

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: COLLECTION/TREASURY					
	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	FY17 REQUEST	TA RECMD
SALARIES	176,741	182,248	185,873	179,466	
EXPENSES	27,475	27,955	27,745	26,845	
TOTALS	204,216	210,203	213,618	206,311	
<p>BUDGET COMMENTS:</p> <p>The Treasurer/Collector's office consists of 4 staff members - the Treasurer/Collector, Assistant Treasurer/Collector and 2 part-time (28 hours per week) Department Assistant II positions. Salaries decreased by \$6,424 due to open Assistant T/C position and appointment of position at a lower step increase.</p>					

TOWN OF MILLIS FISCAL YEAR 2017 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 2017 Please describe your goals and initiatives for FY2017 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) Continue with Tax Title Project - No Additional Expense 2) Implement Investment Policy, measurably increase interest earnings - No Additional Expense 3) Increase the cost of Municipal Lien Certificate (MLC) fee to \$50 - No Additional Expense	
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.	
<ol style="list-style-type: none"> 1. As of 6-30-15, the last day of 2015 fiscal year, 98% of the FY2015 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. 	

Revised

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GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

TREASURER/COLLECTOR EXPENSE				

EXPENSES				

0114552 520101 SERVICES NOTE CERTIFICATION	.00	1,500.00	1,300.00	<u>1500</u>
0114552 540100 PRINTING	792.35	1,563.09	3,200.00	<u>2,000</u>
0114552 540400 SUPPLIES & EXPENSES	3,249.37	3,552.37	3,400.00	<u>3,400</u>
0114552 540450 POSTAGE	11,166.36	9,565.07	11,250.00	<u>11,250</u>
0114552 540500 ADVERTISING	309.59	537.39	825.00	<u>825</u>
0114552 540700 DUES & SUBSCRIPTIONS	716.80	676.80	650.00	<u>680</u>
0114552 540710 MEETINGS	783.63	1,291.57	600.00	<u>900</u>
0114552 540800 EQUIPMENT	5,040.24	5,040.24	5,250.00	<u>5,250</u>
0114552 570050 TAX TITLE	532.00	2,059.25	1,000.00	<u>1,140</u>
TOTAL TREASURER/COLLECTOR EXPENSE	22,590.34	25,785.78	27,475.00	<u>26,845</u>

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GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

TREASURER/COLLECTOR SALARY				

SALARIES				

0114551 510200 SALARY DEPARTMENT HEAD	86,150.53	77,856.19	79,641.64	<u>81,449.16</u>
0114551 510300 SALARIES CLERICAL	102,747.99	103,901.58	105,781.36	<u>98,016.52</u>
0114551 510350 WAGES CLERICAL OVERTIME	153.21	39.54	.00	<u> </u>
0114551 510600 LONGEVITY	300.00	450.00	450.00	<u> </u>
TOTAL TREASURER/COLLECTOR SALARY	189,351.73	182,247.31	185,873.00	<u>179,465.68</u>

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: Treasurer/Collector		BUDGET # Treasurer/Collector	
CODE	DESCRIPTION	BUDGET REQUEST	
520101	Note Certification - Fee for preparation and electronic filing of the Annual Report and year-end financial information to comply with Continuing Disclosure as required by the Municipal Securities Rulemaking fy16 Expenditures 1500 fy15 Expenditures 1500	1500	
540100	Printing - Primarily Tax And Utility Bill Printing Printing cost for Real Estate, Personal Property Bills and Inserts for various announcements fy16 YTD 680.56 fy15 Expenditures 1563.09	2,000	
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. fy16 3400 fy15 Expenditures 3552	3,400	
540450	Postage Approximately 25,0000 pieces Primarily Tax, Utility Bill, AP fy16 11250 fy15 Expenditures 9565.07	11,250	
540500	Advertising Delinquent Real Estate Accounts Prior To Tax Taking, Tax Lien Auction Ad fy16 825 fy15 Expenditures 537.39	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 fy16 650 fy15 Expenditures 676.8	680	
540710	Meetings - Quarterly Association Meetings And Training/Seminars U-Mass Annual Education Conference MCTA Fall Conference Various meetings seminars as they are scheduled - DLS Workshop, OPEB Meeting fy16 600 fy15 Expenditures 1291.57	800	
540800	Equipment Service contracts on postage machine, paper folder/envelope stuffer fy16 5250 fy15 Expenditures 5040.24	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 fy16 1000	1,140	
		FY2017 Budget Request	26,845
		FY2016 Budget	27,475
		FY2016 Increase	(630)
		Percent Change	-2.35%

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/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Scannell, Jennifer	Treasurer/Collector	\$79,641.00	40	14	6/7	10/4/2013	13wksX40hrsX\$38.499/hr	\$20,019.48			
							39wksX40hrsX\$39.378/hr	\$61,429.68			\$81,449.16
Smith-Frye, Mary	Ass't Treas./Coll.	\$29,352.12	35	7	2/3	2/22/2016	33wksX35hrsX\$21.34/hr	\$24,647.70			
							19wksX35hrsX\$21.82/hr	\$14,510.30			\$39,158.00
Burruss, Allison	Dep't Assistant II	\$30,019.36	28	6	4/5	8/6/2012	5wksX28hrsX\$20.66/hr	\$2,892.40			
							47wksX28hrsX\$21.13/hr	\$27,807.08			\$30,699.48
Open	Dep't Assistant II	\$0.00	28	6	1/2	-	52wksX28hrsX\$19.34/hr	\$28,159.04			
											\$28,159.04
SUBTOTAL/TOTAL								\$179,465.68	\$0.00	\$0.00	\$179,465.68