

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #1 DEPARTMENT SUMMARY				
DEPARTMENT: ASSESSOR		BUDGET #				
	FY11 ACTUAL	FY12 ACTUAL	FY13 ACTUAL	FY14 REQUEST		TA RECMD
SALARIES	103,874.11	100,986.08	101,129.00	104,348.00		
EXPENSES	7527.00	5488.00	6830.00	7060.00		
TOTALS	111,401.11	106,474.08	107,959.00	111,408.00		-

BUDGET COMMENTS:

INCREASE IN EXPENSES DUE TO, (2) VISION CLASSES (\$150.00 EA.)

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET (ASSESSOR)	FORM #2 BUDGET NARRATIVE*
<p>DESCRIPTION OF FUNCTION OR ACTIVITY</p> <p>Responsibility in measuring the value of real and personal property and to insure that owners of such property all pay their fair and equitable share of the tax burden based on those values.</p> <p>Responsible for meeting certification requirements set by the Dept. of Revenue. Revalue all properties yearly and once every three years undergo a state recertification audit. Every nine years properties are also required for a complete inspection.</p> <p>The Assessor's office not only values properties but is also responsible for: Motor Vehicle and Real Estate abatements, MV commitments conversion for the Tax Collector, data entry of all sales, permits, inspections of properties, address changes along with data entry into the billing system. Also converting FY values to MUNIS taxing system. This office provides services to all departments in the Town of Millis, in addition to making ourselves available to assist homeowners, realtors, appraisers and refinancing companies, in person and telephone. The Board of Assessors certifies al required documentation to the Dept. of Revenue.</p>	
<p>STATEMENT OF SPENDING HIGHLIGHTS</p> <p>The Assistant Assessor goal is to inspect and value all permits throughout Millis and inspect all properties that may not be 100% complete, this is part of the mileage expense.</p> <p>The Assistant Assessor must keep her certification required credits up to date each year by attending various courses, also part of the mileage and courses expense.</p>	
<p>FUNDING PLAN</p> <p>Maps and print out of property record cards along with abutters list request typically are \$600 a year. This yearly income goes into the General Fund.</p>	
<p>PERFORMANCE ACCOMPLISHMENTS</p> <ul style="list-style-type: none"> ..FY 13 early approval of the Actual values, 13th in the state. ..New Growth estimate was \$100,000, actual \$142,000. New growth was found by permits and sales of properties. ..Training has been provided on the MUNIS tax billing system for the Preliminary and Actual tax billing. ..The Assessor's office has received compliments and letters from Board members and Realtors indicating how well the office is now being run and assisting people at the counter. ..Even though the Assessor was by herself after 1 p.m. during the majority of last year and part of this year she was able to complete all the tasks involved for state approval. As well as for the past nine months train a new Assistant Clerk. 	

*Attach additional sheets as necessary

1/17/2013 Date
2:23 P.M. Time

* * * 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
ASSESSOR EXPENSE					
EXPENSES					
114152	520185 MAP UPDATING	\$2,500.00	\$0.00	\$1,500.00	\$1,500.00
114152	520200 MAINTENANCE CONT	\$0.00	\$0.00	\$0.00	\$0.00
114152	540100 PRINTING	\$319.52	\$104.70	\$500.00	\$500.00
114152	540150 BOOK BINDING	\$0.00	\$0.00	\$0.00	\$0.00
114152	540400 SUPPLIES & EXPENS	\$2,179.47	\$2,243.84	\$1,200.00	\$1,200.00
114152	540450 POSTAGE	\$89.45	\$178.53	\$200.00	\$200.00
114152	540500 ADVERTISING	\$224.25	\$760.35	\$100.00	\$100.00
114152	540700 DUES & SUBSCRIPTI	\$405.00	\$355.00	\$230.00	\$160.00
114152	540710 MEETINGS	\$215.00	\$839.03	\$1,200.00	\$1,500.00
114152	540900 ADMINISTRATIVE EXI	\$900.00	\$900.00	\$900.00	\$900.00
114152	570500 MILEAGE REIMBURSI	\$695.22	\$106.98	\$1,000.00	\$1,000.00
TOTAL ASSESSOR EXPENSE		\$7,527.91	\$5,488.43	\$6,830.00	\$7,060.00
TOTAL					
GENERAL FUND		\$111,402.02	\$106,474.56	\$107,959.00	\$111,408.00

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #4 EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: ASSESSOR		BUDGET #	
CODE	DESCRIPTION	BUDGET REQUEST	
520185	MAP UPDATING - ANNUAL	1,500.00	
520200	MAINTENANCE CONTRACT/REPAIRS	-	
540100	PRINTING (Large scale and smaller scale maps, hardcopies for departments)	500.00	
540150	BOOK BINDING (2005 stopped)	-	
540400	SUPPLIES & EXPENSES (Copy machine (1), and Printers (3) ink cartridges; basic office supplies)	1,200.00	
540450	POSTAGE (Mailing of reminders to homeowners filing exemptions, chapter) and real estate abatements denials or approvals along with motor vehicle refund abatements	200.00	
540500	ADVERTISING	100.00	
540700	DUES & SUBSCRIPTIONS (Association dues, 1 Assessor, 1 clerk)	\$100.00	-
	Norfolk MAAO dues	<u>\$60.00</u>	160.00
540710	MEETINGS (MAAO Conferences, VISION Conferences and workshops)	1,500.00	
540900	ADMINISTRATIVE EXPENSE (Stipends (3 Board members)	900.00	
570500	MILEAGE REIMBURSEMENT (Site visits, permits, and conferences)	1,000.00	
PAGE TOTAL		7,060.00	

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: ASSESSOR		BUDGET #			
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	EQUIP. REQUEST
	NONE				
PAGE TOTAL					-

TOWN OF MILLIS ASSESSOR OFFICE

FISCAL YEAR 2014 BUDGET PERSONNEL SUMMARY

1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
		FY 2013					FY 2014 w/steps				
DUMONT, PAULA	ASSESSOR	\$ 65,270.00	40	13	3	6/3/13	\$ 67,708.00	\$ 67,708.00			\$67,708.00
KENNALLY, LESLEY	ASST-CLERK	\$ 35,003.00	35	6	4	1/23/13	35,790.00	\$ 35,790.00			\$35,790.00
STANDLEY, CAMILLE	ASST CLERK	\$ 600.00	10	0	0		600.00	\$ 600.00			\$600.00
OVERTIME		\$250.00					250.00	\$ 250.00			\$250.00
SUBTOTAL/TOTAL		\$ 101,123.00						\$104,348.00	\$0.00	\$0.00	\$104,348.00