Treas Collecto

		FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 TM ADOPTED	FY2022 REQUESTS	FY2022 PROPOSED
TREASURER 011450		_						
Personnel Services								
	Salary Department Head	\$84,442	\$88,384	\$90,350 \$	97,811.08	\$ 96,227.98	\$ 100,411.92	
	Salaries Clerical	\$101,735	\$104,446	\$97,601 \$	117,609.27	\$ 121,124.01	\$ 126,385.12	
	Salaries Clerical OT	\$115	\$1,542	\$5,848 \$	97.02	\$ 2,395.88	\$ 2,500.00	Manager of the later
	Longevity		\$650	\$1,300 \$	1,500.00	\$ 1,500.00	\$ 1,500.00	
	Total	\$186,291	\$195,022	\$195,098	\$217,017	\$221,248	\$230,797	\$0
Expenses	Carriage Nata Cartificates	#250l	6076	62.050	642.202	64.000	040,000	
	Services Note Certificates	\$250	\$376	\$2,650	\$12,292	\$4,000		
	Printing	\$1,444	\$1,448	\$1,463	\$1,420	\$1,600		
	Supplies and Expenses	\$5,742	\$3,222	\$4,587	\$3,853	\$5,000		
	Postage	\$10,433	\$10,659	\$11,839	\$11,295	\$11,250		
	Advertising	\$248	\$352	\$348	\$0	\$825		
	Dues and Subscriptions	\$700	\$50	\$250	\$100	\$340		
	Meetings	\$1,225	\$1,356	\$1,322	\$1,244	\$1,500		
	Equipment	\$5,223	\$5,223	\$5,362	\$5,409	\$5,500		
	Tax Title	\$304	\$303	\$608	\$742	\$4,460	\$4,800	
	Total	\$25,570	\$22,989	\$28,429	\$36,355	\$34,475	\$41,090	\$0
TOTAL BUDGET		\$211,861	\$218,011	\$223,527	\$253,372	\$255,723	\$271,887	\$0

CAL YEAR 20	22 BUDGET		JUSTIFICATION & SUPPOR	TING DETAIL				
PARTMENT:	Treasurer/Collector		BUDGET # Treasurer/Col	lector				
DE	DESCRIPTION			BUDGET REQUEST				
530060	Note Certification Financial Advisory Fees - Professional Services Rendered 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 Paying Agent Admiration Fees							
	fy21 Budget fy20 Expenditures	4000 12,292						
558030	Printing - Primarily Tax And Utility	Bill Printing		1,				
	Printing cost for Real Estate, Persons fy21 Budget fy20 Expenditures	al Property Bills and Inse 1,600 1,420	rts for various announcements					
558000	Supplies & Expenses - Customary	Office Supplies		5,				
	Office supplies, printer cartridges, ad printer/copier paper, toner cartridges, fy21 Budget fy20 Expenditures							
542010	Postage			11,				
	Approximately 25,0000 pieces Primarily Tax, Utility Bill, AP & Payrol fy21 Budget	11,250						
538210	fy20 Expenditures Advertising	11,295		3				
	Delinquent Real Estate Accounts Pric Tax Title Legal Fees fy21 Budget fy20 Expenditures	or To Tax Taking, Tax Lio 825 380 (Estima						
573000	Dues & Subscriptions - Profession							
	Massachusetts Collectors and Treasu Veribanc - Provides bank safety ratings,		J.S. financial institutions					
	fy21 Budget fy20 Expenditures	340 100						
573600	Meetings - Quarterly Association N	Meetings And Training/	Seminars	11				
	U-Mass Annual Education Conference MCTA Fall Conference Various meetings seminars as they a fy21 Budget	re scheduled - DLS Wor 1500						
E05000	fy20 Expenditures	1,243		5,7				
565020	Service contracts on postage machine, paper folder/envelope stuffer (expires 6/30/21) Quarterly Contract for both machines is \$1352.16 fy21 Budget 5500							
578070	fy20 Expenditures Tax Title - \$76.00 For Each Parcel C Estimating 10 parcels @ 76 per parce		egistry (Estimated 10)	4,8				
	Tax Tile Legal Fees fy21 Budget	4,460						
	fy20 Expenditures	742						
			FY2022 Budget FY2021 Budget FY2021 Increas	34,4				

FISCAL YEAR 2022 BUDGET 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 Fонт 2 Form #2

FISCAL YEAR 2022 BUDGET

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DEPARTMENT:				PERSON	NNEL SU	MMARY					
		CURRENT TOTAL	HRS/			ANNIV	ANNUAL SALARY	BASE	OTHER	LON-	TOTAL
NAME	POSITION-PAY ITEM	ANNUAL SALARY	WEEK	GRADE	STEP	DATE	# WKS/HRS @ SAL	SALARY	PAY	GEVITY	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/Collecto	\$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	0)+(20*28*23.61)+(6*23.61)	\$34,060.86	76 35 36		\$34,060.86
Stacey Mill	Department Assistant II	\$33,301		6	3	2/11	0)+(19*28*23.61)+(6*23.61)	\$34,046.58	10 mm		\$34,046.58
	Salaries Clerical OT	\$2,250									\$2,500.00
SUBTOTAL/TOTAL								\$226,797.04	\$0.00	\$1,500.00	\$230,797.04

TOWN OF MILLIS						Form #3		
FISCAL YEAR 2022 BUDGET	STAFFING HISTORY							
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								