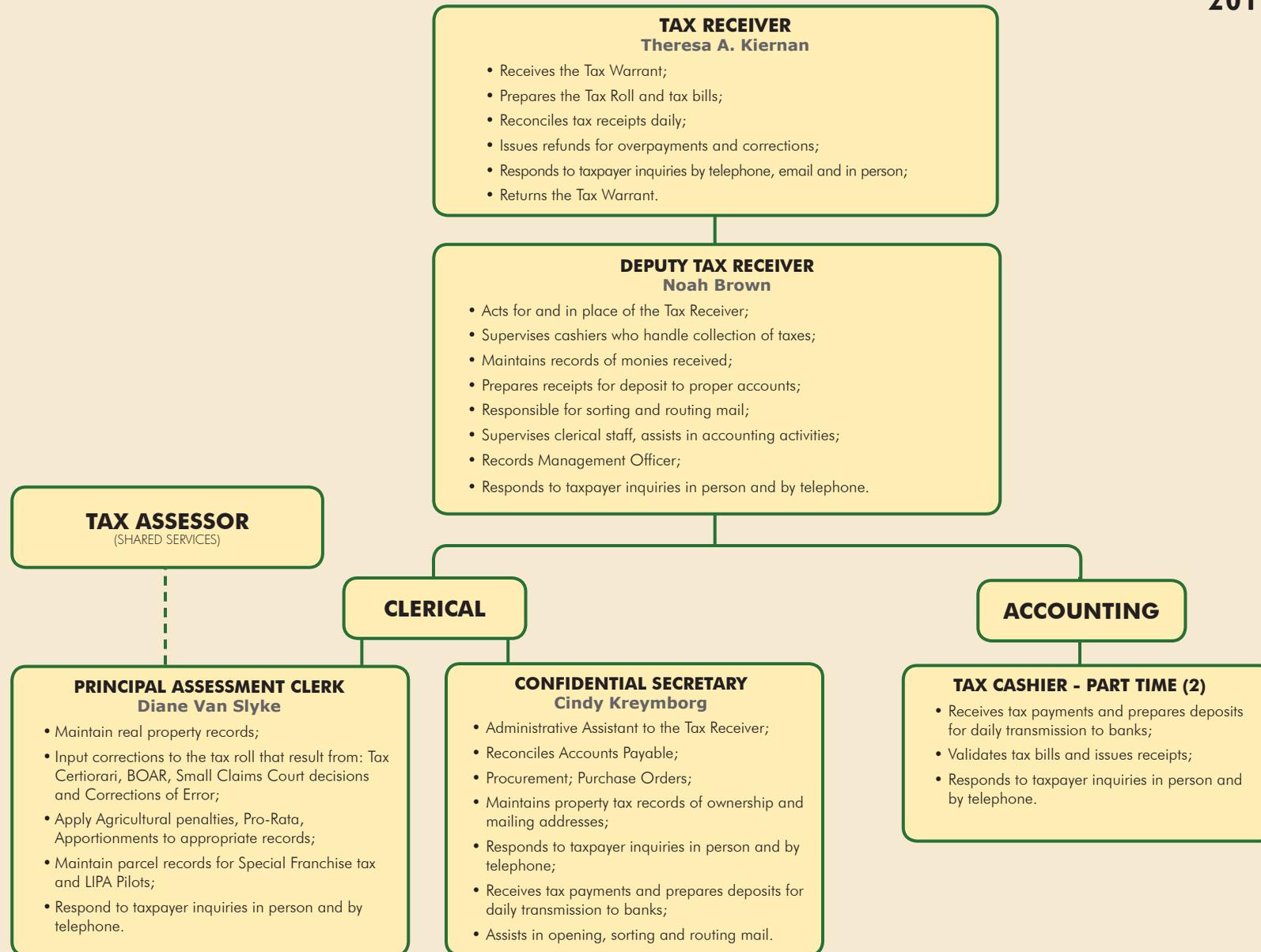


TAX RECEIVER

2018 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2018

Division: Tax Receiver

Tax District: Full Town

Cost Center #: 1330

Manager: Theresa Kiernan

NOTES:

Departmental Mission & Responsibilities:

It is the duty of the Receiver of Taxes to safely keep the tax and assessment roll and warrant delivered to the Town by the County Legislature until its return to the County Treasurer as herein provided; and to collect taxes and assessments levied in the Town thereon, and upon any warrants for that purpose to direct and deliver and to perform all other duties imposed by law to that end.

Workload:

The Tax Receiver's Office is responsible for receiving the Tax Warrant for the tax levies of the Town, School, County and special assessment districts and the formatting, mailing and collection of over 50,000 property tax bills in the Town of Southampton. Statistics show that 65% of our property owners pay their taxes directly, while 35% pay through their mortgage companies. During the months when property tax bills are collected, additional staff support is necessary to process tax payments in a timely manner. The Tax Receiver's Office handles various types of inquiries from constituents about property tax bills and assessments.

In addition, the office processes assessment/tax bill corrections that result from a successful grievance by the property owner. There were 1145 corrections processed for the 2016-17 tax year. The Tax Receiver acts as the fiduciary officer for the Hampton Bays Water District and is responsible for monthly revenue remittances to the Supervisor and bank reconciliation.

Goals & Objectives:

1. Automate the tax bill printing process rather than having the Tax Receiver manually print all bills.
2. Enable online payments of water bills through the Town website.
3. Expand use of Electronic forms of communication and payment options for taxpayers.

Legal Authority:

Office of Receiver of Taxes established by Suffolk County Tax Act Chapter 311 of the Laws of 1920.

Employee Compensation & Benefits Schedule

Position	Class/Grade/Step	Base Salary	Longevity	Other Comp	Total Comp	Medical Benefits	Employer FICA	Retirement	Other Benefits	Total Benefits	Total Comp. & Benefits	Yrs Srv 1/1/18	Alloc. %
Tax Receiver													
Tax Receiver - 1330													
Confidential Secretary	ADMINSUPPORT	59,303	0	0	59,303	26,686	4,589	8,248	915	40,437	99,740	1.7	100.0
Deputy Tax Receiver	ADMINSUPPORT	76,500	0	0	76,500	26,686	5,920	10,640	1,172	44,417	120,917	1.2	100.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 6	29,391	1,176	0	30,566	13,343	2,364	4,249	457	20,414	50,980	6.3	50.0
Town Tax Receiver	ELECTOFFICIALS	100,815	2,965	0	103,780	12,682	8,028	14,429	1,545	36,684	140,463	11.0	100.0
Cashier	SEASONAL	5,500	0	0	5,500	0	426	0	111	537	6,037		100.0
Tax Cashier	SEASONAL	5,500	0	0	5,500	0	426	0	111	537	6,037		100.0
Total Tax Receiver - 1330		277,008	4,141	0	281,149	79,396	21,752	37,566	4,311	143,024	424,173		

NOTES:

Town of Southampton
2018 Adopted Budget
Tax Receiver - 1330

Account Code	Description	2016 Adopted Budget	2016 Actual	2017 Adopted Budget	2017 Amended Budget	2017 Dec YTD Actual	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget	2018 Adopted / 2017 Amended Difference	2018 Adopted / 2017 % of Change	2019 Requested Budget	2019 Tentative Budget	2019 Preliminary Budget	2019 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	449,714	449,714	477,303	477,303	477,303	476,066	474,973	474,973	474,973	(2,330)	(0.49%)	483,420	482,303	482,303	482,303
	Total Real Property Taxes	449,714	449,714	477,303	477,303	477,303	476,066	474,973	474,973	474,973	(2,330)	(0.49%)	483,420	482,303	482,303	482,303
Other Revenue:																
2770	Miscellaneous	0	298	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	298	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	449,714	450,012	477,303	477,303	477,303	476,066	474,973	474,973	474,973	(2,330)	(0.49%)	483,420	482,303	482,303	482,303
Salaries:																
6100	Salaries	264,132	268,583	269,583	269,583	235,594	266,008	266,008	266,008	266,008	3,575	1.33%	271,736	271,736	271,736	271,736
6103	Accumulated Sick/Personal Days	1,100	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	11,000	12,963	11,000	11,000	3,939	11,000	11,000	11,000	11,000	0	0.00%	11,220	11,220	11,220	11,220
6110	Longevity	0	0	5,938	5,938	1,977	4,141	4,141	4,141	4,141	1,797	30.27%	4,180	4,180	4,180	4,180
	Total Salaries	276,232	281,546	286,521	286,521	241,510	281,149	281,149	281,149	281,149	5,372	1.87%	287,136	287,136	287,136	287,136
Employee Benefits - Current:																
6810	Employee Retirement - Active	44,294	41,299	38,986	38,986	33,315	38,659	37,566	37,566	37,566	1,420	3.64%	39,484	38,368	38,368	38,368
6830	FICA Tax Expenditure	21,132	22,856	21,919	21,919	17,940	21,752	21,752	21,752	21,752	167	0.76%	22,204	22,204	22,204	22,204
6835	MTA Tax	939	1,020	974	974	794	967	967	967	967	7	0.76%	987	987	987	987
6840	Worker's Compensation	1,262	1,348	3,381	3,381	2,829	3,186	3,186	3,186	3,186	195	5.77%	3,254	3,254	3,254	3,254
6860	Medical Insurance - Active Employees	52,842	59,717	70,008	70,008	64,466	74,784	74,784	74,784	74,784	(4,776)	(6.82%)	74,784	74,784	74,784	74,784
6865	Dental & Optical	4,555	4,331	4,555	4,555	4,057	4,612	4,612	4,612	4,612	(56)	(1.24%)	4,612	4,612	4,612	4,612
6875	Disability	158	119	158	158	74	158	158	158	158	0	0.00%	158	158	158	158
	Total Employee Benefits - Current	125,182	130,690	139,982	139,982	123,476	144,117	143,024	143,024	143,024	(3,042)	(2.17%)	145,483	144,367	144,367	144,367
	Total Employee Costs	401,414	412,237	426,503	426,503	364,985	425,266	424,173	424,173	424,173	2,330	0.55%	432,620	431,503	431,503	431,503
Contractual:																
6401	Contracts	20,000	8,887	20,000	20,000	0	20,000	20,000	20,000	20,000	0	0.00%	20,000	20,000	20,000	20,000
6410	Postage	25,000	22,495	25,000	25,000	0	25,000	25,000	25,000	25,000	0	0.00%	25,000	25,000	25,000	25,000
6411	Printing and Stationery	0	3,394	2,500	2,500	1,100	2,500	2,500	2,500	2,500	0	0.00%	2,500	2,500	2,500	2,500
6421	Legal Notices	300	0	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6425	Office Supplies	1,000	1,428	1,000	1,000	794	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6477	Copier Leases	2,000	163	2,000	2,000	104	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
	Total Contractual	48,300	36,367	50,800	50,800	1,998	50,800	50,800	50,800	50,800	0	0.00%	50,800	50,800	50,800	50,800
	Total Expenditures	449,714	448,604	477,303	477,303	366,983	476,066	474,973	474,973	474,973	2,330	0.49%	483,420	482,303	482,303	482,303
	Net Surplus (Deficit)	0	1,409	0	0	110,320	0	0	0	0			0	0	0	0