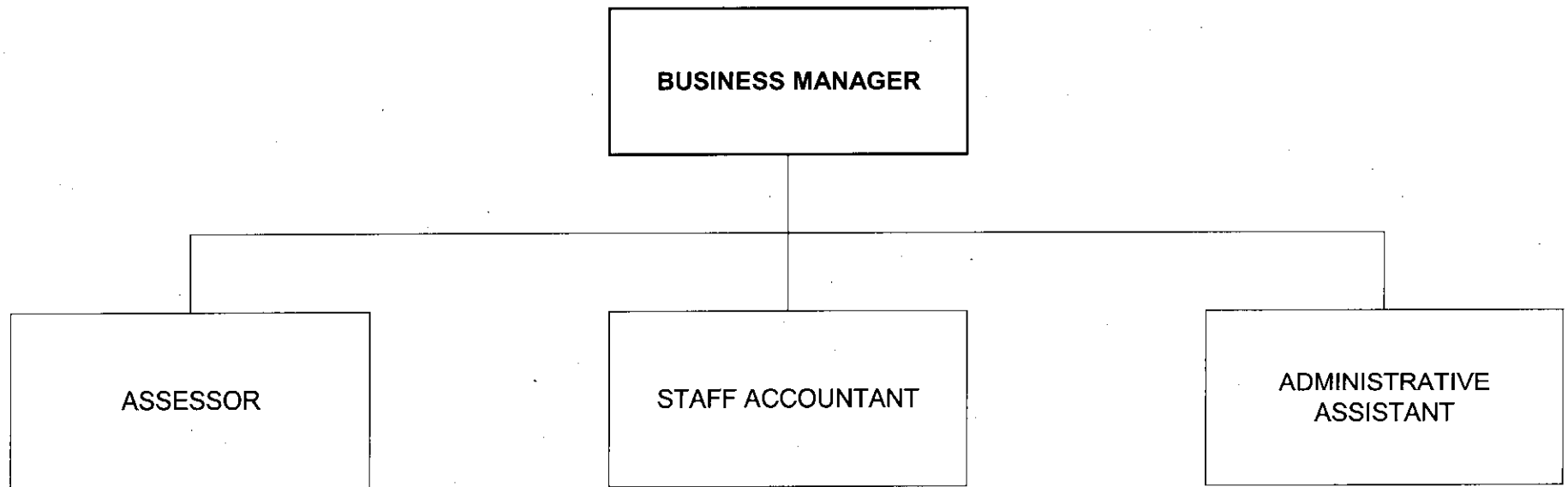


**TOWN OF DURHAM
BUSINESS DEPARTMENT
ORGANIZATIONAL CHART**



2018 Town Council Approved Budget

Town of Durham

		1	2	3	4	5	6	7
		Expended	Expended	Approved	Proposed	Proposed #1	Proposed #2	Approved
		2015	2016	2017	Dept Head	Town Admin	Town Admin	Council
		As of Year End	As of Year End	As of January	2018	2018	2018	2018
Accounting								
01-4150-301-01-010	F-T Wages - Accounting	223,986.57	231,464.34	234,000.00	238,400.00	238,400.00	238,400.00	238,400.00
Narrative for Column # 4								
Wages for Business Manager, Staff Accountant and Administrative Assistant.								
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	88.40	0.00	100.00	100.00	100.00	100.00	100.00
01-4150-301-01-910	Wage Accrual - Accounting	772.95	2,448.43	0.00	0.00	0.00	0.00	0.00
01-4150-301-02-310	Soc Sec - Accounting	13,940.44	14,502.50	14,500.00	14,800.00	14,800.00	14,800.00	14,800.00
01-4150-301-02-320	Medicare - Accounting	3,260.17	3,391.62	3,400.00	3,500.00	3,500.00	3,500.00	3,500.00
01-4150-301-02-330	Retirement - Accounting	24,713.01	26,039.18	26,400.00	27,100.00	27,100.00	27,100.00	27,100.00
01-4150-301-03-610	Health & Dental - Accounting	53,720.76	55,094.61	55,800.00	54,300.00	54,300.00	54,300.00	54,300.00
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	1,446.25	1,578.96	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
01-4150-301-04-010	S.U.T.A. - Accounting	249.42	133.00	150.00	150.00	150.00	150.00	150.00
01-4150-301-04-020	Workers Comp - Accounting	285.00	367.00	350.00	400.00	400.00	400.00	400.00
01-4150-301-08-000	Travel & Mileage Reimb - Accounting	254.38	0.00	500.00	250.00	250.00	250.00	250.00
01-4150-301-18-000	Cell Phones - Accounting	0.00	605.85	750.00	750.00	750.00	750.00	750.00
01-4150-301-25-000	Office & Computer Supplies - Accounting	353.14	422.44	300.00	500.00	500.00	500.00	500.00
01-4150-301-28-000	Professional / Staff Dev - Accounting	1,510.00	224.66	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00
01-4150-301-29-000	Membership Dues - Accounting	55.00	80.00	150.00	150.00	150.00	150.00	150.00
01-4150-301-36-000	Contracted services - Accounting	2,000.00	3,500.00	0.00	0.00	0.00	0.00	0.00
01-4150-301-89-000	Miscellaneous - Accounting	0.00	95.00	150.00	150.00	150.00	150.00	150.00
01-4150-301-96-000	Capital - Accounting	0.00	0.00	500.00	500.00	500.00	500.00	500.00
Accounting Total		327,085.49	340,397.59	340,800.00	344,300.00	344,300.00	344,300.00	344,300.00

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					2018	2018	2018	2018
		As of Year End	As of Year End	As of January				
Direct Assistance								
01-4442-306-00-000	Welfare - Direct Assistance	33,153.04	29,373.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00
Direct Assistance Total		33,153.04	29,373.69	23,000.00	23,000.00	23,000.00	23,000.00	23,000.00

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		As of Year End	As of Year End	As of January	2018	2018	2018	2018
Assessing								
01-4152-302-01-010	F-T Wages - Assessing	101,631.67	103,442.42	106,200.00	108,700.00	108,700.00	108,700.00	108,700.00
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	392.22	173.63	0.00	0.00	0.00	0.00	0.00
01-4152-302-01-910	Wage Accrual - Assessing	137.50	727.35	0.00	0.00	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	6,334.05	6,469.37	6,600.00	6,700.00	6,700.00	6,700.00	6,700.00
01-4152-302-02-320	Medicare - Assessing	1,481.26	1,513.05	1,500.00	1,600.00	1,600.00	1,600.00	1,600.00
01-4152-302-02-330	Retirement - Assessing	11,228.86	11,647.49	12,000.00	12,400.00	12,400.00	12,400.00	12,400.00
01-4152-302-03-610	Health & Dental - Assessing	24,032.28	23,388.48	24,000.00	25,300.00	25,300.00	25,300.00	25,300.00
01-4152-302-03-630	Life - Assessing	198.00	198.00	200.00	200.00	200.00	200.00	200.00
01-4152-302-03-640	STD - Assessing	663.94	739.88	800.00	800.00	800.00	800.00	800.00
01-4152-302-04-010	S.U.T.A. - Assessing	78.40	59.00	60.00	60.00	60.00	60.00	60.00
01-4152-302-04-020	Workers Comp - Assessing	2,462.00	2,860.00	2,700.00	3,000.00	3,000.00	3,000.00	3,000.00
01-4152-302-08-000	Travel & Mileage Reimb - Assessing	14.95	0.00	1,000.00	3,300.00	3,300.00	3,300.00	3,300.00
Narrative for Column # 4								
Attendance at Northeast Regional and IAAO Conferences.								
01-4152-302-17-000	Telephone / Fax - Assessing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4152-302-18-000	Cell Phones - Assessing	0.00	770.04	750.00	750.00	750.00	750.00	750.00
01-4152-302-25-000	Office & Computer Supplies - Assessin	946.21	2,341.38	600.00	600.00	600.00	600.00	600.00
01-4152-302-26-000	Postage - Assessing	266.41	427.35	500.00	1,000.00	1,000.00	1,000.00	1,000.00
Narrative for Column # 4								
Additional funds added for mailings associated with statistical update.								
01-4152-302-28-000	Professional / Staff Dev - Assessing	1,684.93	1,573.50	1,700.00	2,500.00	2,500.00	2,500.00	2,500.00
Narrative for Column # 4								
Vision training and continuing education classes for Assessor and Administrative Assistant.								

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01-4152-302-29-000	Membership Dues - Assessing	801.00	1,067.00	1,280.00	1,000.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 4</i>							
	NHAAO Annual Dues (Town), NHAAO Annual Dues (Assessor), NHAAO Recertification Fee, NRAAO Annual Dues, IAAO Annual Dues, NNREN Annual Dues (Jim & Karen)							
01-4152-302-30-000	Books & Pubs - Assessing	713.20	1,655.66	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
	<i>Narrative for Column # 4</i>							
	\$ 650 Marshall & Swift Commercial Manual Updates							
	\$ 350 Marshall & Swift Residential Manual Updates							
01-4152-302-35-000	Work study (non payroll wages) - Asses	672.77	226.57	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00
01-4152-302-36-000	Contracted Services - Assessing	28,214.77	22,484.14	22,900.00	18,700.00	18,700.00	18,700.00	18,700.00
	<i>Narrative for Column # 4</i>							
	\$17,200 Utility Valuation Service Agreement with George Sansoucy, PE, LLC							
	\$ 1,500 Temporary help to cover Administrative Assistant's absence							
01-4152-302-39-000	Consultants - Assessing	12,557.47	7,760.75	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
	<i>Narrative for Column # 4</i>							
	\$ 5,000 Commercial/ Industrial Abatements/ BTLA & Superior Court appeals							
	\$10,000 Utility Superior Court Appeals with George Sansoucy re: Fairpoint, PSNH & Unitil							
01-4152-302-53-000	Office Equip Maint - Assessing	697.01	873.82	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
01-4152-302-54-000	Vehicle Maint - Assessing	45.34	79.65	500.00	500.00	500.00	500.00	500.00
01-4152-302-96-000	Capital - Assessing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assessing Total		195,254.24	190,478.53	201,790.00	205,610.00	205,610.00	205,610.00	205,610.00