

Town of Monroe

2016-2017

PROPOSED ANNUAL BUDGET
WORKBOOK INFORMATION



TAX COLLECTOR

Tax Collector's office

BASIC BUDGET LINE ITEM JUSTIFICATION 2016-2017

Line Item #	Description	Approved 2015-2016	Requested 2016-2017
001	Salary Administration	\$ 58058	
003	Salary Other	\$ 54450	
005	Salary Part Time	\$ 14,000	
052	Office Expense	\$ 40,000	\$ 49,050
	• Postage 30,000@.38 = (\$11,400)		
	• Postage (auditor) 7,000@.44 = (\$ 3080)		
	• Mailing service (\$5,000)		
	• Tax Bills and forms 30,000@.30 (\$ 9,000)		
	• Envelopes 30,000@.044= (\$ 1,320)		
	• Legal Inserts (\$ 1,600)		
	• Legal Notices (\$ 0,900)		
	• Rate Book printing (\$ 3,000)		
	• Tax Bills printing (\$ 5,000)		
	• Supplies (\$ 3,000)		
	• Memberships & Schools (\$ 2,750)		
	• Copies (\$ 1,000)		
	• Mileage (\$ 1,500)		
	• Credit card at counter (\$ 500)		
070	Lock Box	\$ 0	\$ 0
	• 25,000@.31=(\$6,200)		
072	Collection Delinquency (recovered from taxpayer)	\$15,500	\$ 20,500
	TOTAL		\$ 70,550
	Plus salaries		

Narrative of function:

The Tax Office is responsible for collecting the 82% of the town's operating budget. We interface with the public daily. We also maintain an up-to-date "Tax Information" web site and information on public access TV

- Collect current taxes
- Collect delinquent taxes
- Mail tax bills
- Mail Balance due and Delinquent Notices
- Mail Demands/Alias Tax Warrants
- Conduct Tax Sales
- Process Certificate of Corrections and transfers
- Keep track of escrow and delinquent accounts
- Keep track of bankruptcies
- Keep track of refunds
- Keep the ACH file current
- Keep the taxes paid and owed on the web site current
- Produce and file tax liens
- Interface with the collection agencies
- Interface with the state marshal
- Balance daily, monthly and yearly
- Work with auditors
- Other duties as mandated by state statutes

Current staffing:

- Tax Collector
- Deputy Tax Collector
- Seasonal clerk

New staffing:

- Permanent part time (1-5 five days a week)

Department Mission:

To serve the public in a courteous and efficient manner while providing the tax collection effort in conformance with applicable state statutes

Goals for 2016/2017

- Obtain Revenue goals set for this department
- Increase the collection rate on Motor Vehicles
- Maintain high expectations so as to help ensure our town's priorities are funded while cultivating a professionally friendly culture with all stakeholders

Cost savings enacted in last years budget

Removal of DMV unfunded mandate (cost \$3,000)

List of potential savings for new budget

We are at bare bones

Five year cost and staffing

Staffing Addition of Permanent part time
 Cost To reduce budget would be a lost in service

METRICS

• Number of Transactions (tax bills)			
1. July		22,000	
2. January		16,000	
3. Other 10 months (5k/mo)		50,000	
	Total		88,000
• Number of Phone Calls	(30/day average)		6,000
• Data updating	(20/day average)		4,000
• Web-base updating	(50k/mo average)		600,000
• Third party updating	(30k/mo average)		360,000

I can only estimate the trending. I would say we are increasing 5%/year, every year. "Small percentage, large number." The main issue is our staff has been reduced by 33%. We are maxed out!

Without the new staffing there may be a reduction in service

DEPARTMENT: TAX COLLECTOR

MISSION:

To serve the public in a courteous and efficient manner while providing the tax collection effort in conformance with applicable state statutes.

TAX COLLECTOR:	Dept 0050	14-15	15-16	16-17
1001-10-15101-0050-150001	Tax Collector-Administration	56,735	58,059	
	Total Admin:	56,735	58,059	-
1001-10-15101-0050-150003	Certified Municipal Collector	-	54,000	
	Tax Collector Assistant	39,153	-	
	Longevity	225	225	
	Overtime	500	225	
	Leap Year	-	-	
	Total Other:	39,878	54,450	-
1001-10-15101-0050-150005	Seasonal Hourly (as required Jul-Jan)	14,000	12,080	
1001-10-15101-0050-150005	Seasonal Hourly (as required Jul-Jan)	-	1,920	
	Total Part Time:	14,000	14,000	-
Total Tax Collector:		110,613	126,509	-
	Headcount-FT	2	2	
	Headcount-PT	1	1	

Hours/yr	Hrly Rate	\$ Amount	Hours/yr	Hrly Rate	\$ Amount
15-16	15-16	15-16	16-17	16-17	16-17
863 \$	14.00 \$	12,080	863 \$	14.00 \$	12,080
160 \$	12.00 \$	1,920	160 \$	12.00 \$	1,920

Salaries Summary:	14-15	15-16	16-17
TAX COLL SALARY ADMIN	56,735	58,059	
TAX COLL SALARY OTHER	39,878	54,450	
TAX COLL SALARIES PT	14,000	14,000	
	110,613	126,509	-

TAX COLLECTOR:	Dept 0050	14-15 Revised Budget	14-15 Actual	15-16 Final Budget	15-16 YTD 12/31/15	16-17 Department	16-17 FS Adj	16-17 FS Budget	15/16-16/17 \$ Change	%
1001-10-15101-0050-150001	TAX COLL SALARY ADMIN	56,735	56,735	58,059					(58,059)	-100.00%
1001-10-15101-0050-150003	TAX COLL SALARY OTHER	39,878	43,198	54,450					(54,450)	-100.00%
1001-10-15101-0050-150005	TAX COLL SALARIES PT	14,000	17,983	14,000					(14,000)	-100.00%
1001-10-15101-0050-150350	TAX COLL DELINQUENT	20,500	20,566	15,500		20,500		20,500	5,000	32.26%
1001-10-15101-0050-153145	TAX COLL EQUIP EXPENSE	-	-	-					-	
1001-10-15101-0050-153385	TAX COLLECTOR OFFICE EXP	45,300	31,574	40,050		49,050		49,050	9,000	22.47%
	TOTAL TAX COLLECTOR:	176,413	170,056	182,059	-	69,550		69,550	(112,509)	-61.80%

Explanation of Increases/Decreases: