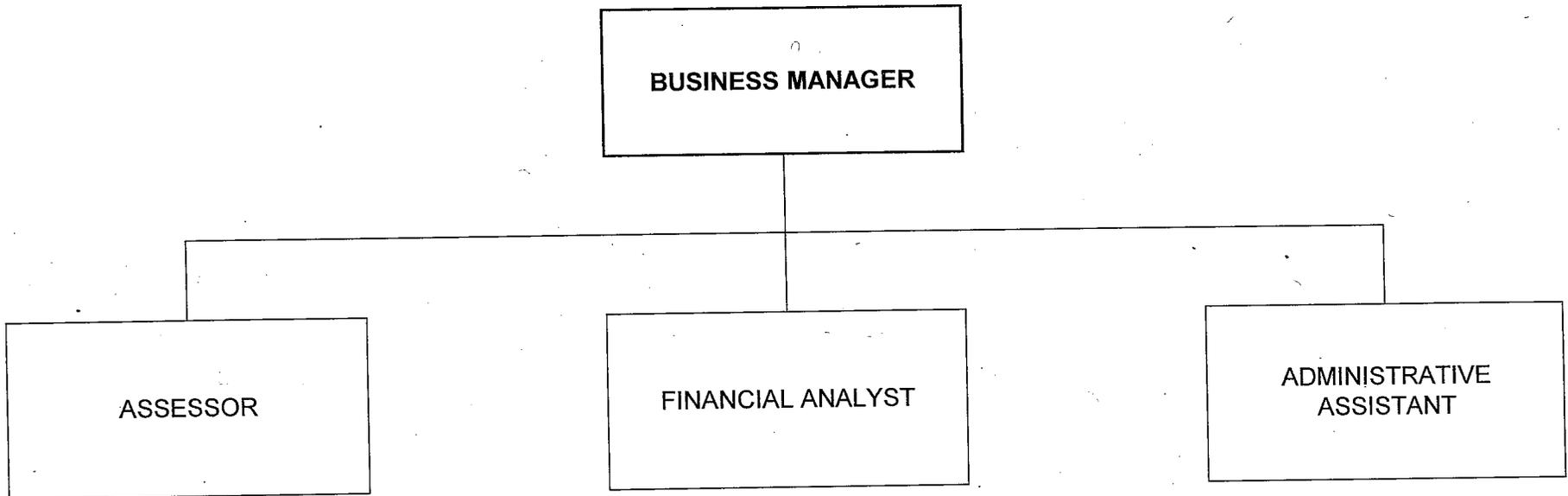


**TOWN OF DURHAM
BUSINESS DEPARTMENT
ORGANIZATIONAL CHART
2016**



2016 TOWN COUNCIL APPROVED BUDGET

Town of Durham

		1 2013 EXPENDED As of Year End	2 2014 EXPENDED As of Year End	3 2015 BUDGETED As of December	4 2015 EXPENDED AS OF 12/22/15 As of December	5 2016 DEPT HEAD PROPOSED	6 2016 TOWN ADM PROPOSED	7 2016 COUNCIL APPROVED
Accounting								
01-4150-301-01-010	F-T Wages - Accounting	212,364.76	227,519.54	224,605.00	215,386.08	233,834.00	233,834.00	233,834.00
	<i>Narrative for Column # 5</i>							
	Wages for Business Manager, Financial Analyst and Administrative Assistant including payments for sick leave bonus and longevity.							
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	155.98	76.90	250.00	49.01	100.00	100.00	100.00
01-4150-301-01-090	Ins Buy-out (wages) - Accounting	7,275.45	4,605.97	0.00	0.00	0.00	0.00	0.00
01-4150-301-01-910	Wage Accrual - Accounting	1,971.01	-7,676.64	0.00	-2,555.42	0.00	0.00	0.00
01-4150-301-01-990	Ins Buy-out (wages) Accrual - Accounti	17.57	-288.61	0.00	0.00	0.00	0.00	0.00
01-4150-301-02-310	Soc Sec - Accounting	13,750.73	13,902.69	13,966.00	13,198.41	14,498.00	14,498.00	14,498.00
01-4150-301-02-320	Medicare - Accounting	3,215.85	3,251.40	3,267.00	3,086.64	3,391.00	3,391.00	3,391.00
01-4150-301-02-330	Retirement - Accounting	21,191.23	23,685.45	24,701.00	23,376.16	26,119.00	26,119.00	26,119.00
01-4150-301-03-610	Health & Dental - Accounting	32,361.84	41,545.92	55,390.00	53,720.76	56,861.00	56,861.00	56,861.00
01-4150-301-03-630	Life - Accounting	450.00	450.00	450.00	450.00	450.00	450.00	450.00
01-4150-301-03-640	STD - Accounting	1,303.27	1,399.14	1,536.00	1,446.25	1,404.00	1,404.00	1,404.00
01-4150-301-04-010	S.U.T.A. - Accounting	309.00	261.67	315.00	249.42	235.00	235.00	235.00
01-4150-301-04-020	Workers Comp - Accounting	231.00	249.00	265.00	285.00	322.00	322.00	322.00
01-4150-301-08-000	Travel & Mileage Reimb - Accounting	1,967.55	952.94	1,500.00	254.38	1,000.00	1,000.00	1,000.00
01-4150-301-18-000	Cell Phones - Accounting	0.00	0.00	0.00	0.00	0.00	750.00	750.00
	<i>Narrative for Column # 5</i>							
	Previously budgeted under Emergency Management.							
01-4150-301-25-000	Office & Computer Supplies - Accounti	750.66	129.28	300.00	353.14	300.00	300.00	300.00
01-4150-301-28-000	Professional / Staff Dev - Accounting	1,026.84	692.91	2,000.00	1,510.00	1,500.00	1,500.00	1,500.00
01-4150-301-29-000	Membership Dues - Accounting	310.00	285.00	350.00	55.00	200.00	200.00	200.00
	<i>Narrative for Column # 5</i>							
	NH Government Finance Officer's Association, New England Government Finance Officer's Association, Local Welfare Officials Association and Association of NH Public Employer Human Resource Administrators							

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01-4150-301-36-000 Contracted services - Accounting <i>Narrative for Column # 5</i> Experience Rating Update GASB 45 OPEB	0.00	0.00	2,000.00	2,000.00	3,500.00	3,500.00	3,500.00
01-4150-301-54-000 Vehicle Maint - Accounting	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4150-301-89-000 Miscellaneous - Accounting	54.96	159.57	150.00	0.00	150.00	150.00	150.00
01-4150-301-96-000 Capital - Accounting <i>Narrative for Column # 5</i> Keyboard tray.	0.00	300.00	500.00	0.00	250.00	250.00	250.00
Accounting Total	298,707.70	311,502.13	331,545.00	312,864.83	344,114.00	344,864.00	344,864.00

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Direct Assistance							
01-4442-306-00-000 Welfare - Direct Assistance	14,595.96	35,861.83	15,000.00	32,136.95	20,000.00	20,000.00	20,000.00
Direct Assistance Total	14,595.96	35,861.83	15,000.00	32,136.95	20,000.00	20,000.00	20,000.00

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Assessing								
01-4152-302-01-010	F-T Wages - Assessing	83,529.60	103,089.01	102,073.00	97,653.01	104,112.00	104,112.00	104,112.00
	<i>Narrative for Column # 5</i>							
	Wages for Assessor and 1/3 of the cost of the Administrative Assistant in the Planning, Zoning and Assessing Department including payment for sick leave bonus and longevity.							
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	317.93	488.33	0.00	392.22	0.00	0.00	0.00
01-4152-302-01-090	Ins Buy-out (wages) - Assessing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4152-302-01-910	Wage Accrual - Assessing	3,705.09	-3,208.17	0.00	-1,143.14	0.00	0.00	0.00
01-4152-302-01-920	P-T Wages - Assessing - Accrual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4152-302-02-310	Soc Sec - Assessing	5,426.01	6,222.20	6,328.00	6,007.97	6,455.00	6,455.00	6,455.00
01-4152-302-02-320	Medicare - Assessing	1,269.05	1,455.24	1,480.00	1,405.00	1,510.00	1,510.00	1,510.00
01-4152-302-02-330	Retirement - Assessing	8,751.74	10,809.71	11,193.00	10,641.39	11,629.00	11,629.00	11,629.00
01-4152-302-03-610	Health & Dental - Assessing	18,655.56	22,966.92	22,579.00	24,032.28	23,181.00	23,181.00	23,181.00
01-4152-302-03-630	Life - Assessing	173.00	198.00	200.00	198.00	200.00	200.00	200.00
01-4152-302-03-640	STD - Assessing	521.23	644.61	708.00	663.94	642.00	642.00	642.00
01-4152-302-04-010	S.U.T.A. - Assessing	103.00	86.40	105.00	78.40	105.00	105.00	105.00
01-4152-302-04-020	Workers Comp - Assessing	19.00	2,328.00	2,562.00	2,462.00	2,687.00	2,687.00	2,687.00
01-4152-302-08-000	Travel & Mileage Reimb - Assessing	0.00	0.00	1,000.00	14.95	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 5</i>							
	Northeast Regional Conference							
01-4152-302-17-000	Telephone / Fax - Assessing	628.18	0.00	0.00	0.00	0.00	0.00	0.00
01-4152-302-18-000	Cell Phones - Assessing	0.00	0.00	0.00	0.00	0.00	750.00	750.00
	<i>Narrative for Column # 5</i>							
	Previously budgeted under Emergency Management.							
01-4152-302-25-000	Office & Computer Supplies - Assessin	618.51	852.39	1,795.00	946.21	600.00	600.00	600.00
01-4152-302-26-000	Postage - Assessing	352.44	294.22	350.00	252.83	350.00	350.00	350.00

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01-4152-302-28-000	Professional / Staff Dev - Assessing	405.00	515.00	2,650.00	1,684.93	2,650.00	2,000.00	2,000.00
	<i>Narrative for Column # 5</i> Various training courses, Vision Software Training and Continuing Education for recertification.							
01-4152-302-29-000	Membership Dues - Assessing	1,436.76	771.00	1,246.00	801.00	1,250.00	1,250.00	1,250.00
	<i>Narrative for Column # 5</i> NH Association of Assessing Officials, Northeastern Regional Association of Assessing Offices, NH Appraiser's License Renewal Fee, International Association of Assessing Officials, Northern New England Real Estate Network (MLS)							
01-4152-302-30-000	Books & Pubs - Assessing	769.10	613.64	876.00	713.20	945.00	945.00	945.00
	<i>Narrative for Column # 5</i> Marshall & Swift Cost Manuals							
01-4152-302-35-000	Work study (non payroll wages) - Asset	1,431.04	1,149.88	1,500.00	640.49	1,500.00	1,500.00	1,500.00
01-4152-302-36-000	Contracted Services - Assessing	89,349.76	2,084.53	22,400.00	22,202.33	22,900.00	22,900.00	22,900.00
	<i>Narrative for Column # 5</i> \$21,400 5-Year Utility Vauation Service Agreement with George Sansoucy, PE, LLC (year 2 of 5) \$ 1,500 Temporary help to cover Administrative Assistant absence							
01-4152-302-39-000	Consultants - Assessing	7,129.50	41,201.00	15,000.00	11,391.95	15,000.00	15,000.00	15,000.00
	<i>Narrative for Column # 5</i> \$ 5,000 Commercial/Industrial Abatement/BTLA & Superior Court Appeals \$10,000 Utility Superior Court Appeals with George Sansoucy (Fairpoint, PSNH and Unitil)							
01-4152-302-53-000	Office Equip Maint - Assessing	0.00	128.33	648.00	657.48	700.00	700.00	700.00
	<i>Narrative for Column # 5</i> Lease of copier/printer.							
01-4152-302-54-000	Vehicle Maint - Assessing	0.00	138.05	500.00	45.34	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 5</i> Includes maintenance and fuel for assessing vehicle.							
01-4152-302-96-000	Capital - Assessing	0.00	200.00	0.00	0.00	0.00	0.00	0.00
Assessing Total		224,591.50	193,028.29	195,193.00	181,741.78	198,416.00	198,516.00	198,516.00