



<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b>	<b>FORM #2</b> <b>BUDGET NARRATIVE*</b>
<b>DESCRIPTION OF FUNCTION OR ACTIVITY</b> <b>Please describe the overall mission or purpose of your department.</b> <p>As the Town Treasurer/Collector, it is my responsibility as Treasurer 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.</p> <p>As the Town Treasurer/Collector, it is my mission as Collector 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.</p>	
<b>STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2018</b> <b>Describe your goals and initiatives for the upcoming Fiscal Year and how these translate to expenses.</b> <p>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:</p> <ol style="list-style-type: none"> <li>1)Continue with Tax Title Project - No Additional Expense</li> <li>2) Increase the cost of Municipal Lien Certificate (MLC) fee to \$50 - No Additional Expense</li> <li>3) Research and cleanup past receivables - No Additional Expense</li> <li>4) Review and update Payment Plan Agreements between Taxpayers and Residents - No Additional Expense</li> <li>5) Working with the Finance Director to review scanning and posting process of payments</li> </ol>	
<b>FUNDING PLAN</b> <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.</b>	
<b>PERFORMANCE ACCOMPLISHMENTS</b> <b>Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.</b> <ol style="list-style-type: none"> <li>1. As of 6-30-16, the last day of 2016 fiscal year, 98% of the FY2016 real estate tax levy had been collected.</li> <li>2. The Treasurer/Collector's Office is committed to maintaining its records in an audit ready condition.</li> <li>3. The Treasurer/Collector's Office is committed to cross training positions to ensure first rate service to all residents and business in Millis.</li> </ol>	

\* Attach additional sheets as necessary

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

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GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
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TREASURER/COLLECTOR SALARY				
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SALARIES				
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0114551 510200 SALARY DEPARTMENT HEAD	77,856.19	80,992.81	81,449.16	<u>88,384.40</u>
0114551 510300 SALARIES CLERICAL	103,901.58	98,802.04	98,216.44	<u>106,945.16</u>
0114551 510350 WAGES CLERICAL OVERTIME	39.54	3,065.13	.00	<u>650</u>
0114551 510600 LONGEVITY	450.00	450.00	.00	<u>195,979.56</u>
TOTAL TREASURER/COLLECTOR SALARY	182,247.31	183,309.98	179,665.60	

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: Treasurer/Collector		BUDGET # Treasurer/Collector	
CODE	DESCRIPTION	BUDGET REQUEST	
520101	<b>Note Certification -</b>  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 fy17 Budget                      1500 fy16 Expenditures            250	1500	
540100	<b>Printing - Primarily Tax And Utility Bill Printing</b>  Printing cost for Real Estate, Personal Property Bills and Inserts for various announcements fy17 Budget                      2,000 fy16 Expenditures            1,432	1,600	
540400	<b>Supplies &amp; Expenses - Customary Office Supplies</b>  Office supplies, printer cartridges, adding machine tape, ribbons/tape rolls, stationary, printer/copier paper, toner cartridges, receipt books, shredding services, etc. fy17 Budget                      3,400 fy16 Expenditures            5,037.95	3,650	
540450	<b>Postage</b>  Approximately 25,0000 pieces Primarily Tax, Utility Bill, AP fy17 Budget                      11,250 fy16 Expenditures            12,023.60	11,250	
540500	<b>Advertising</b>  Delinquent Real Estate Accounts Prior To Tax Taking, Tax Lien Auction Ad fy17 Budget                      825 fy16 Expenditures            530.27	825	
540700	<b>Dues &amp; Subscriptions - Professional Org. And Wall Street Journal Subscription</b>  Massachusetts Collectors and Treasurers Association Wall Street Journal Veribanc - Provides bank safety ratings, research and analysis on U.S. financial institutions fy17 Budget                      680 fy16 Expenditures            676.8	700	
540710	<b>Meetings - Quarterly Association Meetings And Training/Seminars</b>  U-Mass Annual Education Conference MCTA Fall Conference Various meetings seminars as they are scheduled - DLS Workshop, OPEB Meeting fy17 Budget                      800 fy16 Expenditures            1,119.67	1000	
540800	<b>Equipment</b>  Service contracts on postage machine, paper folder/envelope stuffer Quarterly Contract for both machines is \$1305.75 fy17 Budget                      5250 fy16 Expenditures            3,871.56	5,250	
570050	<b>Tax Title - \$76.00 For Each Parcel Of Land Recorded At Registry (Estimated 10)</b> Estimating 10 parcels @ 76 per parcel to record at Registry fy17 Budget                      1,140 fy16 Expenditures            228	760	
		FY2018 Budget Request                      26,535 FY2017 Budget                                  26,845 FY2017 Increase                              (310) Percent Change                                -1.17%	

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**0114551 - TREASURER/COLLECTOR  
FORM 6  
FY2018 Payroll Budget Calculation Worksheet**

Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks	Weeks	1st Rate	2nd Rate	July 1, 2017 Hours	Wages	Wages	Base Dollars	Longevity	Total Dollars	Round Up		
				At 1st Rate	At 2nd Rate				1st Rate	2nd Rate	For FY2018		For FY2018			
Scannell 10/4/13	14	7	40.00	10/4	13	39	\$ 1,671.20	\$ 1,709.20	\$ 21,725.60	\$ 66,658.80	\$ 88,384.40	\$ -	\$ 88,384.40	88,386		
Baczowski 4/25/16	6	2	28.00	4/26	43	9	\$ 20.98	\$ 21.45	\$ 25,259.92	\$ 6,405.40	\$ 30,665.32		\$ 30,665.32	30,666		
Burns 8/6/12	6	5	28.00	8/6	5	47	\$ 22.42	\$ 22.94	\$ 3,138.80	\$ 30,189.04	\$ 33,327.84	\$ 650.00	\$ 33,977.84	33,978		
Smith-Frye 8/19/13	7	3	35.00	8/19	7	45	\$ 23.15	\$ 23.67	\$ 5,671.75	\$ 37,280.25	\$ 42,952.00		\$ 42,952.00	42,952		
												\$ 195,329.56	\$ 650.00	\$ 195,979.56	\$ 195,981.00	

0114551-510200 Salary DH \$ 88,384.40  
 0114551-510300 Salary Clerical \$ 106,945.16  
 0114551-510600 Longevity \$ 650.00  
 \$ 195,979.56

 12/22/16  
 DEPARTMENT HEAD/DATE



TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #5 EQUIPMENT DETAIL

DEPARTMENT:

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
					0

TOWN OF MILLIS  
FISCAL YEAR 2018 BUDGET

FORM #7  
CAPITAL BUDGET AND MISCELLANEOUS REQUESTS

DEPARTMENT:  
DIVISION:  
REQUEST PRIORITY #:

PROJECT TITLE:

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

PROJECTED START DATE:  
ESTIMATED USEFUL LIFE:  
COST:  
A. DESIGN  
B. LAND ACQUISITION  
C. CONSTRUCTION  
D. INSPECTION  
E. EQUIPMENT  
TOTAL

ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?

IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS

WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?

TOWN OF MILLIS  
FISCAL YEAR 2018 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)