

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET	FORM #1 DEPARTMENT SUMMARY	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">REVISED</td> </tr> <tr> <td style="padding: 2px; text-align: center;">1/8/2014</td> </tr> </table>	REVISED	1/8/2014
REVISED				
1/8/2014				

DEPARTMENT: ASSESSOR	BUDGET #
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	FY12 ACTUAL	FY13 ACTUAL	FY14 ACTUAL	FY15 REQUEST		TA RECMD
SALARIES	100,986.08	101,420.01	104,348.00	109,228.00		
EXPENSES	5488.00	6830.00	7130.00	7096.00		
TOTALS	106,474.08	109,390.00	111,478.00	116324.00		-

BUDGET COMMENTS:

The Assessor's office throughout the year does research and prints deeds for other departments, the increase in expenses is adding \$500.00 for the printing of deeds.

<p>TOWN OF MILLIS FISCAL YEAR 2015 BUDGET (ASSESSOR)</p>	<p>FORM #2 BUDGET NARRATIVE*</p>
<p>DESCRIPTION OF FUNCTION OR ACTIVITY</p> <p>The office is responsible in measuring real and personal property and to insure that owners of such property all pay their fair and equitable share of the tax burden based on those values.</p> <p>Responsible for meeting certification requirements set by the Dept. of Revenue. Revalue all properties yearly and once every three years undergo a state recertification audit. Every nine years properties are also required to have a complete inspection.</p> <p>The Assessor's office not only values properties but is also responsible for: Motor Vehicle and Real Estate abatements, Motor Vehicle commitments and conversion to the Tax Collector site, data entry of all sales, permits, and inspections of properties, yearly map updates, address changes along with data entry into the Tax Collectors billing system. This office provides services to all departments in the Town of Millis, in addition to making ourselves available to assist homeowners, realtors, appraisers and refinancing companies, in person and telephone. The Board of Assessors certifies all required documentation to the Department of Revenue.</p>	
<p>STATEMENT OF SPENDING HIGHLIGHTS</p> <p>The Assistant Assessor goal is to inspect and value all permits throughout Millis and inspect all properties that may not be 100% complete from the prior year.</p> <p>The Assistant Assessors must keep her certification required credits up to date each year by attending various courses.</p>	
<p>FUNDING PLAN</p> <p>Maps and print outs of property record cards along with abutters list request typically are \$600 a year. This yearly income goes into the General Fund.</p>	
<p>PERFORMANCE ACCOMPLISHMENTS</p> <p>New Growth was estimated to be \$100,000, actual \$205,000.</p>	

*Attach additional sheets as necessary

11/25/2013
12:31:16

TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST

ASSESSOR EXPENSE				

EXPENSES				

0114152 520185 MAP UPDATING	.00	2,046.70	1,500.00	1800
0114152 520200 MAINTENANCE CONTRACT/REPAIRS	.00	.00	.00	0
0114152 540100 PRINTING	104.70	-246.50	500.00	1,000
0114152 540150 BOOK BINDING	.00	.00	.00	0
0114152 540400 SUPPLIES & EXPENSES	2,243.84	1,311.52	1,200.00	1,200
0114152 540450 POSTAGE	178.58	243.02	200.00	200
0114152 540500 ADVERTISING	760.35	.00	100.00	100
0114152 540700 DUES & SUBSCRIPTIONS	355.00	225.00	160.00	160
0114152 540710 MEETINGS	839.03	849.86	1,500.00	1,200
0114152 540900 ADMINISTRATIVE EXPENSE	900.00	900.00	900.00	936
0114152 570500 MILAGE REIMBURSEMENT	106.98	152.69	1,000.00	500
TOTAL ASSESSOR EXPENSE	5,488.48	5,482.29	7,060.00	7096

12/15/2013 Date
3:15 p.m. Time

*** TOWN OF MILLIS ***
FISCAL YEAR 2015 BUDGET REQUESTS
*** FORM 3 ***

			FY 2012	FY 2013	FY 2014	FY 2015	FY 2015
			ACTUAL	ACTUAL	REVISED	DEPARTMENT	TA
GENERAL FUND			EXPENDITURES	EXPENDITURES	***BUDGET***	REQUEST	RECMD
ASSESSOR EXPENSE							
EXPENSES							
0114152	520185	MAP UPDATING	\$2,500.00	\$1,500.00	\$1,500.00	\$1,800.00	
0114152	520200	MAINTENANCE CONTRACT/REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	
0114152	540100	PRINTING	\$319.52	\$500.00	\$500.00	\$1,000.00	
0114152	540150	BOOK BINDING	\$0.00	\$0.00	\$0.00	\$0.00	
0114152	540400	SUPPLIES & EXPENSES	\$2,179.47	\$1,200.00	\$1,200.00	\$1,200.00	
0114152	540450	POSTAGE	\$89.45	\$200.00	\$200.00	\$200.00	
0114152	540500	ADVERTISING	\$224.25	\$100.00	\$100.00	\$100.00	
0114152	540700	DUES & SUBSCRIPTIONS	\$405.00	\$230.00	\$230.00	\$160.00	
0114152	540710	MEETINGS	\$215.00	\$1,200.00	\$1,200.00	\$1,200.00	
0114152	540900	ADMINISTRATIVE EXPENSE	\$900.00	\$900.00	\$936.00	\$936.00	
0114152	570500	MILEAGE REIMBURSEMENT	\$695.22	\$1,000.00	\$1,000.00	\$500.00	
		TOTAL ASSESSOR EXPENSE	\$5,488.00	\$6,830.00	\$7,130.00	\$7,096.00	
		TOTAL					

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #4 EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: ASSESSOR		BUDGET #	
CODE	DESCRIPTION		BUDGET REQUEST
520185	MAP UPDATING - ANNUAL		1,800.00
520200	MAINTENANCE CONTRACT/REPAIRS		-
540100	PRINTING (Large scale and smaller scale maps) Norfolk reg deeds		1,000.00
540150	BOOK BINDING (stopped 2005)		-
540400	SUPPLIES & EXPENSES (Copy machine (1), and Printers (3) ink cartridges; basic office supplies		1,200.00
540450	POSTAGE (Mailing of reminders to homeowners filing exemptions, chapter) and real estate abatements denials or approvals along with motor vehicle refund abatements		200.00
540500	ADVERTISING		100.00
540700	DUES & SUBSCRIPTIONS (Association dues 3 BOA, 1 Assessor, 1 clerk) Norfolk MAAO dues	\$100.00 <u>\$60.00</u>	- 160.00
540710	MEETINGS (MAAO Conferences, VISION Conferences and workshops)		1,200.00
540900	ADMINISTRATIVE EXPENSE (Stipends, 3 Board members)		936.00
570500	MILEAGE REIMBURSEMENT (Site visits, permits, and conferences)		500.00
		PAGE TOTAL	7,096.00

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: ASSESSOR		BUDGET #			
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	EQUIP. REQUEST
PAGE TOTAL					-

TOWN OF MILLIS ASSESSOR OFFICE

FISCAL YEAR 2015 BUDGET

PERSONNEL SUMMARY

1	2	3	4	5	6	7	8	9	10	11	12
NAME	POSITION-PAY ITEM	CURRENT ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/YR/HRS @ SAL	BASE SALARY	OTHER PAY	LON- GEVITY	TOTAL SALARY
		FY 2014					FY 2015 w/steps				
DUMONT, PAULA	ASSESSOR	\$ 66,708.00	40	13	4	6/3/14	\$ 69,386.00	\$ 69,386.00			\$69,386.00
KENNALLY, LESLEY	ASST CLERK	\$ 35,790.00	35	6	3	1/23/14	37,992.00	\$ 37,992.00			\$37,992.00
STANDLEY, CAMILLE	ASST CLERK	\$ 600.00	10	0	0		600.00	\$ 600.00			\$600.00
OVERTIME		\$1,250.00					1250.00	\$ 1,250.00			\$1,250.00
SUBTOTAL/TOTAL		\$ 104,348.00						\$109,228.00	\$0.00	\$0.00	\$109,228.00

FY2014 Payroll Budget Calculation Worksheet

	Current Grade	Step At S.O.Y.	Weekly Hours	Anniv. S.O.Y.	Anniv. Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2014	Longevity	Total Dollars For FY2014
Dumont	13	3	40	7/1/2013	6/13/2013	49	3	32.03	33.32	\$62,778.80	\$3,998.40	\$66,777.20	0	\$66,777.20
Kennally	6	2	35	7/1/2013	1/23/2013	30	22	19.47	20.26	\$20,443.50	\$15,600.20	\$36,043.70	0	\$36,043.70
Standley												\$600.00		\$600.00
overtime												\$1,250.00	0	\$1,250.00
												\$104,670.90	0	\$104,670.90
														\$104,348.00
														Charlie

FY2015 Payroll Budget Calculation Worksheet

	Current Grade	Step At S.O.Y.	Weekly Hours	Anniv. S.O.Y.	Anniv. Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	Wages 1st Rate	Wages 2nd Rate	Base Dollars For FY2015	Longevity	Total Dollars For FY2015
Dumont	13	4	40	7/1/2014	6/13/2014	49	3	33.32	33.99	\$65,307.20	\$4,078.80	\$69,386.00	\$0.00	\$69,386.00
Kennally	6	3	35	7/1/2014	1/23/2014	29	23	20.26	21.65	\$20,563.90	\$17,428.25	\$37,992.15	\$0.00	\$37,992.15
Standley												\$600.00		\$600.00
overtime												\$1,250.00	\$0.00	\$1,250.00
												\$109,228.15	\$0.00	\$109,228.15