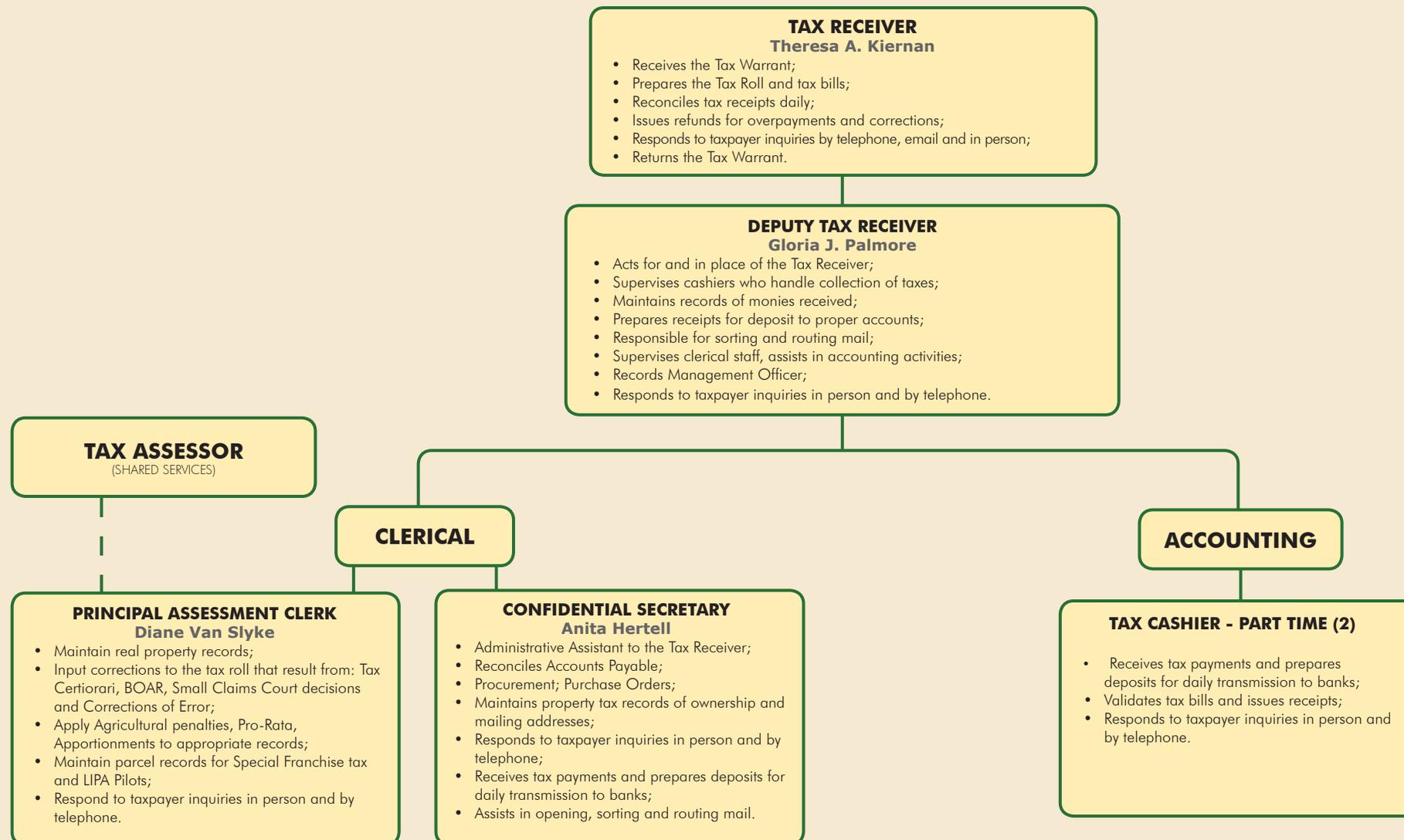


TAX RECEIVER

2014 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2014

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 1,500 corrections processed for the 2012-13 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. Continue to upgrade the mailing index, whereby the Town will eventually qualify for an automation discount rate by utilizing USPS move update and Cass programs.
2. Enable online payments of water bills through the Town website.
3. Continue to investigate options to relocate to contiguous space with the Town Assessor, enabling both departments to share resources and to provide more efficient service to the taxpayers, in particular the elderly citizens.

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
Tax Receiver											
Tax Receiver - 1330											
Confidential Secretary	ADMINSUPPORT	52,996	0	0	52,996	10,216	4,054	6,836	474	21,581	74,577
Deputy Tax Receiver	ADMINSUPPORT	85,014	0	2,460	87,474	20,902	6,692	11,284	751	39,629	127,103
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / F / 1	25,534	0	0	25,534	10,464	1,953	3,294	229	15,940	41,474
Town Tax Receiver	ELECTOFFICIALS	86,600	0	0	86,600	10,221	6,625	11,171	756	28,774	115,374
Cashier	SEASONAL	3,750	0	0	3,750	0	287	0	60	347	4,097
Tax Cashier	SEASONAL	3,750	0	0	3,750	0	287	0	166	453	4,203
Total Tax Receiver - 1330		257,644	0	2,460	260,104	51,803	19,898	32,586	2,437	106,724	366,828

NOTES:

Town of Southampton

2014 Adopted Budget

Tax Receiver - 1330

Account Code	Description	2012 Adopted Budget	2012 Actual	2013 Adopted Budget	2013 Amended Budget	2013 Oct YTD Actual	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget	2014 Adopted / 2013 Amended Difference	2014 Adopted / 2013 Amended % of Change	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	406,090	406,876	423,551	427,917	427,917	455,871	390,528	390,528	390,528	(37,388)	(8.74%)	461,684	394,960	394,960	394,960
	Total Real Property Taxes	406,090	406,876	423,551	427,917	427,917	455,871	390,528	390,528	390,528	(37,388)	(8.74%)	461,684	394,960	394,960	394,960
	Total Revenue	406,090	406,876	423,551	427,917	427,917	455,871	390,528	390,528	390,528	(37,388)	(8.74%)	461,684	394,960	394,960	394,960
Salaries:																
6100	Salaries	258,663	258,761	271,240	271,240	225,443	279,078	250,144	250,144	250,144	21,096	7.78%	283,620	253,795	253,795	253,795
6103	Accumulated Sick/Personal Days	2,357	3,143	2,405	3,206	3,206	2,460	2,460	2,460	2,460	746	23.26%	2,460	2,460	2,460	2,460
6105	Part Time Salaries	9,600	6,792	5,556	8,856	6,300	7,500	7,500	7,500	7,500	1,356	15.31%	7,500	7,500	7,500	7,500
	Total Salaries	270,620	268,696	279,201	283,302	234,948	289,038	260,104	260,104	260,104	23,198	8.19%	293,580	263,755	263,755	263,755
Employee Benefits - Current:																
6810	Employee Retirement - Active	32,430	33,297	36,695	36,695	28,375	54,900	32,586	32,586	32,586	4,109	11.20%	55,786	33,057	33,057	33,057
6830	FICA Tax Expenditure	20,702	20,087	21,359	21,612	17,573	22,111	19,898	19,898	19,898	1,714	7.93%	22,459	20,177	20,177	20,177
6835	MTA Tax	920	893	949	961	781	983	884	884	884	77	8.00%	998	897	897	897
6840	Worker's Compensation	921	921	889	889	741	1,539	1,394	1,394	1,394	(506)	(56.89%)	1,562	1,413	1,413	1,413
6860	Medical Insurance - Active Employees	51,920	48,493	54,227	54,227	43,854	57,059	47,248	47,248	47,248	6,979	12.87%	57,059	47,248	47,248	47,248
6865	Dental & Optical	4,903	4,395	5,197	5,197	3,759	5,208	4,555	4,555	4,555	642	12.35%	5,208	4,555	4,555	4,555
6875	Disability	173	98	173	173	174	173	158	158	158	14	8.33%	173	158	158	158
	Total Employee Benefits - Current	111,970	108,184	119,490	119,755	95,256	141,973	106,724	106,724	106,724	13,031	10.88%	143,244	107,505	107,505	107,505
	Total Employee Costs	382,590	376,880	398,691	403,057	330,204	431,011	366,828	366,828	366,828	36,228	8.99%	436,824	371,260	371,260	371,260
Contractual:																
6401	Contracts	10,000	5,296	10,000	9,695	0	10,000	10,000	10,000	10,000	(305)	(3.15%)	10,000	10,000	10,000	10,000
6411	Printing and Stationery	11,000	11,000	11,000	11,000	3,210	11,000	11,000	11,000	11,000	0	0.00%	11,000	11,000	11,000	11,000
6421	Legal Notices	500	0	500	500	218	500	300	300	300	200	40.00%	500	300	300	300
6425	Office Supplies	2,000	475	1,960	1,960	710	1,960	1,000	1,000	1,000	960	48.98%	1,960	1,000	1,000	1,000
6477	Copier Leases	0	948	1,400	1,705	1,430	1,400	1,400	1,400	1,400	305	17.89%	1,400	1,400	1,400	1,400
	Total Contractual	23,500	17,719	24,860	24,860	5,568	24,860	23,700	23,700	23,700	1,160	4.67%	24,860	23,700	23,700	23,700
	Total Expenditures	406,090	394,599	423,551	427,917	335,772	455,871	390,528	390,528	390,528	37,388	8.74%	461,684	394,960	394,960	394,960
	Net Surplus (Deficit)	0	12,277	0	0	92,144	0	0	0	0			0	0	0	0