		FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 TM ADOPTED	FY2021 REQUESTS	FY2021 PROPOSED
TREASURER 011450									
Personnel Services									
1 Gradimer Garriege	Salary Department Head	\$77,856	\$80,993	\$84,442	\$88,384	\$90,350			
	Salaries Clerical	\$103,902	\$98,802	\$101,735	\$104,446	\$97,601			
	Salaries Clerical OT	\$40	\$3,065	\$115	\$1,542	\$5,848			
	Longevity	\$450	\$450		\$650	\$1,300	\$ 1,300.00	\$ 1,500.00	
	Total	\$182,247	\$183,310	\$186,291	\$195,022	\$195,098	\$208,487	\$227,797	\$0
	_								
Expenses									
	Services Note Certificates	\$1,500	\$250	\$250	\$376	\$2,650	\$4,000		
	Printing	\$1,563	\$1,432	\$1,444	\$1,448	\$1,463	\$1,600		
	Supplies and Expenses	\$3,552	\$5,038	\$5,742	\$3,222	\$4,587	\$5,000		
	Postage	\$9,565	\$12,024	\$10,433	\$10,659	\$11,839	\$11,250		
	Advertising	\$537	\$530	\$248	\$352	\$348	\$825	\$825	
	Dues and Subscriptions	\$677	\$677	\$700	\$50	\$250	\$340		
	Meetings	\$1,292	\$1,120	\$1,225	\$1,356	\$1,322	\$1,500		
	Equipment	\$5,040	\$3,872	\$5,223	\$5,223	\$5,362	\$5,800		
	Tax Title	\$2,059	\$228	\$304	\$303	\$608	\$760	\$4,460	
							44.475	004.475	00
	Total	\$25,786	\$25,170	\$25,570	\$22,989	\$28,429	\$31,075	\$34,475	\$0
TOTAL BUDGET	-	\$208,033	\$208,480	\$211,861	\$218,011	\$223,527	\$239,562	\$262,272	\$0
. 3	-								

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 FY19 or CY20. Use statistics whenever possible.

1. As of 6-30-19, the last day of 2019 fiscal year, 98% of the FY2019 real estate tax levy had been collected.

- 2. As of 6-30-19, the last day of 2019 fiscal year, 98% of the FY2019 personal property tax levy had been collected.
- 3. As of 6-30-19, that last day of 2019 fiscal year, 92% of the FY2019 stormwater levy had been collected.
- 4. The office works diligently to answer and explain all inquiries either by phone, walk-in or email. Most recent was the FY20 real estate tax bill. The office fielded many calls and explained the reasoning for the increase.

FY21 Departmental Goals

Describe the initiatives and accomplishments planned for FY21

- 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
- 6. Creating and updating the Treasurer/Collectors website.

Spending Highlights for FY21

Explain any significant budget changes from FY20

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

FISCAL YEAR 2021 BUDGET

TOWN OF MILLIS

DEPARTMENT: PERSONNEL SUMMARY **ANNUAL SALARY** BASE OTHER TOTAL **CURRENT TOTAL** HRS/ **ANNIV** LON-WEEK GRADE STEP DATE # WKS/HRS @ SAL SALARY PAY **GEVITY** SALARY **ANNUAL SALARY** NAME POSITION-PAY ITEM 10/04/20 923.6+38*1923.6)+(8*48.09) 100411.92 14 10 \$750.00 \$101,161.92 Scannell Treasurer/Collector \$ 93,804 52 08/19/20 | .66)+(40*45*27.27)+8*27.27 | 56,768.96 Smith-Frye Assistant Treasurer/Collecto \$ 52,437 52 6 \$750.00 \$57,518.96 02/04/20 9)+(20*28*23.10)+(6*23.10) 33,315.24 30,124 6 2 \$33,315.24 Marsha McNamara Department Assistant II 52 33,300.96 02/11/20 59)+(19*28*23.10)+(6*23.1) Stacey Mill Department Assistant II 2 \$33,300.96 30,124 52 6 Salaries Clerical OT \$2,000.00 \$2,000.00 \$223,797.08 \$2,000.00 \$1,500.00 \$227,297.08 206,489 SUBTOTAL/TOTAL

Form 2

\$227,297.08

Form #2

TOWN OF MILLIS FISCAL YEAR 2021 BUDGET			STAFFING	HISTORY		Form #3
Department:	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Position	FTE	FTE	FTE	FTE	FTE	FTE
Treasurer/Collector	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Treasure/Collector	0.80	0.80	0.80	0.80	1.00	1.00
Department Assistant II	0.70	0.70	0.70	0.70	0.70	0.70
Department Assistant II	0.70	0.70	0.70	0.70	0.70	0.70
SUBTOTAL/TOTA	AL 3.20	3.20	3.20	3.20	3.40	3.40

SCAL TEAR 202	21 BUDGET		JUSTIFICATION & SUPPORTING DETA	JL		
EPARTMENT:	Treasurer/Collector		BUDGET# Treasurer/Collector			
DDE	DESCRIPTION			BUDGET REQUEST		
520101	Note Certification Financial Advisory Fees Fee for preparation and electronic filing of to comply with Continuing Disclosure as re fy20 Budget	4				
540100	fy19 Expenditures Printing - Primarily Tax And Utility Bill	2833 Printing		1,		
0.0100	Printing cost for Real Estate, Personal Prof fy20 Budget fy19 Expenditures		erts for various announcements			
540400	Supplies & Expenses - Customary Office	ce Supplies		5,		
	Office supplies, printer cartridges, adding printer/copier paper, toner cartridges, received by Budget fy19 Expenditures					
540450	Postage			11,:		
	Approximately 25,0000 pieces Primarily Tax, Utility Bill, AP fy20 Budget fy19 Expenditures	11,250 11,839				
540500	Advertising					
	Delinquent Real Estate Accounts Prior To fy20 Budget fy19 Expenditures	825 347	en Auction Ad			
540700	Dues & Subscriptions - Professional Or	rg. And Wall Street	Journal Subscription			
	Massachusetts Collectors and Treasurers Association Veribanc - Provides bank safety ratings, research and analysis on U.S. financial institutions					
	fy20 Budget fy19 Expenditures	340 250				
540710	Meetings - Quarterly Association Meeting	ngs And Training/S	Seminars	1		
	U-Mass Annual Education Conference/Include one day for Assistance T/C MCTA Fall Conference Various meetings seminars as they are scheduled - DLS Workshop, OPEB Meeting fy20 Budget 1500 fy19 Expenditures 1,322					
540800	Equipment			5,		
	Service contracts on postage machine, pa Quarterly Contract for both machines is \$1 fy20 Budget fy19 Expenditures		stuffer (expires 6/30/21)			
570050	Tax Title - \$76.00 For Each Parcel Of Lai Estimating 10 parcels @ 76 per parcel to r fy20 Budget fy19 Expenditures	nd Recorded At Re ecord at Registry 760 608	gistry (Estimated 10)	,		
			FY2020 Budget Request	30,7		
			FY2019 Budget FY2019 Increase Percent Change	31,0° (30 -0.9°		