

TREASURER 011450*Personnel Services*

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 TM ADOPTED	FY2021 REQUESTS	FY2021 PROPOSED
Salary Department Head	\$77,856	\$80,993	\$84,442	\$88,384	\$90,350	\$ 93,153.76	\$ 100,411.92	
Salaries Clerical	\$103,902	\$98,802	\$101,735	\$104,446	\$97,601	\$ 112,033.60	\$ 123,385.16	
Salaries Clerical OT	\$40	\$3,065	\$115	\$1,542	\$5,848	\$ 2,000.00	\$ 2,500.00	
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	\$4,000	
Printing	\$1,563	\$1,432	\$1,444	\$1,448	\$1,463	\$1,600	\$1,600	
Supplies and Expenses	\$3,552	\$5,038	\$5,742	\$3,222	\$4,587	\$5,000	\$5,000	
Postage	\$9,565	\$12,024	\$10,433	\$10,659	\$11,839	\$11,250	\$11,250	
Advertising	\$537	\$530	\$248	\$352	\$348	\$825	\$825	
Dues and Subscriptions	\$677	\$677	\$700	\$50	\$250	\$340	\$340	
Meetings	\$1,292	\$1,120	\$1,225	\$1,356	\$1,322	\$1,500	\$1,500	
Equipment	\$5,040	\$3,872	\$5,223	\$5,223	\$5,362	\$5,800	\$5,500	
Tax Title	\$2,059	\$228	\$304	\$303	\$608	\$760	\$4,460	
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
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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 revenues that will be use to fund department activities, including an estimate to be received.

TOWN OF MILLIS
FISCAL YEAR 2021 BUDGET
DEPARTMENT:

Form 2

Form #2

PERSONNEL SUMMARY

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	Treasurer/Collector	\$ 93,804	52	14	10	10/04/20	923.6+38*1923.6)+(8*48.09)	100411.92		\$750.00	\$101,161.92
Smith-Frye	Assistant Treasurer/Collector	\$ 52,437	52	7	6	08/19/20	.66)+(40*45*27.27)+8*27.27	56,768.96		\$750.00	\$57,518.96
Marsha McNamara	Department Assistant II	\$ 30,124	52	6	2	02/04/20	9)+(20*28*23.10)+(6*23.10)	33,315.24			\$33,315.24
Stacey Mill	Department Assistant II	\$ 30,124	52	6	2	02/11/20	.59)+(19*28*23.10)+(6*23.1)	33,300.96			\$33,300.96
	Salaries Clerical OT								\$2,000.00		\$2,000.00
SUBTOTAL/TOTAL		\$ 206,489						\$223,797.08	\$2,000.00	\$1,500.00	\$227,297.08

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