

Shared Services Agreement
Financial Services

Effective 7/1/06, the combined Finance office consists of the following positions:

1. Director of Finance. This is a 40 hour per week Town position, reporting directly to the First Selectman, with additional reporting to the Superintendent of Schools, Board of Finance and Treasurer when required. This position is included in the establishment of the total Finance office allocation rate to be charged to the Town and to the BOE.
2. Director of Management Services (DMS). This is a 40-hour per week Board of Education position, reporting directly to the Superintendent of Schools, with additional reporting to the First Selectman for Human Resource matters and to the Director of Finance for financial matters. This position is charged 70% to the BOE and 30% to the Town. (See separate page entitled "Director of Management Services" for specifics on this position.)
3. The following are the remaining combined Finance office positions.
One (1) each: Accounting Manager
Purchasing Agent / Contracts Administrator
Payroll Specialist

Four (4) Accounting Clerks responsible mainly for Town and BOE
Accounts Payable, general cashier/revenue, general ledger/account
reconciliation.

The above 7 positions are all 35.5 hours per week Town positions, reporting directly to either the Director of Finance or the Accounting Manager. These positions are included in the establishment of the total Finance office allocation rate to be charged to the Town and the BOE.

Such allocation rate is determined as follows:

Annually, the Director of Finance shall, to the extent possible, review time breakouts between the BOE and the Town for each of the Finance office positions, with the exception of the position of Director of Management Services. Since the Director of Management Services also performs Human Resource services, which is an entirely separate department, his/her allocation percentage shall be separately determined. All remaining Finance office staff time breakouts shall be aggregated by percentage, then divided by eight for the eight positions being allocated. The charge-back percentage can fluctuate by up to 5% before a change in the allocation percentage need be made. Changes in the allocation percentage must be approved by both the BOE and the BOS.

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