

TREASURER 011450*Personnel Services*

Salary Department Head
Salaries Clerical
Salaries Clerical OT
Longevity

Total

Expenses

Services Note Certificates
Printing
Supplies and Expenses
Postage
Advertising
Dues and Subscriptions
Meetings
Equipment
Tax Title

Total

TOTAL BUDGET

FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
\$84,442	\$88,384	\$90,350	\$ 97,811.08	\$ 96,227.98	\$ 100,411.92	
\$101,735	\$104,446	\$97,601	\$ 117,609.27	\$ 121,124.01	\$ 126,385.12	
\$115	\$1,542	\$5,848	\$ 97.02	\$ 2,395.88	\$ 2,500.00	
	\$650	\$1,300	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
\$186,291	\$195,022	\$195,098	\$217,017	\$221,248	\$230,797	\$0
\$250	\$376	\$2,650	\$12,292	\$4,000	\$10,000	
\$1,444	\$1,448	\$1,463	\$1,420	\$1,600	\$1,600	
\$5,742	\$3,222	\$4,587	\$3,853	\$5,000	\$5,000	
\$10,433	\$10,659	\$11,839	\$11,295	\$11,250	\$11,250	
\$248	\$352	\$348	\$0	\$825	\$825	
\$700	\$50	\$250	\$100	\$340	\$340	
\$1,225	\$1,356	\$1,322	\$1,244	\$1,500	\$1,500	
\$5,223	\$5,223	\$5,362	\$5,409	\$5,500	\$5,775	
\$304	\$303	\$608	\$742	\$4,460	\$4,800	
\$25,570	\$22,989	\$28,429	\$36,355	\$34,475	\$41,090	\$0
\$211,861	\$218,011	\$223,527	\$253,372	\$255,723	\$271,887	\$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 serve as the Town's cash manager. In this role, the Treasurer receives all revenue from all departments and outside sources, maintains all bank accounts and records of the Town's cash position. Reconciliation of cash is done internally with the Town Accountant on a monthly basis and an audit from an independent firm is completed annually. The Treasurer is responsible for the investment and disbursement of funds and overseeing the Town's cashflow. The Treasurer prepares the Town payroll and pays the Town's bills in an efficient and timely manner. The office handles health, life and dental benefits and 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 FY20 or CY21. Use statistics whenever possible.

1. As of 6-30-20, the last day of 2020 fiscal year, 97% of the FY2020 real estate tax levy had been collected.

2. As of 6-30-20, the last day of 2020 fiscal year, 97% of the FY2020 personal property tax levy had been collected.
3. As of 6-30-20, that last day of 2020 fiscal year, 90% of the FY2020 stormwater levy had been collected.
4. In fiscal year 2020, the office added 159 water/sewer accounts.
5. In fiscal year 2021, the office added 145 stormwater accounts.
6. The office works diligently to answer and explain all inquiries either by phone, walk-in or email.

FY22 Departmental Goals

Describe the initiatives and accomplishments planned for FY22

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 FY22

Explain any significant budget changes from FY21

TOWN OF MILLIS
FISCAL YEAR 2022 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	\$91,121		14	10	10/4	(52*1923.6)+(8*48.09)	\$100,411.92		\$750.00	\$101,161.92
Smith-Frye	Assistant Treasurer/Collector	\$52,092		7	7	8/19	(.27)+(40*45*28.01)+8*28.01	\$58,277.68		\$750.00	\$59,027.68
Marsha McNamara	Department Assistant II	\$33,315		6	3	2/4	(10)+(20*28*23.61)+(6*23.61)	\$34,060.86			\$34,060.86
Stacey Mill	Department Assistant II	\$33,301		6	3	2/11	(10)+(19*28*23.61)+(6*23.61)	\$34,046.58			\$34,046.58
	Salaries Clerical OT	\$2,250									\$2,500.00
SUBTOTAL/TOTAL								\$226,797.04	\$0.00	\$1,500.00	\$230,797.04

\$228,297.04

TOWN OF MILLIS						Form #3
FISCAL YEAR 2022 BUDGET			<u>STAFFING HISTORY</u>			
Department:						
	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Position	FTE	FTE	FTE	FTE	FTE	FTE
Treasurer/Collector	1	1	1	1	1	1
Assistant Treasure/Collector	0.8	0.8	0.8	1	1	1
Department Assistant II	0.7	0.7	0.7	0.7	0.7	0.7
Department Assistant II	0.7	0.7	0.7	0.7	0.7	0.7
SUBTOTAL/TOTAL						