

**Town of Millis
Treasurer/Collector**

Office Activity Based On FY2011 Statistics

<u>Collection</u>	Number of Bills Issued	FY2011 Collection	FY2010 Collection	Increase Decrease
Real Estate Tax Bills	12,824	14,987,435	14,889,173	98,262
Personal Property Tax Bills	961	338,309	293,883	44,426
Motor Vehicle Excise Tax Bills	9,659	968,486	942,732	25,754
Water/Sewer Bills	9,392	1,761,625	1,616,927	144,698
Bills Processed FY2011 - Excluding Demands/Warrants	32,836	\$18,055,855	\$17,742,715	\$313,140

Municipal Lien Certificates Produced Annually - Calendar 2011	297
Revenue From Municipal Lien Certificates Calendar 2011	\$7,425

Treasury

Notes

1. All Town/School receipts (cash, checks, & wires) are processed through the treasurer's office.
2. All Town/School expenditures are funded through the treasurer's office.
3. All Cash and receivable accounts are reconciled monthly.

# of Bank Accounts Managed - Balance As Of 06-30-11	18	\$9,748,451
Miscellaneous (Non-Tax) Receipts & Wires Processed		\$5,729,522
PR Checks Processed, Funded, Settled With Tax Agencies****	1,974	
AP Checks Processed, Funded, Distributed.	7,659	
Health Insurance Subscribers - Provide Administrative Support	299	
Life Insurance Policies - Provide Administrative Support	368	
**** Does Not Include Direct Deposit - Approximately 9,100 DD		

Agency Interface

Ma. Department of Revenue	Bi-Weekly		Quarterly	Annually
Ma. Dep't of Unemployment Assistance			Quarterly	Annually
Internal Revenue Service	Bi-Weekly		Quarterly	Annually
Social Security Administration				Annually
U.S. Department of Commerce			Quarterly	
Medicare	Bi-Weekly		Quarterly	Annually
GIC - Group Insurance Commission	Weekly	Monthly	Quarterly	Annually
Other Payroll Withholding Vendors	Bi-Weekly			
ComStar - Ambulance Billing Vendor		Monthly		

Combined Staffing

**Weekly
Hours**

	2011	2010
Collector/Treasurer	37.50	37.50
Assistant Treasurer	35.00	35.00
Collection Clerk - Position Eliminated 06-30-11	0.00	15.00
Water/Sewer Clerk - Funded From Water/Sewer Program	28.00	28.00
Total Weekly Hours Scheduled	100.50	115.50
Weekly Office Payroll	\$2,802	