

WELCOME TO



AMHERST, *NEW HAMPSHIRE*



ADMINISTRATION AND FINANCE

September 23, 2019


VISION STATEMENT

Our vision is that our Town government

- ▶ is fiscally sound,
- ▶ delivers services fairly and efficiently,
- ▶ communicates effectively,
- ▶ and is recognized as a model of local governance in the State of New Hampshire.

MISSION STATEMENT


Our mission is

- ▶ to provide superior service to our residents, businesses, and visitors,
 - ▶ to fairly administer the ordinances and policies within our areas of responsibility, and
 - ▶ to provide the transparency in our operations that the public expects.
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ADMINISTRATION GENERAL RESPONSIBILITIES

- ▶ General Town Government Operations
 - ▶ Human Resources
 - ▶ Communications
 - ▶ Website Management
 - ▶ Public Assistance/Social Service Agencies
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ADMIN STRATEGIC GOAL 1: CONTINUOUS IMPROVEMENT OF SERVICE DELIVERY

- ▶ Leverage new technology
 - ▶ Provide staff training
 - ▶ Oversee and encourage implementation of Strategic Plans town-wide
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ADMIN STRATEGIC GOAL 2: IMPROVE COMMUNICATIONS AND ENGAGEMENT

- ▶ Develop a program of civic education
 - ▶ Encourage active involvement
 - ▶ Undertake a Bi-annual community survey
 - ▶ Develop a social media policy
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ADMIN STRATEGIC GOAL 3: ATTRACT AND RETAIN QUALITY EMPLOYEES

- ▶ Provide a safe and welcoming workplace culture
 - ▶ Provide adequate training opportunities
 - ▶ Do a bi-annual employee survey
 - ▶ Update personnel policy
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FINANCE GENERAL RESPONSIBILITIES

- ▶ Cashflow Management
 - ▶ Accounts Payable
 - ▶ Payroll
 - ▶ Audits
 - ▶ Bonding/ Debt/ Leasing
 - ▶ GASB Requirements
 - ▶ Federal/State Reporting Requirements
 - ▶ Budget Management/ Forecasting
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FINANCE STRATEGIC GOAL: ACCURACY, EFFICIENCY AND TRANSPARENCY

- ▶ Boards and Committees, Department Heads, employees and the public are provided with timely and accurate financial reports
- ▶ Achieve audits with “no material deficiencies”
- ▶ Develop “outward facing” reports on the financial software to increase transparency
- ▶ Continue internal training on software to increase usage and to improve usefulness

BUDGET IMPACT SUMMARY

Administration

Initiatives	FY 21	FY22	FY23	FY24	FY25
Communications	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Total Initiatives	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

Finance

Initiatives	FY21	FY22	FY23	FY234	FY25
Finance Software	\$45,000	\$47,000	\$49,000	\$51,000	\$53,000
Budgeting Software	\$7,811	\$8,045	\$8,286	\$8,535	\$8,791
Total Initiatives	\$52,811	\$55,045	\$57,286	59,535	61,791

QUESTIONS OR COMMENTS?

