

Consolidation of Finance and Personnel Operations

Presented By Mark A. Milne, Director of Finance
Town of Barnstable



**ATFC Annual Meeting
October 20, 2012**

Services Provided

- Accounting (G/L A/P)
- Treasury (payroll)
- Procurement
- Risk Management
- Budget Preparation
- Budget Monitoring

- Fin. Analysis & Rpt.
- Transportation
- Food Service
- Benefits Administration
- Employee Recruitment
- Contract Administration



What Precipitated The Change? ³

School
Spending
Deficit

Failed
School
Override

Vacancy
in SBO
Position

New
School
Comm.

New
Town
Council

New
Superin
tendent



Steps to Implementation

- Gauge political will
- Assess your capacity
 - Where is talent pool?
 - Understand the environment
- Focus on service deliver and not control

- Develop MOU
 - include op out clause
 - re-evaluation
- Training
- Collective bargaining considerations



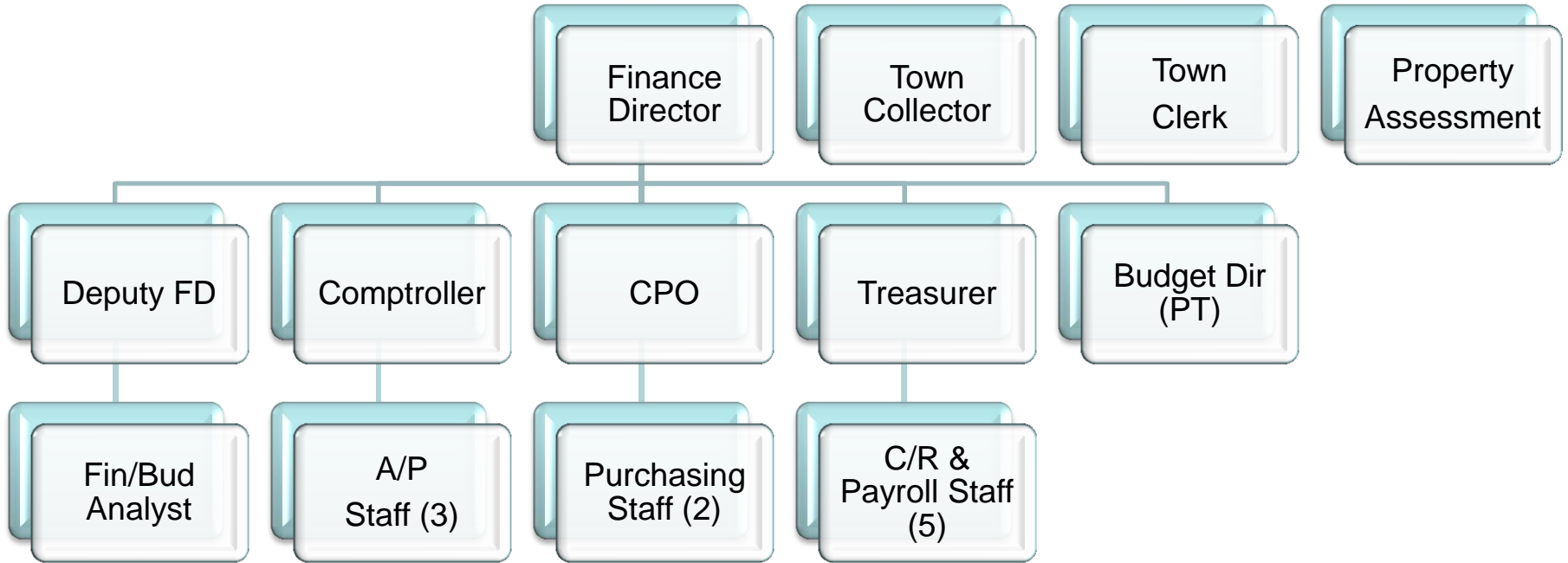
Preferred Skills For Creating The Team

- Communication
- Analytical capacity
- Collaborative effort

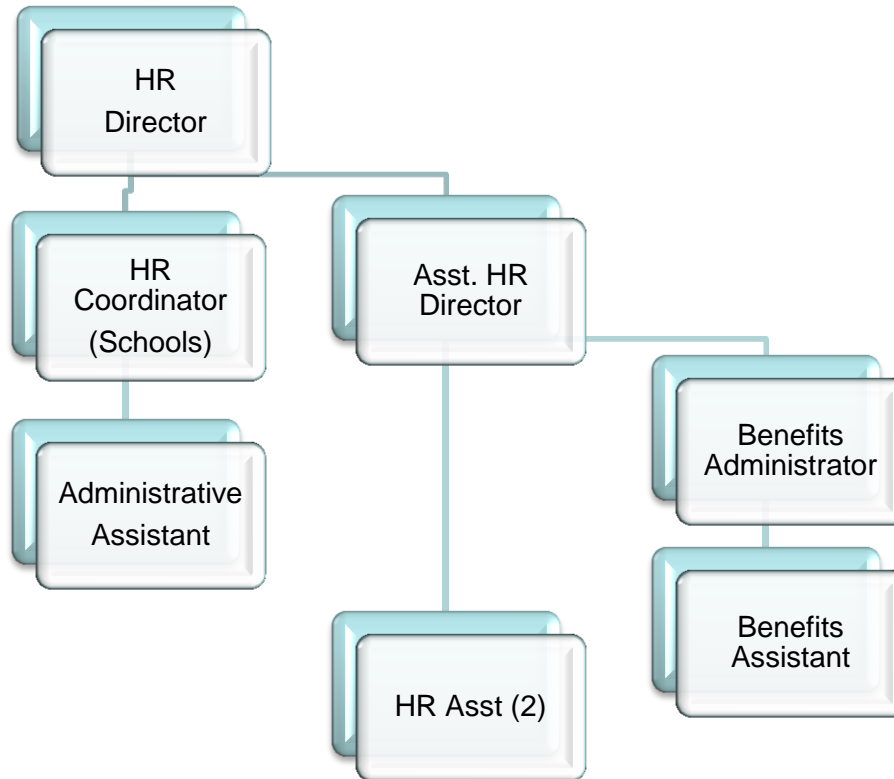
- Accountability
- Leadership
- Positive intent
- Adaptability



Consolidated Finance Organization Chart



Consolidated HR Organization Chart



Day to Day Operations

- All staff located in School Administration Building
 - Adjacent to Town Hall
- Deputy FD is focused on school support
 - Assisted by Fin/Bud Analyst
- Dedicated Personnel Coordinator for schools
- All other staff are available for support daily
- Weekly meetings with Superintendent and Town Manager
- Deputy FD attends all School Committee meetings and school leadership team meetings



Benefits Realized

- Improved financial reporting
- Improved communication
- Cost savings
- Eliminate disparity in pay scales
- More consistency

- Cross trained personnel
- Continuity of operations
- Improved customer service
- Improved sustainability
- Positive bond rating impact



What Could Motivate the Discussion in Your Community?

- Opportunity for cost savings
 - Elimination of redundant procedures
 - Efficiencies in processes
 - Equal pay for equal work
- Vacancy in a key position
- Succession planning
- Improve cooperation and public perception



- Improved financial reporting for the municipality and school district
- Greater transparency and accountability to the public
- Improve employee relations



For the fiscal year ended June 30, 2006



Prepared by:
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