

Finance Department



The Finance Department is chiefly responsible for recording and accounting for the financial activities of all Town government unit operations and for reporting the results of financial activities compared to the budget periodically and annually.

The department, managed by the Director of Finance, performs many specific functions including the following:

- Recording department revenues and expenditures transactions
- Monitoring financial activity compared to the approved operating budget
- Reviewing and auditing all vendor claims submitted to the Town for payment
- Controlling and recording the Town's fixed assets
- Monitoring capital project budgets and expenditures
- Monitoring and recording the employee payroll and benefits
- Receiving, reviewing and recording purchase orders for services or materials
- Reporting financial results to regulatory agencies and State
- Preparing the annual financial report of the Town's finances
- Preparing normal operating and capital budgets

Supporting Documents

 [2011 Adopted Budget](#)

- [Finance](#)
- [A to Z Services List](#)

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