

## **MISSION STATEMENT:**

The Finance Office works interactively with all departments, to assist and provide support services for financial management in all town departments.

## **GOALS:**

A) The Finance Office will administer the financial resources of the Town in a safe, fair, accurate and professional manner and comply with all applicable federal, state, and local laws, and generally accepted accounting principals.

B) The Finance Office will provide timely and reliable information by which the Town Administrator, Department Heads, Budget Committee, and ultimately the Board of Selectmen can make informed decisions that are in the best interest of the Town.

## **DUTIES AND RESPONSIBILITIES OF THE FINANCE OFFICE:**

- Assist the Town Administrator and department heads with budget development
- Preparation of state form MS2 (Report of Voted Appropriations) and MS4 (Revised Revenues) used for tax rate setting, and the MS7 (Budget of the Town with a Municipal Budget Committee for prior year and current year proposed)
- Preparation of monthly budget reports for Board of Selectmen, Department Heads, Budget Committee, and/or anyone expressing an interest or need in the Town's financial performance and health.
- Assist independent auditors with the preparation of annual financial statement
- Process purchase orders, accounts payable, accounts receivable and payroll
- Cash management
- Investment oversight
- Negotiate loans (Tax Anticipation Notes, Bonds and Bond Anticipation Notes) for borrowing of monies
- Oversight of the General Fund and Special Revenue Funds
- Provide financial oversight of the Sewer Enterprise Fund
- Bookkeeping support for Library Trustees
- Cooperative interaction regarding items of mutual interest between the Town and the Trustees of Trust Funds
- Benefits administration
- Risk management
- Provide fiscal year-end audited financial statements
- local welfare

## **BUDGET CYCLE, PREPARTION AND SUBMISSION TIME LINE:**

The Town of Goffstown is a Municipal Budget Act (RSA 32) community and follows an SB2 form of government. The town operates on January 1st through December 31st budget cycle. The budget preparation is as follows:

- JUNE - Department Heads begin to prepare their proposed budget for the following calendar year.
- AUGUST - Proposed department budgets are submitted to Administration and Finance.
- SEPTEMBER - Proposed department budgets are distributed to the Board of Selectmen and Budget Committee. Selectmen begin their budget reviews with Department Heads.
- NOVEMBER - Selectmen make their budget recommendations to the Budget Committee.
  
- JANUARY - Public hearing on proposed budget and all appropriation warrant articles. Posting of warrant and MS7.
- FEBRUARY - Deliberative session of town meeting.
- MARCH - Elections and voting by ballot on town warrant.

**STAFFING:**

The Finance Office is staffed by:

(1) Finance Director/Treasurer/full-time (reports to the Town Administrator)

(1) Accountant/Welfare Officer/full-time (reports to the Finance Director)

(2) Bookkeepers/full-time (reports to the Finance Director)

The Finance Director also has some limited financial control and oversight of the Tax Collector's Office consisting of:

(1) Tax Collector/full-time

## STAFF DIRECTORY

[Don Borrer, Finance Director / Treasurer](#) 603-497-8990 x105  
[Evelyn Redmond, Accountant & Welfare Officer](#) 603-497-8990 x103  
[Linda Moody, Bookkeeper](#) 603-497-8990 x106  
[Danielle Basora, Bookkeeper](#) 603-497-8990 x104

## ASSOCIATED COMMITTEES:

[Budget Committee](#)  
[Trustees of the Trust Funds](#)

## INDEPENDENT AUDITORS:

Melanson Heath & Company, P.C.  
102 Perimeter Road  
Nashua, New Hampshire 03063-1301

## FINANCIAL DOCUMENTS

- Audits
- [2008 Audit.pdf](#)
- [2009 Audit.pdf](#)
- [2010 Audit.pdf](#)
- [2011 Audit.pdf](#)
- [2012-Audit.pdf](#)
- [2013 Audit.pdf](#)
- [2014 Audit.pdf](#)

[RFP/RFQ BID INFORMATION](#)

## DEPT. OF REVENUE ADMINISTRATION FORMS:

- MS1 - Summary of Valuation
  - [2008 MS1.pdf](#)
  - [2009 MS1.pdf](#)
  - [2010 MS-1.pdf](#)
  - [2011 MS-1.pdf](#)
  - [2012 MS1.pdf](#)
  - [2013 MS1.pdf](#)
  - [2014 MS-1.pdf](#)
  - [2015 MS-1.pdf](#)
  - [2016 MS-1.pdf](#)
  
- MS2\_MS232 - Statement of Appropriations
  - [2009 MS2 A Statement of Appropriations.pdf](#)
  - [2009 MS2 B for ARRA Funded Projects.pdf](#)
  - [2010 MS-2.pdf](#)
  - [2011 MS-2.pdf](#)
  - [2012 MS-2.pdf](#)
  - [2013 MS-2.pdf](#)
  - [2014 MS-232.pdf](#)
  - [2015 MS-232.pdf](#)
  - [2016 MS232.pdf](#)
  
- MS4\_MS434 - Revised Estimated Revenues
  - [2008 MS4.pdf](#)
  - [2009 MS4.pdf](#)
  - [2010 MS4.pdf](#)
  - [2011 MS4.pdf](#)
  - [2012 MS4.pdf](#)
  - [2013 MS-4.pdf](#)
  - [2014 MS-434.pdf](#)
  - [2015 MS-434.pdf](#)
  
- MS5\_MS535 - Financial Report of the Town
  - [2009-MS5.pdf](#)
  - [2010-MS5.pdf](#)
  - [2011-MS5.pdf](#)
  - [2012-MS5.pdf](#)

- [2013 MS-5.pdf](#)
- [2014 MS535.pdf](#)
  
- MS7\_MS737 - Budget of the Town with Budget Committee
- [2008 MS-7 Town Budget.pdf](#)
- [2009 MS7.pdf](#)
- [2010 MS-7.pdf](#)
- [2011 MS-7.pdf](#)
- [2012 MS7.pdf](#)
- [2013 MS7.pdf](#)
- [2014 MS-737.pdf](#)
- [2015 MS-737final.pdf](#)
- [2016MS737.pdf](#)