

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: COLLECTION/TREASURY					
	FY13 ACTUAL	FY14 ACTUAL	FY15 BUDGET	FY16 REQUEST	TA RECMD
SALARIES	173,099	176,741	182,248	189,450	
EXPENSES	20,435	27,475	27,955	28,325	
TOTALS	193,534	204,216	210,203	217,775	

BUDGET COMMENTS:

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET	FORM #2 BUDGET NARRATIVE*
DESCRIPTION OF FUNCTION OR ACTIVITY Please describe the overall mission or purpose of your department. As the Town Treasurer, it is my responsibility to receive and safeguard all funds belonging to the Town of Millis, to issue all town debt authorized at the Town Meeting and to pay the bills and payrolls of the Town in an efficient and timely manner. The office works closely with the various departments in depositing and recording local receipts. It reconciles its account records to that of the various banking institutions where it does business. The office acts as a liaison between the Group Insurance Commission and Town employees. As the Town Collector, it is my mission to ensure efficient and timely collection of all monies due to the Town while providing professional courteous service to all. The department will answer all inquiries in a timely manner and take all necessary steps, allowable by law, to collect on all accounts. The department works closely with tax service bureaus, attorneys, the Deputy Tax Collector and the Assessing Department.	
STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2016 Please describe your goals and initiatives for FY2016 and how these translate to expenses. The goal of the Treasurer/Collector's office is to perform the duties required by the town in a courteous and efficient manner and to ensure that Town Funds are properly secured and that the best return is received on these funds. The following are goals/initiatives: 1) Implement online and/or credit card capability for payment options in FY16 . 2) Explore adding a window to the counter for safety measures.	
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. The Treasurer/Collector's office collects a \$25 administration fee charge on return checks, \$25 Municipal Lien Certificate Fee, \$4.00 Betterment Release Fees, \$20.00 Motor Vehicle Flagging Fees, \$5.00 Demand Fees and \$10.00 Warrant Fees. 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.	
Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.	
1. As of 6-30-14, the last day of 2014 fiscal year, 98% of the FY2014 real estate tax levy had been collected. 2. The Treasurer/Collector's Office is committed to maintaining its records in an audit ready condition. 3. The Treasurer/Collector's Office is committed to cross training positions to ensure first rate service to all residents and business in Millis. 4. Notary Services are available in the office.	

Revised Budget

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TOWN OF MILLIS
FISCAL YEAR 2016 BUDGET REQUESTS
FORM 3

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GENERAL FUND	FY 2013 ACTUAL EXPENDITURES	FY 2014 ACTUAL EXPENDITURES	FY 2015 REVISED ***BUDGET***	FY 2016 DEPARTMENT REQUEST

TREASURER/COLLECTOR EXPENSE				

EXPENSES				

0114552 520101 SERVICES NOTE CERTIFICATION	250.00	.00	1,300.00	<u>1,300</u>
0114552 540100 PRINTING	✓ 1,709.92	792.35	3,200.00	<u>3,200</u>
0114552 540400 SUPPLIES & EXPENSES	✓ 3,016.84	3,249.37	3,400.00	<u>3,500</u>
0114552 540450 POSTAGE	8,353.88	11,166.36	11,250.00	<u>11,410</u>
0114552 540500 ADVERTISING	464.75	309.59	825.00	<u>825</u>
0114552 540700 DUES & SUBSCRIPTIONS	✓ 628.40	716.80	650.00	<u>700</u>
0114552 540710 MEETINGS	✓ 470.12	783.63	600.00	<u>1,000</u>
0114552 540800 EQUIPMENT	4,901.04	5,040.24	5,250.00	<u>5,250</u>
0114552 570050 TAX TITLE	✓ 640.17	532.00	1,000.00	<u>1,140</u>
TOTAL TREASURER/COLLECTOR EXPENSE	20,435.12	22,590.34	27,475.00	<u>28,325</u>

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TOWN OF MILLIS
FISCAL YEAR 2016 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2013 ACTUAL EXPENDITURES	FY 2014 ACTUAL EXPENDITURES	FY 2015 REVISED ***BUDGET***	FY 2016 DEPARTMENT REQUEST

TREASURER/COLLECTOR SALARY				

SALARIES				

0114551 510200 SALARY DEPARTMENT HEAD	77,343.20	86,150.53	77,868.00	<u>79,641.64</u>
0114551 510300 SALARIES CLERICAL	95,056.10	102,747.99	103,929.56	<u>105,781.48</u>
0114551 510350 WAGES CLERICAL OVERTIME	.00	153.21	.00	<u> </u>
0114551 510600 LONGEVITY	700.00	300.00	450.00	<u>450</u>
TOTAL TREASURER/COLLECTOR SALARY	173,099.30	189,351.73	182,247.56	<u>185,873.12</u>

TOWN OF MILLIS FISCAL YEAR 2016 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: Treasurer/Collector		BUDGET # Treasurer/Collector	
CODE	DESCRIPTION	BUDGET REQUEST	
520101	Note Certification - Contingency For Short Term Note Issues Financial Advisory Services - Annual Continuing Disclosure	1300	
540100	Printing - Primarily Tax And Utility Bill Printing Printing cost for Real Estate, Personal Property Bills and Inserts for various announcements	3,200	
540400	Supplies & Expenses - Customary Office Supplies Office supplies, printer cartridges, adding machine tape, ribbons/tape rolls, stationary, printer/copier paper, toner cartridges, receipt books, etc. fy14 3249.37 fy13 3016.84	3,500	
540450	Postage Approximately 25,0000 pieces Primarily Tax, Utility Bill	11,410	
540500	Advertising Delinquent Real Estate Accounts Prior To Tax Taking	825	
540700	Dues & Subscriptions - Professional Org. And Wall Street Journal Subscription Massachusetts Collectors and Treasurers Association Wall Street Journal Veribanc - Provides bank safety ratings, research and analysis on U.S. financial institutions	700	
540710	Meetings - Quarterly Association Meetings And Training/Seminars U-Mass Annual Education Conference MCTA Fall Conference Various meetings seminars as they are scheduled	1000	
540800	Equipment Service contracts on postage machine, paper folder/envelope stuffer	5,250	
570050	Tax Title - \$76.00 For Each Parcel Of Land Recorded At Registry (Estimated 15) Estimating 15 parcels @ 76 per parcel to record at Registry	1,140	
		FY2016 Budget Request	28,325
		FY2015 Budget	27,475
		FY2016 Increase	850
		Percent Change	3.00%

TOWN OF MILLIS ISCAL YEAR 2016 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT:		# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
CODE	DESCRIPTION				

FORM 7

<p>TOWN OF MILLIS FISCAL YEAR 2016 BUDGET</p>	<p>FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</p>
<p>DEPARTMENT: DIVISION: REQUEST PRIORITY #:</p>	
<p>PROJECT TITLE: SECURITY PAYMENT WINDOW</p> <p>LOCATION:</p> <p>JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation) The current office lay out does not promote a secure environment. Presently, all visitors come through the main office entrance and the only thing separating residents/taxpayers from the staff is a counter. The proposed payment window will keep taxpayers outside the office unless they have asked access to meet with a staff memeber. At times there are large amounts of checks and cash on hand. This plan will provide additonal security to the office.</p> <p>Plans need to be developed for window design and estimates will then be requested</p>	
<p>PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST:</p> <ul style="list-style-type: none"> A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION E. EQUIPMENT TOTAL 	
<p>ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?</p>	
<p>IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?</p>	
<p>EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS</p>	
<p>WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?</p>	

FORM 8

TOWN OF MILLIS
FISCAL YEAR 2016 BUDGET

FORM #8
ABOVE LEVEL SERVICE OPERATING BUDGET REQUEST

DEPARTMENT:
DIVISION:
REQUEST PRIORITY #:

PROJECT/SERVICE TITLE:

LOCATION:
JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)