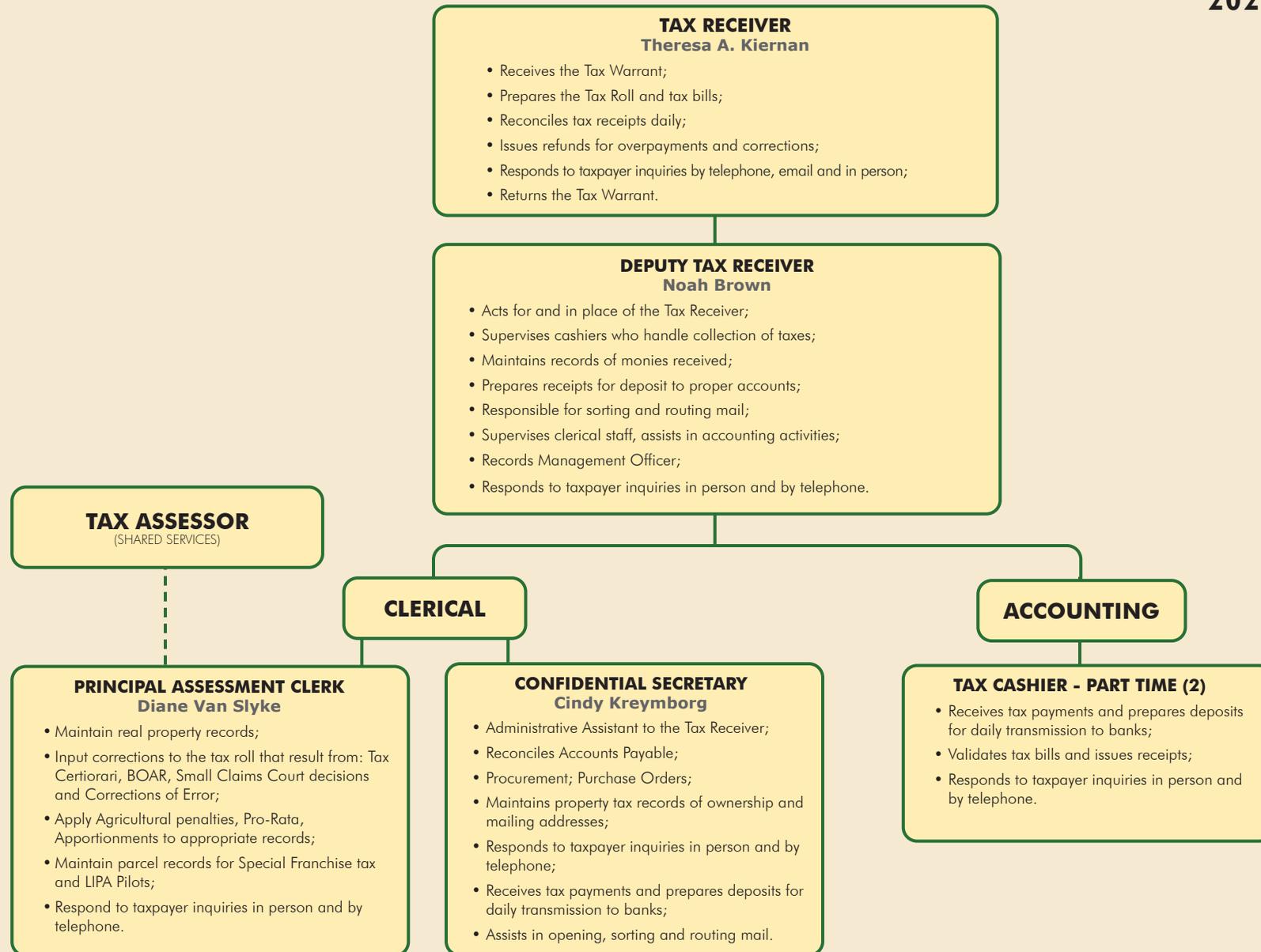


TAX RECEIVER

2020 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2020
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 Suffolk County Legislature until its return to the County Comptroller 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 850 corrections processed for the 2018-19 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. Expand use of Electronic forms of communication and payment options for taxpayers.
3. Continued outreach to taxpayers to ensure current and accurate mailing information, awareness of exemption programs, state and federal legislation updates, and other pertinent information regarding property taxes.

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 1/1/20 | Alloc. % |
|----------------------------------|--|----------------|--------------|------------|----------------|------------------|---------------|---------------|----------------|----------------|------------------------|----------------|----------|
| Tax Receiver | | | | | | | | | | | | | |
| Tax Receiver - 1330 | | | | | | | | | | | | | |
| Confidential Secretary | ADMINSUPPORT | 61,699 | 0 | 0 | 61,699 | 28,488 | 4,803 | 7,867 | 1,317 | 42,475 | 104,173 | 3.7 | 100.0 |
| Deputy Tax Receiver | ADMINSUPPORT | 79,591 | 0 | 0 | 79,591 | 28,488 | 6,196 | 10,148 | 1,694 | 46,526 | 126,116 | 3.2 | 100.0 |
| Principal Assessment Clerk | CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 8 | 31,310 | 1,252 | 0 | 32,562 | 14,244 | 2,533 | 4,149 | 672 | 21,599 | 54,161 | 8.3 | 50.0 |
| Town Tax Receiver | ELECTOFFICIALS | 104,888 | 3,147 | 0 | 108,035 | 13,440 | 8,215 | 13,768 | 2,237 | 37,660 | 145,695 | 13.0 | 100.0 |
| Cashier | SEASONAL | 5,722 | 0 | 0 | 5,722 | 0 | 445 | 0 | 138 | 583 | 6,306 | | 100.0 |
| Tax Cashier | SEASONAL | 5,722 | 0 | 0 | 5,722 | 0 | 445 | 0 | 138 | 583 | 6,306 | | 100.0 |
| Total Tax Receiver - 1330 | | 288,931 | 4,399 | 0 | 293,331 | 84,660 | 22,638 | 35,932 | 6,196 | 149,426 | 442,756 | | |

NOTES:

Town of Southampton

2020 Adopted Budget

Tax Receiver - 1330

| Account Code | Description | 2018 Adopted Budget | 2018 Actual | 2019 Adopted Budget | 2019 Amended Budget | 2019 Dec YTD Actual | 2020 Requested Budget | 2020 Tentative Budget | 2020 Preliminary Budget | 2020 Adopted Budget | 2020 Adopted / 2019 Amended Difference | 2020 Adopted / 2019 Amended % of Change | 2021 Requested Budget | 2021 Tentative Budget | 2021 Preliminary Budget | 2021 Adopted Budget |
|-------------------------------------|--|---------------------|----------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------------|---------------------|--|---|-----------------------|-----------------------|-------------------------|---------------------|
| Real Property Taxes: | | | | | | | | | | | | | | | | |
| 1001 | Property Taxes | 474,973 | 474,973 | 489,825 | 484,825 | 484,825 | 497,674 | 495,156 | 495,156 | 495,156 | 10,331 | 2.13% | 504,689 | 502,121 | 502,121 | 502,121 |
| | Total Real Property Taxes | 474,973 | 474,973 | 489,825 | 484,825 | 484,825 | 497,674 | 495,156 | 495,156 | 495,156 | 10,331 | 2.13% | 504,689 | 502,121 | 502,121 | 502,121 |
| Other Revenue: | | | | | | | | | | | | | | | | |
| 2701 | Miscellaneous Tax Receipts | 0 | 34 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0 |
| 2770 | Miscellaneous | 0 | 0 | 0 | 1,460 | 1,460 | 0 | 0 | 0 | 0 | (1,460) | (100.00%) | 0 | 0 | 0 | 0 |
| | Total Other Revenue | 0 | 34 | 0 | 1,460 | 1,460 | 0 | 0 | 0 | 0 | (1,460) | (100.00%) | 0 | 0 | 0 | 0 |
| | Total Revenue | 474,973 | 475,007 | 489,825 | 486,285 | 486,285 | 497,674 | 495,156 | 495,156 | 495,156 | 8,871 | 1.82% | 504,689 | 502,121 | 502,121 | 502,121 |
| Salaries: | | | | | | | | | | | | | | | | |
| 6100 | Salaries | 266,008 | 265,828 | 271,736 | 271,736 | 239,019 | 277,487 | 277,487 | 277,487 | 277,487 | (5,751) | (2.12%) | 283,043 | 283,043 | 283,043 | 283,043 |
| 6105 | Part Time Salaries | 11,000 | 9,346 | 11,220 | 11,220 | 6,941 | 11,444 | 11,444 | 11,444 | 11,444 | (224) | (2.00%) | 11,673 | 11,673 | 11,673 | 11,673 |
| 6110 | Longevity | 4,141 | 4,199 | 4,300 | 4,300 | 5,516 | 4,399 | 4,399 | 4,399 | 4,399 | (99) | (2.30%) | 4,425 | 4,425 | 4,425 | 4,425 |
| | Total Salaries | 281,149 | 279,372 | 287,256 | 287,256 | 251,476 | 293,331 | 293,331 | 293,331 | 293,331 | (6,075) | (2.11%) | 299,141 | 299,141 | 299,141 | 299,141 |
| Employee Benefits - Current: | | | | | | | | | | | | | | | | |
| 6810 | Employee Retirement - Active | 37,566 | 34,964 | 36,385 | 36,385 | 30,110 | 36,190 | 35,932 | 35,932 | 35,932 | 453 | 1.24% | 36,906 | 36,644 | 36,644 | 36,644 |
| 6830 | FICA Tax Expenditure | 21,752 | 20,702 | 22,442 | 22,442 | 18,618 | 22,753 | 22,638 | 22,638 | 22,638 | (196) | (0.87%) | 23,076 | 22,958 | 22,958 | 22,958 |
| 6835 | MTA Tax | 967 | 912 | 1,003 | 1,003 | 834 | 1,022 | 1,015 | 1,015 | 1,015 | (12) | (1.19%) | 1,042 | 1,035 | 1,035 | 1,035 |
| 6840 | Worker's Compensation | 3,186 | 2,854 | 7,640 | 7,640 | 5,892 | 7,223 | 5,085 | 5,085 | 5,085 | 2,555 | 33.44% | 7,368 | 5,187 | 5,187 | 5,187 |
| 6860 | Medical Insurance - Active Employees | 74,784 | 74,702 | 79,542 | 79,542 | 67,655 | 79,830 | 79,830 | 79,830 | 79,830 | (288) | (0.36%) | 79,830 | 79,830 | 79,830 | 79,830 |
| 6865 | Dental & Optical | 4,612 | 4,695 | 4,662 | 4,662 | 4,129 | 4,830 | 4,830 | 4,830 | 4,830 | (168) | (3.60%) | 4,830 | 4,830 | 4,830 | 4,830 |
| 6875 | Disability | 158 | 55 | 96 | 96 | 8 | 96 | 96 | 96 | 96 | 0 | 0.00% | 96 | 96 | 96 | 96 |
| | Total Employee Benefits - Current | 143,024 | 138,884 | 151,769 | 151,769 | 127,245 | 151,944 | 149,426 | 149,426 | 149,426 | 2,344 | 1.54% | 153,148 | 150,579 | 150,579 | 150,579 |
| | Total Employee Costs | 424,173 | 418,255 | 439,025 | 439,025 | 378,721 | 445,274 | 442,756 | 442,756 | 442,756 | (3,731) | (0.85%) | 452,289 | 449,721 | 449,721 | 449,721 |
| Contractual: | | | | | | | | | | | | | | | | |
| 6401 | Contracts | 20,000 | 3,396 | 20,000 | 15,000 | 693 | 20,000 | 20,000 | 20,000 | 20,000 | (5,000) | (33.33%) | 20,000 | 20,000 | 20,000 | 20,000 |
| 6410 | Postage | 25,000 | 21,918 | 25,000 | 25,000 | 3,701 | 25,000 | 25,000 | 25,000 | 25,000 | 0 | 0.00% | 25,000 | 25,000 | 25,000 | 25,000 |
| 6411 | Printing and Stationery | 2,500 | 0 | 2,500 | 2,500 | 0 | 2,500 | 2,500 | 2,500 | 2,500 | 0 | 0.00% | 2,500 | 2,500 | 2,500 | 2,500 |
| 6421 | Legal Notices | 300 | 209 | 300 | 300 | 0 | 300 | 300 | 300 | 300 | 0 | 0.00% | 300 | 300 | 300 | 300 |
| 6423 | Small Equipment (Non-Capital) | 0 | 0 | 0 | 1,460 | 1,460 | 0 | 0 | 0 | 0 | 1,460 | 100.00% | 0 | 0 | 0 | 0 |
| 6425 | Office Supplies | 1,000 | 1,130 | 1,000 | 1,000 | 474 | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 0.00% | 1,000 | 1,000 | 1,000 | 1,000 |
| 6477 | Copier Leases | 2,000 | 103 | 2,000 | 2,000 | 42 | 3,600 | 3,600 | 3,600 | 3,600 | (1,600) | (80.00%) | 3,600 | 3,600 | 3,600 | 3,600 |
| | Total Contractual | 50,800 | 26,755 | 50,800 | 47,260 | 6,370 | 52,400 | 52,400 | 52,400 | 52,400 | (5,140) | (10.88%) | 52,400 | 52,400 | 52,400 | 52,400 |
| | Total Expenditures | 474,973 | 445,011 | 489,825 | 486,285 | 385,090 | 497,674 | 495,156 | 495,156 | 495,156 | (8,871) | (1.82%) | 504,689 | 502,121 | 502,121 | 502,121 |
| | Net Surplus (Deficit) | 0 | 29,997 | 0 | 0 | 101,195 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 |

