

CITY OF DOVER, NEW HAMPSHIRE FY2019 PROPOSED BUDGET



FINANCE DEPARTMENT

**Presented to the City Council
On April 4, 2018**

**By Daniel R. Lynch
Finance Director**

WHAT YOU SHOULD KNOW ABOUT THE FINANCE DEPARTMENT

1

We are 4 Divisions: Finance, Accounting & Purchasing, Tax Assessment, City Clerk/Tax Collection, and Utility Billing

2

We are Customer focused, innovative, accountable, and stewards of the City's financial resources and public records.

3

What we do is highly regulated by State and Federal regulations and standards.

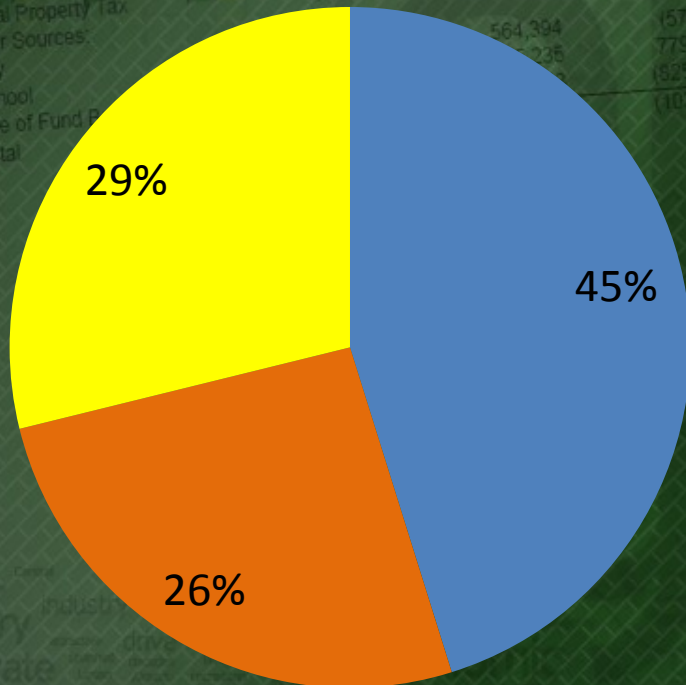
4

We are award winning – GFOA Certificate of Achievement for Excellence in Financial Reporting for 13 years. 1 of 7 Municipalities in NH.

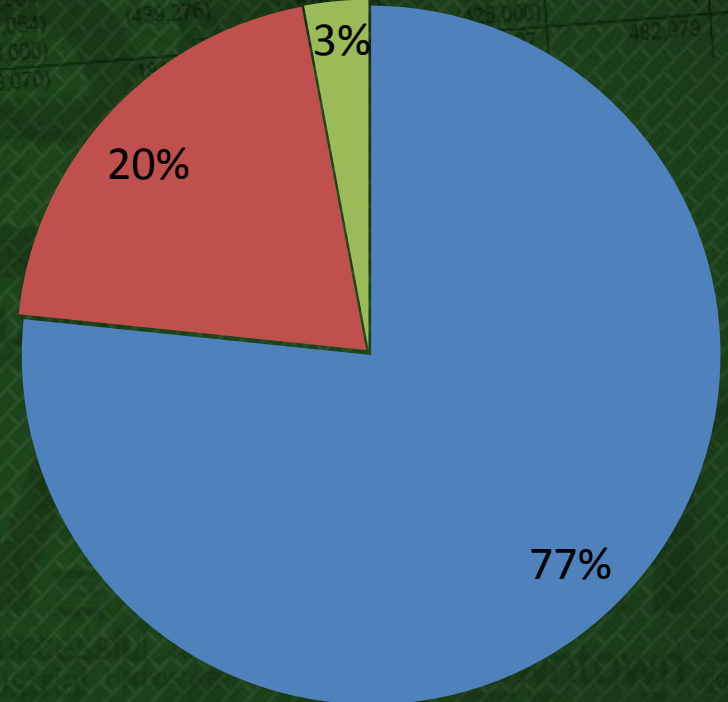


FINANCE DEPARTMENT

4.0% of City General Fund Budget



- Finance/Accounting/Purchasing
- Tax Assessment
- City Clerk/Tax Collection



- Personal Services
- Purchased Services
- Supplies & Other



FINANCE DEPARTMENT OVERVIEW

- Tax Assessment
 - 5 Year Cyclical Inspection of 10,139 taxable parcels
 - Process 1,000 property transfers per year
 - 5 Year Cyclical update of 1,100 Veterans' Tax Credits
 - 5 Year Cyclical update of 300 Property Value Exemptions
 - Review and inspect about 500 building permits per year
- City Clerk/Tax Collection
 - Process 6,500 Vital Records request per year
 - Process 32,600 Motor Vehicle registrations per year
 - Central collection and Deposit all City cash receipts
- Finance/Accounting & Purchasing
 - Process about 8,000 Purchase Orders per year
 - Process payment of 24,500 invoices per year
 - Account for financial transactions in 418 Funds



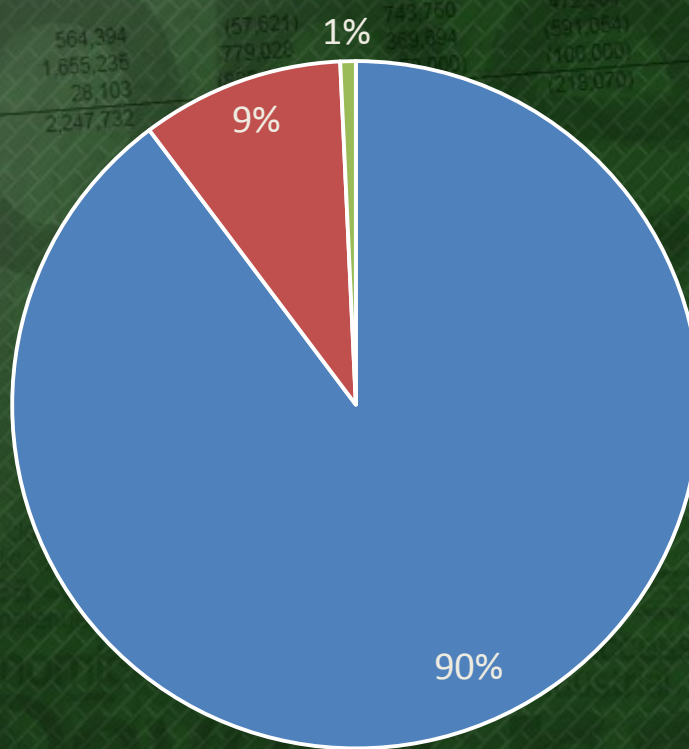
FINANCE DEPARTMENT FY2019 Budget Highlights

- **FY2019 Budget Increase \$73,571 or 4.1%**
- **Finance - \$23,116 increase 2.83%**
 - \$22,150 Personal Services
- **Tax Assessment - \$24,643 increase 5.34%**
 - \$18,871 Personal Services
- **City Clerk/Tax Collection - \$25,618 increase 5.41%**
 - \$24,643 Personal Services
- **Elections - \$374 increase 1.03%**
 - \$357 Personal Services



FINANCE DEPARTMENT

FY2019 BUDGET INCREASE



- Personal Services
- Purchased Services
- Supplies & Other

- Personal Services \$66,021
- Contracted Assessing Services \$3,820
- Tax Assessment Legal Services \$1,000
- Computer Software Support \$2,556
- Other Items \$174