



BUDGET DIVISION 2015 ANNUAL REPORT

The Division of Budget is primarily responsible for the administration and management of the Township's Current Operating, Sewer Operating and Capital budgets; in **Calendar Year 2015** these three budgets totaled **\$130.4M**. Presently, the **Calendar Year 2016** budgets are being reviewed for introduction and adoption.

This Office also plans and coordinates the budget calendar and insures that departments remain within their spending limits. In addition, the Budget office also reviews department expenditure patterns including salary and wage spending. This Office is supervised by the Budget Officer and is staffed with one employee a Computer Operator/Purchasing Assistant.

Budget Cycle Duties:

- The CY2015 budget cycle starts with the preparation of **temporary budget** resolutions for submission to Township Council for action. The temporary budget resolutions were in force during the approval process of the new budgets. The CFO was assisted in the preparation of all Council actions.
- Prepared the **2015 Current (\$97.3M), Sewer (\$18.0M) and Capital (\$15.1M) budgets** for review and acceptance by the Administration. Conducted department hearings and revised budgets accordingly. Attended budget workshops with Council and responded to all requests for information.
- Managed the Current, Sewer Operating, and Capital budgets by reviewing requisitions and purchase orders placed against all budgets throughout the year. As the budget year came to end **Council Budget transfer resolutions** were completed and submitted to Council. Total transfers equaled **\$264K**.

Management Reports:

- Monitored the overtime accounts for all Township Departments; the **CY2015 final overtime** spent by the Township's employees was 108.5% of the total overtime budget. (Overtime report of CY2015 in Budget Office).
- Monitored personnel additions and changes in the status of present employees; all personnel actions were reviewed for adherence to the budgets. This year there has been 362 **Employee Change of Status Requests**.

- Monitored and updated various management reports such as garbage collection & disposal (**CY2015 –estimated 41K tons and CY2014 – 38,393 tons**), training programs, etc.
- Maintain the Township’s central **Grants Inventory**. The Township has added **\$662K** to the current inventory of grants in 2015. The CFO is assisted by this office with the preparation of the Chapter 159 for Council’s approval to accept Township awarded grants. (List of grants included.)
- **Fixed Assets inventory** of the Township equipment and vehicles is maintained in this office and given to the auditors for the CY15 Audit preparation.

Additional tasks include:

- The CY2015 **Municipal Alliance to Prevent Alcoholism and Drug Abuse Grant**. Monitored, completed and submitted all quarterly reports for the Township’s Municipal Alliance to Prevent Alcoholism and Drug Abuse grant (**\$78,832**) awarded by the County of Mercer.
- Human Resource duties include the following:
 - Reviewed and monitored all Personnel Vacancies throughout year.
 - Updated the Table of Organization for all Hamilton Township Personnel.
 - Revised as requested all employee salary scales for the Personnel Division and Payroll Office of all six Bargaining Units and Management employees.
 - Prepared reports to assist in the negotiation of all Bargaining Units.

Prepared by

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