

**Town of Millis**  
**Treasurer/Collector**

Office Activity Based On FY2011 Statistics - 07-01-11 Through 06-30-12

**Collection**

	<b>Number of Bills Issued</b>	<b>FY2012 Collection</b>	<b>FY2011 Collection</b>	<b>Increase Decrease</b>
Real Estate Tax Bills	12,824	15,345,238	14,987,435	357,803
Personal Property Tax Bills	936	342,808	338,309	4,499
Motor Vehicle Excise Tax Bills	9,673	918,369	968,486	(50,117)
Water/Sewer Bills	9,424	1,738,429	1,761,625	(23,196)
<b>Bills Processed FY2012 - Excluding Demands/Warrants</b>	<b>32,857</b>	<b>\$18,344,844</b>	<b>\$18,055,855</b>	<b>\$288,989</b>

Municipal Lien Certificates Produced Annually - Fiscal 2012	332
Revenue From Municipal Lien Certificates Fiscal 2012	\$8,300

**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.
4. Tax Titles - Tax Takings through FY2011
5. Debt - debt issue & debt service

# of Bank Accounts Managed - Balance As Of 06-30-12	18	\$12,918,601
Miscellaneous Non-Tax Receipts & Wire Receipts Processed		\$18,018,439
PR Checks Processed, Funded, Settled With Tax Agencies	1,809	
Payroll Direct Deposit Advices	9,127	
AP Checks Processed, Funded, Distributed.	6,894	
Health Insurance Subscribers - Provide Administrative Support	334	
Life Insurance Policies - Provide Administrative Support	361	

			Quarterly	Annually
			Quarterly	Annually
<b>Agency Interface</b>				
Ma. Department of Revenue	Bi-Weekly		Quarterly	Annually
Ma. Dep't of Unemployment Assistance				Annually
Internal Revenue Service - 941s & 1099s	Bi-Weekly		Quarterly	
Social Security Administration - W-2s			Quarterly	Annually
U.S. Department of Commerce			Quarterly	Annually
Medicare	Bi-Weekly			
GIC - Group Insurance Commission	Weekly	Monthly		
Other Payroll Withholding Vendors	Bi-Weekly			
ComStar - Ambulance Billing Vendor		Monthly		

**Combined Staffing****Weekly Hours**

	<b>FY2012</b>	<b>FY2013</b>
Collector/Treasurer	37.50	37.50
Assistant Collector/Treasurer	35.00	35.00
Collection Clerk - Position Eliminated 06-30-11; Reinstated 07-01-12	0.00	28.00
Water/Sewer Clerk - Funded From Water/Sewer Program	28.00	28.00
<b>Total Weekly Hours Scheduled</b>	<b>100.50</b>	<b>128.50</b>
<b>Weekly Office Payroll</b>	<b>\$2,802</b>	<b>\$3,329</b>

TOWN OF MILLIS TREASURER/COLLECTOR FISCAL YEAR 2014 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT:					
	FY11 ACTUAL	FY12 ACTUAL	FY13 BUDGET	FY14 REQUEST	TA RECMD
SALARIES	149,540	145,672	172,045	177,827	
EXPENSES	20,903	22,931	27,475	27,475	
TOTALS	170,444	168,602	199,520	205,302	
BUDGET COMMENTS:					



<b>TOWN OF MILLIS COLLECTION/TREASURY FISCAL YEAR 2014 BUDGET</b>	<b>FORM #2 BUDGET NARRATIVE*</b>
<p><b>DESCRIPTION OF FUNCTION OR ACTIVITY</b> 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 laisson with the plan providers and the GIC (Ma. Group Insurance Commission). The Treasurer issues and services all Town of Millis debt.</p>	
<p><b>STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2014</b> Please describe your goals and initiatives for FY2014 and how these translate to expenses.</p> <p>The office anticipates no initiatives that will translate to additional expenses The office expects to offer credit/debit card payment options in FY2014</p>	
<p><b>FUNDING PLAN</b> 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><b>PERFORMANCE ACCOMPLISHMENTS</b> 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"> <li>1. A part time position (780 hours) was re-instated in the FY2013 budget and another 676 hours was added to this position. Also, public office hours were increased by 4.5 hours per week.</li> <li>2. As of 06-30-12, the last day of the 2012 fiscal year, 97.6% of the FY2012 real estate tax levy had been collected.</li> <li>3. The Treasurer/Collector Office is committed to maintaining its records in an audit ready condition.</li> <li>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.</li> <li>5. Notary services are available in the office.</li> <li>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.</li> </ol>	

\* Attach additional sheets as necessary

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2014 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2011 ACTUAL EXPENDITURES	FY 2012 ACTUAL EXPENDITURES	FY 2013 REVISED ***BUDGET***	FY 2014 DEPARTMENT REQUEST
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TREASURER/COLLECTOR SALARY				
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SALARIES				
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0114551 510200 SALARY DEPARTMENT HEAD	72,289.83	76,466.16	77,344.00	77,344.00
0114551 510300 SALARIES CLERICAL	77,000.66	68,212.23	94,201.00	99,733.00
0114551 510350 WAGES CLERICAL OVERTIME	.00	378.69	.00	
0114551 510600 LONGEVITY	250.00	614.57	500.00	750.00
TOTAL TREASURER/COLLECTOR SALARY	149,540.49	145,671.65	172,045.00	177,827.00

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2014 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND  
-----  
FY 2011  
ACTUAL  
EXPENDITURES  
FY 2012  
ACTUAL  
EXPENDITURES  
FY 2013  
REVISED  
\*\*\*BUDGET\*\*\*  
FY 2014  
DEPARTMENT  
REQUEST

TREASURER/COLLECTOR EXPENSE  
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EXPENSES  
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0114552	520101	SERVICES NOTE CERTIFICATION	265.00	250.00	1,300.00	<u>1,300.00</u>
0114552	540100	PRINTING	1,710.16	1,702.62	3,200.00	<u>3,200.00</u>
0114552	540400	SUPPLIES & EXPENSES	3,149.58	2,877.01	3,400.00	<u>3,400.00</u>
0114552	540450	POSTAGE	8,733.20	10,336.62	11,250.00	<u>11,250.00</u>
0114552	540500	ADVERTISING	828.00	.00	825.00	<u>825.00</u>
0114552	540700	DUES & SUBSCRIPTIONS	578.48	589.40	650.00	<u>650.00</u>
0114552	540710	MEETINGS	545.72	509.75	600.00	<u>600.00</u>
0114552	540800	EQUIPMENT	4,426.87	5,230.77	5,250.00	<u>5,250.00</u>
0114552	570050	TAX TITLE	666.38	1,434.60	1,000.00	<u>1,000.00</u>

TOTAL TREASURER/COLLECTOR EXPENSE

20,903.39

22,930.77

27,475.00

27,475.00

TOWN OF MILLIS FISCAL YEAR 2014 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
		FY2014 Budget Request 27,475
		FY2013 Budget 27,475
		FY2014 Increase 0
		Percent Change 0.00%



TOWN OF MILLIS COLLECTION & TREASURY  
FISCAL YEAR 2014 BUDGET

FORM 6  
PERSONNEL SUMMARY

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/YRHS @ SAL	BASE SALARY	OTHER PAY	NON-GEVITY	TOTAL SALARY
Cannon, Jeff	Treasurer/Collector	\$ 77,343	37.5	14	10/10	01/22	52 X 39,6632	\$ 77,344		\$ 250	\$ 77,594
Walker, Laurie	Ass't Treas./Coll.	\$ 40,914	35.0	7	8/9	01/14	28 X 23.10 + 24 X 23.49	\$ 42,368		\$ 250	\$ 42,618
Grivois, Gail	Dep't Assistant II	\$ 28,348	28.0	6	7	07/01	52 X 20.81	\$ 30,299		\$ 250	\$ 30,549
Burruss, Allison	Dep't Assistant II	\$ 26,528	28.0	6	1/2	08/06	5 X 18.22 + 47 X 18.63	\$ 27,066			\$ 27,066
<b>SUBTOTAL/TOTAL</b>		<b>\$ 173,133</b>	<b>128.50</b>					<b>\$ 177,077</b>	<b>\$ -</b>	<b>\$ 750</b>	<b>\$ 177,827</b>

\$ 177,827

### FY2014 Payroll Budget Calculation Worksheet

Current Grade	Step At S.O.Y.	Weekly Hours	S.O.Y.	Step Date	Weeks				1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2014	Longevity	Total Dollars For FY2014
					At 1st Rate	At 2nd Rate	At	Rate							
Cannon	10	37.50	07/01/13	N/A	52	0	39.6632			77,343		77,344	250	77,594	
Walker	8	35.00	07/01/13	01/14/14	28	24	23.10	23.49	22,754	19,614		42,368	250	42,618	
Grivois	7	28.00	07/01/13	02/25/14	52	0	20.81	0.00	30,299	0		30,299	250	30,549	
Burruss	1	28	07/01/13	08/06/13	5	47	18.22	18.63	2,624	24,443		27,066		27,066	

<b>177,077</b>	<b>750</b>	<b>177,827</b>
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