

**TREASURER 011450***Personnel Services*

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Salary Department Head	\$77,856	\$80,993	\$84,442	\$88,384	\$90,330	\$ 93,153.76	
Salaries Clerical	\$103,902	\$98,802	\$101,735	\$104,446	\$116,031	\$ 112,033.60	
Salaries Clerical OT	\$40	\$3,065	\$115	\$1,542	\$2,000	\$ 2,000.00	
Longevity	\$450	\$450		\$650	\$1,950	\$ 1,300.00	
Total	\$182,247	\$183,310	\$186,291	\$195,022	\$210,311	\$208,487	\$0

*Expenses*

Services Note Certificates	\$1,500	\$250	\$250	\$376	\$1,500	\$4,000	*
Printing	\$1,563	\$1,432	\$1,444	\$1,448	\$1,600	\$1,600	
Supplies and Expenses	\$3,552	\$5,038	\$5,742	\$3,222	\$4,250	\$5,000	*
Postage	\$9,565	\$12,024	\$10,433	\$10,659	\$11,250	\$11,250	
Advertising	\$537	\$530	\$248	\$352	\$825	\$825	
Dues and Subscriptions	\$677	\$677	\$700	\$50	\$200	\$340	
Meetings	\$1,292	\$1,120	\$1,225	\$1,356	\$1,500	\$1,500	
Equipment	\$5,040	\$3,872	\$5,223	\$5,223	\$5,800	\$5,800	
Tax Title	\$2,059	\$228	\$304	\$303	\$760	\$760	
Total	\$25,786	\$25,170	\$25,570	\$22,989	\$27,685	\$31,075	\$0
TOTAL BUDGET	\$208,033	\$208,480	\$211,861	\$218,011	\$237,996	\$239,562	\$0

DEPARTMENT:

**BUDGET NARRATIVE****Description of Department Function**

Describe the overall mission or purpose of the Department.

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.

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.

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY18 or CY19. Use statistics whenever possible.

1. As of 6-30-18, the last day of 2018 fiscal year, 98% of the FY2018 real estate tax levy had been collected.
2. The Treasurer/Collector's Office is committed to cross training positions to ensure first rate service to all residents and business in Millis.
3. The Treasurer/Collector's Office worked closely with Kleinfelder in implementing the Town's first Stormwater bill for FY19. The office worked diligently to answer and explain the Stormwater invoice to all residents.

#### **FY20 Departmental Goals**

Describe the initiatives and accomplishments planned for FY20

1. The Treasurer/Collector's office is committed to working with other departments to implement online payment processing for services offered in their respective departments.
2. Research and cleanup past receivables
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. Review and update Payment Plan Agreements between Taxpayers and Residents
5. Continue with Tax Title Project – Ongoing when time allows

#### **Spending Highlights for FY20**

Explain any significant budget changes from FY19

N/A

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**Non-tax Funding**

List any expected non-tax revenues that will be use to fund department activities, including an estimate to be received.

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	June 28-30 Total Hours	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
Scannell	Treasurer/Collector	\$90,330.00	52	14	9	10/04/19	(14*1747.4+38*1786.48)	(18*44.66)	\$93,153.72		\$650.00	\$93,803.72
Smith-Frye	Assistant Treasurer/Collector	\$43,898.40	52	7	5	08/19/19	(40*7*24.19)+(40*45*24.76))	(18*24.76)	\$51,786.88		\$650.00	\$52,436.88
Open Position	Department Assistant II	\$34,045.48	52	6	1	N/A	(28*52*50.52)	(12*20.52)	\$30,123.36			\$30,123.36
Open Position	Department Assistant II	\$31,349.64	52	6	1	N/A	(28*52*50.52)	(12*20.52)	\$30,123.36			\$30,123.36
Overtime									\$2,000.00			\$2,000.00
SUBTOTAL/TOTAL									\$207,187.32	\$0.00	\$1,300.00	\$208,487.32



**0114551 - TREASURER/COLLECTOR  
FORM 6  
FY2020 Payroll Budget Calculation Worksheet**

	Current Grade	Step At S.O.Y.	Weekly Hours	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	June 28-30	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Wages June 28-30	Base Dollars For FY2020	Longevity	Total Dollars For FY2020	Round Up
Scannell 10/4/13	14	9	40.00	10/4	14.00	38.00	\$ 18.00	\$ 1,747.40	\$ 1,786.48	\$ 24,463.60	\$ 67,886.24	\$ 803.92	\$ 93,153.76	\$ 650.00	\$ 93,803.76	93,804
Open Position	6	1	28.00		52.00	0.00	\$ 12.00	\$ 20.52	\$ 20.52	\$ 29,877.12	\$ -	\$ 246.24	\$ 30,123.36		\$ 30,123.36	30,124
Open Position	6	1	28.00		52.00	0.00	\$ 12.00	\$ 20.52	\$ 20.52	\$ 29,877.12	\$ -	\$ 246.24	\$ 30,123.36		\$ 30,123.36	30,124
Smith-Frye 8/19/13	7	5	40.00	8/19	7.00	45.00	\$ 18.00	\$ 24.19	\$ 24.76	\$ 6,773.20	\$ 44,568.00	\$ 445.68	\$ 51,786.88	\$ 650.00	\$ 52,436.88	52,437

% increase to SEIU

\$ 205,187.36	\$ 1,300.00	\$ 206,487.36	\$ 206,489.00
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0114551-510200 Salary DH \$ 93,153.76  
 0114551-510300 Salary Clerical \$ 112,033.60  
 0114551-510600 Longevity \$ 1,300.00  
 0114551-510350 Overtime \$ 2,000.00  
 \$ 208,487.36

  
 DEPARTMENT HEAD/DATE