

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: COLLECTION/TREASURY			DIVISION:		
	FY12 ACTUAL	FY13 ACTUAL	FY14 BUDGET	FY15 REQUEST	TA RECMD
SALARIES	145,672	173,099	176,741	182,248	
EXPENSES	22,931	20,435	27,475	27,955	
TOTALS	168,603	193,534	204,216	210,203	-
BUDGET COMMENTS:					

Town of Millis**Treasurer/Collector**

Office Activity Based On FY2013 Statistics - 07-01-12 Through 06-30-13

Collection

	Number of Bills Issued	FY2013 Collection	FY2012 Collection	Increase Decrease	% Increase
Real Estate Tax Bills	12,844	16,179,769	15,345,238	834,531	5.1%
Personal Property Tax Bills	940	369,490	342,808	26,681	7.2%
Motor Vehicle Excise Tax Bills	9,126	964,575	918,369	46,206	4.8%
Water/Sewer Bills	9,433	1,872,966	1,738,429	134,537	7.2%
Bills Processed FY2012 - Excluding Demands/Warrants	32,343	\$19,386,800	\$18,344,844	\$1,041,955	
Municipal Lien Certificates Produced Annually - Fiscal 2013	322				
Revenue From Municipal Lien Certificates Fiscal 2013	\$8,050				

Combined Staffing**Weekly Hours**

	FY2013	FY2014
Collector/Treasurer	37.50	40.00
Assistant Collector/Treasurer	35.00	35.00
Collection Clerk	28.00	28.00
Water/Sewer Clerk - Funded From Water/Sewer Program	28.00	28.00
Total Weekly Hours Scheduled	128.50	131.00
Weekly Office Payroll	\$3,329	\$3,373

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET	FORM #2 BUDGET NARRATIVE
DEPARTMENT: COLLECTION/TREASURY	DIVISION:
DESCRIPTION OF FUNCTION OR ACTIVITY	
<p>Please describe the overall mission or purpose of your department.</p> <p>As the Town Treasurer, it is my responsibility 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.</p> <p>As the Town Collector, it is my mission 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.</p>	
STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2015	
<p>Please describe your goals and initiatives for FY2015 and how these translate to expenses.</p> <p>The goal of the Treasurer/Collector's office is to perform the duties required by the town in a courteous and efficient manner and to ensure that Town Funds are properly secured and that the best return is received on these funds. The following are goals/initiatives:</p> <p>1)Research online and/or credit card capability for payment options in FY15 .</p>	
FUNDING PLAN	
<p>Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.</p> <p>The Treasurer/Collector's office collects a \$25 administration fee charge on return checks, \$25 Municipal Lien Certificate Fee, \$4.00 Betterment Release Fees, \$20.00 Motor Vehicle Flagging Fees, \$5.00 Demand Fees and \$10.00 Warrant Fees. The Treasurer collects a variety of fees placed on tax title accounts. These fees are all collected when an account pays in full and are posted back to the general fund.</p>	
PERFORMANCE ACCOMPLISHMENTS	
<p>Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.</p>	
<ol style="list-style-type: none"> 1. As of 6-30-13, the last day of 2013 fiscal year, 97% of the FY2013 real estate tax levy had been collected. 2. The Treasurer/Collector's Office is committed to maintaining its records in an audit ready condition. 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. Notary Services are available in the office. 	

* Attach additional sheets as necessary

11/25/2013
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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

TREASURER/COLLECTOR EXPENSE				

EXPENSES				

0114552 529101 SERVICES NOTE CERTIFICATION	250.00	250.00	1,300.00	<u>1,300</u>
0114552 540100 PRINTING	1,702.62	1,709.92	3,200.00	<u>3,200</u>
0114552 540400 SUPPLIES & EXPENSES	2,877.01	3,016.94	3,400.00	<u>3,400</u>
0114552 540450 POSTAGE	10,336.62	8,353.88	11,250.00	<u>11,250</u>
0114552 540500 ADVERTISING	.00	464.75	825.00	<u>825</u>
0114552 540700 DUES & SUBSCRIPTIONS	589.40	628.40	650.00	<u>740</u>
0114552 540710 MEETINGS	509.75	470.12	600.00	<u>990</u>
0114552 540800 EQUIPMENT	5,230.77	4,901.04	5,250.00	<u>5,250</u>
0114552 570050 TAX TITLE	1,434.60	640.17	1,000.00	<u>1,000</u>
TOTAL TREASURER/COLLECTOR EXPENSE	22,930.77	20,435.12	27,475.00	<u>27,955</u>