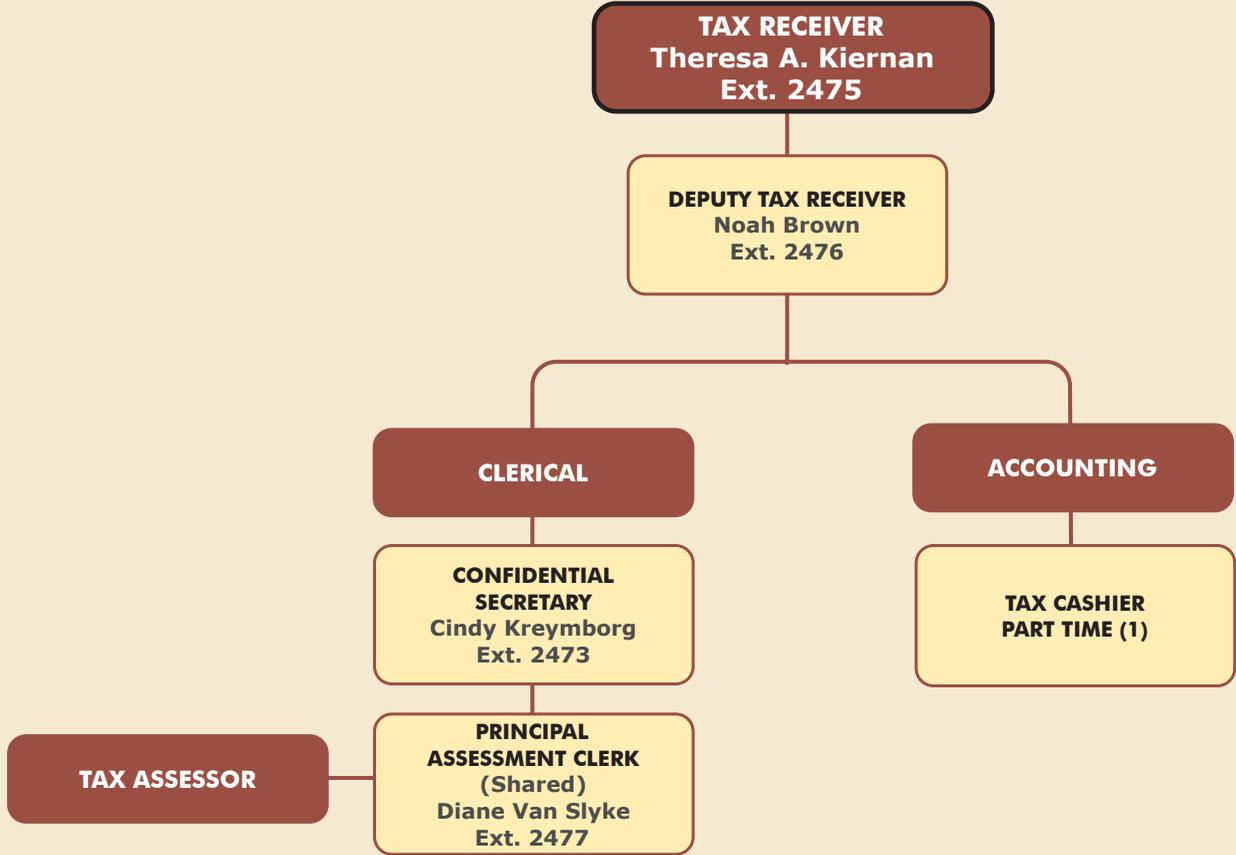


TAX RECEIVER

Main Line: 702-2470

Fax: 287-5732



TAX RECEIVER - SUMMARY

Department: Tax Receiver

Budget Year: 2021

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 1/1/21	Alloc. %
Tax Receiver													
Tax Receiver - 1330													
Confidential Secretary	ADMINSUPPORT	62,933	0	0	62,933	28,488	4,836	8,857	522	42,704	105,636	4.7	100.0
Deputy Tax Receiver	ADMINSUPPORT	81,182	0	0	81,182	28,488	6,239	11,426	668	46,821	128,004	4.2	100.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 8	31,821	1,273	0	33,094	14,244	2,543	4,657	268	21,712	54,806	9.3	50.0
Town Tax Receiver	ELECTOFFICIALS	106,985	3,210	0	110,195	13,440	8,227	15,507	886	38,060	148,255	14.0	100.0
Cashier	SEASONAL	5,837	0	0	5,837	0	449	0	64	513	6,349		100.0
Total Tax Receiver - 1330		288,758	4,483	0	293,241	84,660	22,294	40,448	2,408	149,809	443,050		

NOTES:

Town of Southampton

2021 Tentative Budget

Tax Receiver - 1330

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	489,825	484,825	495,156	495,156	481,248	491,178	495,450	294	0.06%	497,926	502,283	6,833	1.38%
	Total Real Property Taxes	489,825	484,825	495,156	495,156	481,248	491,178	495,450	294	0.06%	497,926	502,283	6,833	1.38%
	Other Revenue:													
2770	Miscellaneous	0	1,460	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	0	1,460	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Revenue	489,825	486,285	495,156	495,156	481,248	491,178	495,450	294	0.06%	497,926	502,283	6,833	1.38%
	Salaries:													
6100	Salaries	271,736	271,736	277,487	277,487	192,643	282,922	282,922	(5,435)	(1.96%)	288,580	288,580	(5,658)	(2.00%)
6105	Part Time Salaries	11,220	9,770	11,444	11,444	2,329	5,837	5,837	5,608	49.00%	5,837	5,837	0	0.00%
6110	Longevity	4,300	4,300	4,399	4,399	0	4,483	4,483	(83)	(1.90%)	4,508	4,508	(25)	(0.57%)
	Total Salaries	287,256	285,806	293,331	293,331	194,972	293,241	293,241	89	0.03%	298,925	298,925	(5,684)	(1.94%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	36,385	35,996	35,932	35,932	23,829	36,175	40,448	(4,515)	(12.57%)	36,890	41,248	(800)	(1.98%)
6830	FICA Tax Expenditure	22,442	21,160	22,638	22,638	14,448	22,294	22,294	344	1.52%	22,597	22,597	(304)	(1.36%)
6835	MTA Tax	1,003	941	1,015	1,015	604	1,002	1,002	13	1.29%	1,021	1,021	(19)	(1.94%)
6840	Worker's Compensation	7,640	6,974	5,085	5,085	2,697	1,328	1,328	3,757	73.88%	1,354	1,354	(26)	(1.96%)
6860	Medical Insurance - Active Employees	79,542	76,274	79,830	79,830	54,037	79,830	79,830	0	0.00%	79,830	79,830	0	0.00%
6865	Dental & Optical	4,662	4,742	4,830	4,830	3,354	4,830	4,830	0	0.00%	4,830	4,830	0	0.00%

Town of Southampton

2021 Tentative Budget

Tax Receiver - 1330

Account Code	Description	2019 Adopted Budget	2019 Actual	2020 Adopted Budget	2020 Amended Budget	2020 Dec YTD Actual	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Amended Difference	2021 Tentative/2020 Amended % of Change	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Tentative Difference	2022 Tentative/2021 Tentative % of Change
6875	Disability	96	15	96	96	54	78	78	17	18.18%	78	78	0	0.00%
	Total Employee Benefits - Current	151,769	146,102	149,426	149,426	99,022	145,537	149,809	(384)	(0.26%)	146,601	150,958	(1,149)	(0.77%)
	Total Employee Costs	439,025	431,908	442,756	442,756	293,993	438,778	443,050	(294)	(0.07%)	445,526	449,883	(6,833)	(1.54%)
	Contractual:													
6401	Contracts	20,000	898	20,000	20,000	0	20,000	20,000	0	0.00%	20,000	20,000	0	0.00%
6410	Postage	25,000	23,201	25,000	25,000	4,126	25,000	25,000	0	0.00%	25,000	25,000	0	0.00%
6411	Printing and Stationery	2,500	2,431	2,500	2,500	0	2,500	2,500	0	(0.01%)	2,500	2,500	0	0.01%
6421	Legal Notices	300	216	300	300	0	300	300	0	0.00%	300	300	0	0.00%
6423	Small Equipment (Non-Capital)	0	1,460	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6425	Office Supplies	1,000	783	1,000	1,000	181	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6477	Copier Leases	2,000	42	3,600	3,600	818	3,600	3,600	0	0.00%	3,600	3,600	0	0.00%
	Total Contractual	50,800	29,031	52,400	52,400	5,125	52,400	52,400	0	0.00%	52,400	52,400	0	0.00%
	Total Expenditures	489,825	460,939	495,156	495,156	299,118	491,178	495,451	(295)	(0.06%)	497,926	502,283	(6,833)	(1.38%)
	Net Surplus (Deficit)	0	25,346	0	0	182,130	0	0			0	0		
	Net Surplus (Deficit)	0	25,346	0	0	182,130	0	0			0	0		