

TOWN OF MILLIS COLLECTION/TREASURY FISCAL YEAR 2013 BUDGET	FORM #2 BUDGET NARRATIVE*
<p>DESCRIPTION OF FUNCTION OR ACTIVITY Please describe the overall mission or purpose of your department.</p> <p>The combined offices of Collector and Treasurer each have distinct functions that only merge in the area of real estate tax collection/delinquent real estate taxes. The Collector is responsible for collecting all taxes, charges, and fees permitted by the statutes while providing first rate customer service to taxpaying/ratepaying residents. The office also interacts with the tax service bureaus, local attorneys, and works closely with the Assessing Department.</p> <p>The Treasurer's operation, in addition to being charged with collecting delinquent real estate taxes (tax titles) works closely with the various departments in depositing and recording local receipts, and depositing and recording all other town revenue from a variety of sources. It reconciles its account records to that of the various banking institutions where it does business. It coordinates closely with the Accounting Department to assure that Treasurer's Cash is reconciled to the General Ledger of the Town. The office prints, distributes and funds accounts payable and payroll warrants and is responsible for all tax withholding payments and tax reporting. The office also administers most employee benefit plans as the liaison with the plan providers and the GIC (Ma. Group Insurance Commission). The Treasurer issues and services all Town of Millis debt.</p>	
<p>STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2013 Please describe your goals and initiatives for FY2013 and how these translate to expenses.</p> <p>In FY2013 we plan to reconfigure the office for security purposes and install a dropbox for bill payments on the outside of the town hall for 24/7 accessibility. We will be requesting approximately \$17,000 for both projects. See Form 7 of this budget packet for more detail.</p>	
<p>FUNDING PLAN Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.</p> <p>The Treasurer's and Collector's office collect a \$25.00 administration fee charged on returned checks. Also collected are \$25.00 Municipal Lien Certificate fees, \$4.00 Betterment Release Fees, \$20.00 Motor Vehicle Flagging Fees, \$5.00 Demand Fees, and \$10.00 Warrant fees.</p> <p>The Treasurer's and Collector's office collects \$1.00 duplicate bill fees and charges \$.25 per page for photo copies. The Treasurer collects a variety of fees placed on tax title accounts. These fees are all collected when an account pays in full and are posted back to the general fund.</p>	
<p>PERFORMANCE ACCOMPLISHMENTS Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.</p> <ol style="list-style-type: none"> 1. A part time position (780 hours) was eliminated in the FY2012 budget. Transaction processing and customer service standards were maintained despite this and an additional 189 hours of staff time being lost to staff medical leaves. This was possible with minimal staff overtime expense and additional unpaid effort on the part of the exempt department head. Also, public office hours were reduced by 2.5 hours per week. 2. As of 06-30-11, the last day of the 2011 fiscal year, 97.6% of the FY2011 tax levy had been collected. 3. The Treasurer/Collector Office is committed to maintaining its records in an audit ready condition. 4. The Treasurer/Collector's office is a fully trained and staffed office. Each employee is trained not only in their own job classification but trained as well to do particular tasks assigned to other positions. Cross training is a continuous effort as it is critical to providing first rate service to all residents and businesses in Millis. 5. Notary services are available in the office. 6. On a regular basis, the Treasury operation maintains contact with the rating services and its financial advisor on issues relating to debt issuance and service, and acts on a weekly basis as remitting agent for federal and state tax agencies as well as the various retirement and insurance plans. 	

* Attach additional sheets as necessary

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TOWN OF MILLIS
FISCAL YEAR 2013 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
TREASURER/COLLECTOR SALARY				
SALARIES				
0114551 510200 SALARY DEPARTMENT HEAD	70,269.78	72,289.83	77,285.14	77,343
0114551 510300 SALARIES CLERICAL	75,424.53	77,000.66	69,598.02	70,646
0114551 510350 WAGES CLERICAL OVERTIME	.00	.00	.00	0
0114551 510600 LONGEVITY	.00	250.00	.00	500
TOTAL TREASURER/COLLECTOR SALARY	145,694.31	149,540.49	146,883.16	148,489

TOWN OF MILLIS
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FORM 3

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GENERAL FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
TREASURER/COLLECTOR EXPENSE				
EXPENSES				
0114552 520100 SERVICES BANKING	.00	.00	.00	
0114552 520101 SERVICES NOTE CERTIFICATION	1,590.00	265.00	1,300.00	1,300
0114552 540100 PRINTING	3,420.45	1,710.16	3,500.00	3,200
0114552 540150 BOOK BINDING	.00	.00	.00	
0114552 540400 SUPPLIES & EXPENSES	3,254.63	3,149.58	3,200.00	3,400
0114552 540450 POSTAGE	9,791.59	8,733.20	11,000.00	11,250
0114552 540500 ADVERTISING	303.60	828.00	500.00	825
0114552 540700 DUES & SUBSCRIPTIONS	578.48	578.48	625.00	650
0114552 540710 MEETINGS	706.92	545.72	500.00	600
0114552 540800 EQUIPMENT	4,330.47	4,426.87	5,250.00	5,250
0114552 570050 TAX TITLE	684.00	666.38	1,250.00	1,000
TOTAL TREASURER/COLLECTOR EXPENSE	24,660.14	20,903.39	27,125.00	27,475

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: COLLECTION/TREASURY		BUDGET #
CODE	DESCRIPTION	BUDGET REQUEST
520100	Bank Service Charge - Contingency	0
520101	Note Certification - Contingency For Short Term Note Issues	100
	Financial Advisory Services - Annual Continuing Disclosure	1,200
540100	Printing - Primarily Tax And Utility Bill Printing	3,200
540150	Book Binding	0
540400	Supplies & Expenses - Customary Office Supplies	3,400
540450	Postage - Approximately 25,000 Pieces. Primarily Tax & Utility Bills	11,250
540500	Advertising - Delinquent Real Estate Accounts Prior To Tax Taking	825
540700	Dues & Subscriptions - Professional Org. And Wall Street Journal Subscription	650
540710	Meetings - Quarterly Association Meetings And Training/Seminars	600
540800	Equipment - Serv. contracts on postage machine and paper folder/envelope stuffer	5,250
570050	Tax Title - \$76.00 For Each Parcel Of Land Recorded At Registry (Estimated 15)	1,000
		FY2013 Budget Request 27,475
		FY2012 Budget 27,125
		FY2013 Increase 350
		Percent Change 1.27%
	Postage - 2% Increase To .45 On 01/22/12	
	Dues & Subscriptions - Anticipating Modest Increases	
	Equip. - Lease On Envelope Folding & Stuffing Machine Increases With Age	

1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Cannon, Jeff	Treasurer/Collector	\$72,910.50	37.5	14	10/10	01/22	52 X 39.6632	77,343.24		\$250.00	\$77,593.24
Walker, Laurie	Ass't Treas./Coll.	\$38,469.20	35.0	7	6/7	08/08	6 X 21.99 + 46 X 22.48	40,810.70		250.00	\$41,060.70
Grivois, Gail	Dep't Assistant II	\$26,938.80	28.0	6	5/6	02/25	34 X 19.91 + 18 X 20.36	29,215.76			\$29,215.76
SUBTOTAL/TOTAL		138,318.50	100.50					147,369.70	0.00	500.00	147,869.70

FORM 7

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET	FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS
DEPARTMENT: FINANCE DIVISION: TREASURY/COLLECTION REQUEST PRIORITY #:	
PROJECT TITLE: DROP BOX FOR TAXPAYER PAYMENTS LOCATION: OUTSIDE OF MAIN ENTRANCE TO TOWN BUILDING JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation) This collection receptacle will allow taxpayers/ratepayers to drop off payments to the Collector on a 24/7 basis. It will reduce the number of taxpayers queuing up at the counter to pay their bills thereby reducing congestion during periods of peak bill paying. It will permit the collection staff to better control and batch payments for processing.	
PROJECTED START DATE: JULY 2012 ESTIMATED USEFUL LIFE: 20 YEARS COST: 0 A. DESIGN 0 B. LAND ACQUISITION 250 C. INSTALLATION 0 D. INSPECTION 1,750 E. EQUIPMENT <hr/> 2,000 TOTAL	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? NONE	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? NO	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS ZERO	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? NO	

FORM 7

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET	FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS
DEPARTMENT: FINANCE DIVISION: TREASURY/COLLECTION REQUEST PRIORITY #:	
PROJECT TITLE: TAXPAYER/RATEPAYER SECURITY/PAYMENT WINDOW LOCATION: ADJACENT TO THE MAIN OFFICE ENTRANCE DOOR JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation) Currently, all visitors (taxpayers, ratepayers, vendors, employees, and others) come through the main office entrance. This often promotes congestion and confusion and does not foster a secure environment. At times there are large amounts of checks and cash on hand yet there is little physical security in the present layout of the office. At times there is only one staff member on duty. The proposed payment window will keep taxpayers/ratepayers outside of the office unless they have asked for access to meet with one of the staff. We will utilize a locked office door that can be opened electronically by one of the office staff. Plans for the window are being developed and estimates will be requested in December	
PROJECTED START DATE: JULY 2011 ESTIMATED USEFUL LIFE: N/A COST: 2,500 A. DESIGN 0 B. LAND ACQUISITION 12,500 C. CONSTRUCTION 0 D. INSPECTION 0 E. EQUIPMENT <hr/> 15,000 TOTAL	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? NONE	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? NO	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS ZERO	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? N/A	

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET	FORM #8 SERVICE RESTORATION
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DEPARTMENT: Treasurer/Collector

REQUEST PRIORITY #:

SERVICE TO BE RESTORED:

Part time Department Assistant II position was eliminated in the FY2012 budget. It was a 15.0 hour a week position. While it is virtually impossible to prove as fact, I believe that the loss of this position has:

1. Impacted on customer service; especially during the various billing cycles throughout the year.
2. Resulted in far more instances with only one person in the office; something to be avoided as much as possible in an office so substantially involved in money handling and so dependent on sound internal controls.

A fair amount of in office activity and out of office activity was planned based on the work schedule of this staff member.

3. Loss of this position has necessarily resulted in the 28.0 hour a week water/sewer billing and collection clerk spending more time at the counter and on the telephone servicing property tax and excise customers.

COST:

SALARIES	14,212
EXPENSES	0
FRINGE BENEFITS	<u>0</u>
TOTAL	14,212

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS: