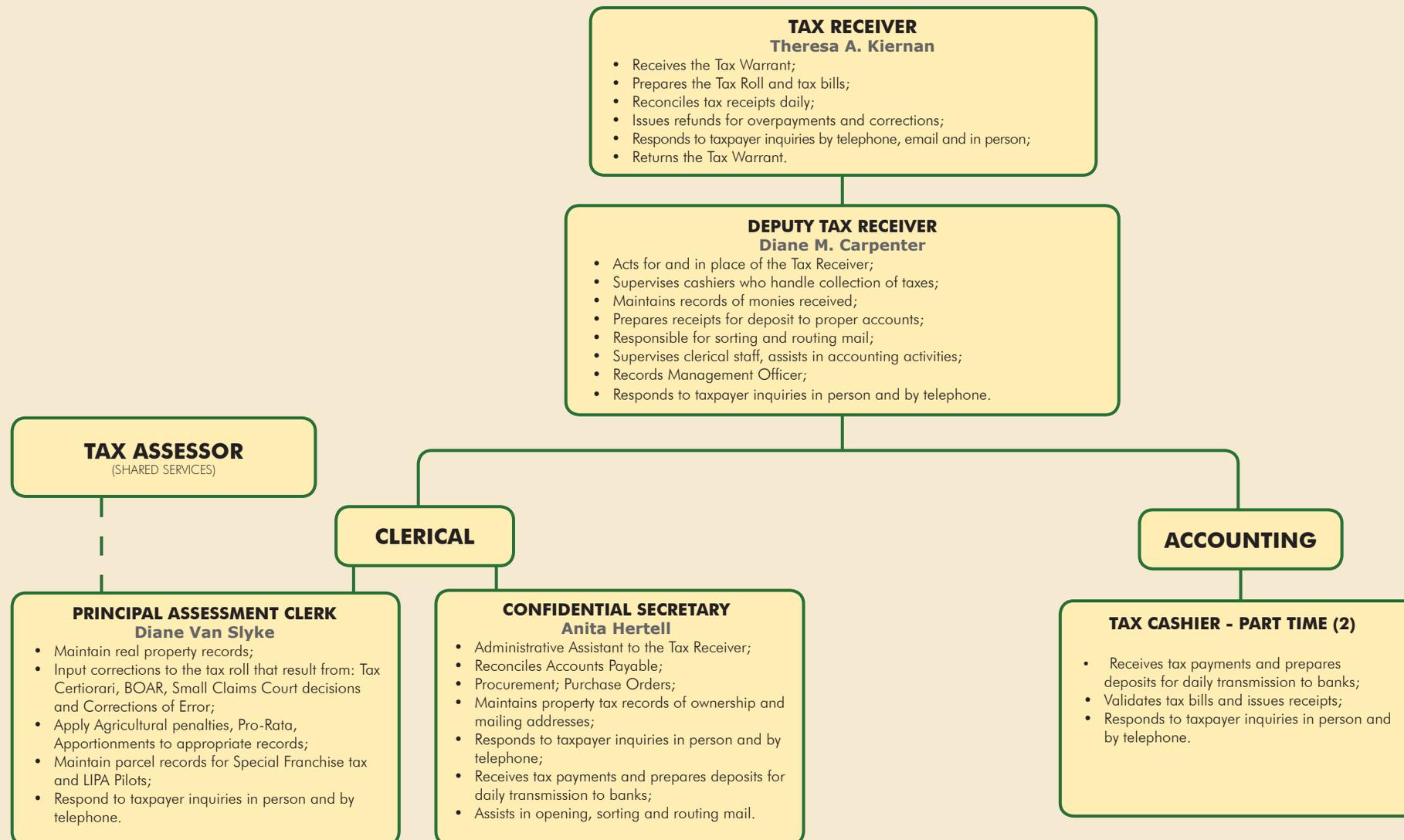


# TAX RECEIVER

## 2015 ORGANIZATIONAL CHART



# Department Summary

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*Department: Tax Receiver*

**Budget Year:** 2015  
**Division:** Tax Receiver  
**Tax District:** Full Town

**Cost Center #:** 1330  
**Manager:** Theresa Kiernan

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**NOTES:**

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## **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 881 corrections processed for the 2013-14 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. Eliminate the production of second half reminder letters and change to postcards in order to reduce printing and postage costs.

## **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	Total Benefits	Total Comp. & Benefits	YRS Srv 1/1/15	Alloc. %
<b>Tax Receiver</b>									
<b>Tax Receiver</b>									
<b>Tax Receiver - 1330</b>									
Confidential Secretary	ADMINSUPPORT	56,000	0	0	56,000	25,035	81,035	5.4	100.0
Deputy Tax Receiver	ADMINSUPPORT	80,918	0	1,100	82,018	43,446	125,464	25.9	100.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / F / 2	26,253	0	0	26,253	16,861	43,113	3.3	50.0
Town Tax Receiver	ELECTOFFICIALS	95,000	0	0	95,000	35,222	130,222	8.0	100.0
Cashier	SEASONAL	3,750	0	0	3,750	343	4,093		100.0
Tax Cashier	SEASONAL	3,750	0	0	3,750	453	4,203		100.0
<b>Total Tax Receiver - 1330</b>		<b>265,671</b>	<b>0</b>	<b>1,100</b>	<b>266,771</b>	<b>121,360</b>	<b>388,131</b>		

NOTES:

# Town of Southampton

## 2015 Adopted Budget

### Tax Receiver - 1330

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Oct YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Preliminary Budget	2015 Adopted Budget	2015 Adopted / 2014 Amended Difference	2015 Adopted / 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Preliminary Budget	2016 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	423,551	427,931	390,528	391,338	391,338	406,287	412,231	412,231	412,231	20,892	5.34%	410,900	419,661	416,787	416,787
	<b>Total Real Property Taxes</b>	423,551	427,931	390,528	391,338	391,338	406,287	412,231	412,231	412,231	20,892	5.34%	410,900	419,661	416,787	416,787
	<b>Total Revenue</b>	<b>423,551</b>	<b>427,931</b>	<b>390,528</b>	<b>391,338</b>	<b>391,338</b>	<b>406,287</b>	<b>412,231</b>	<b>412,231</b>	<b>412,231</b>	<b>20,892</b>	<b>5.34%</b>	<b>410,900</b>	<b>419,661</b>	<b>416,787</b>	<b>416,787</b>
<b>Salaries:</b>																
6100	Salaries	271,240	270,751	250,144	250,144	206,307	253,759	258,171	258,171	258,171	(8,027)	(3.21%)	257,452	264,120	261,819	261,819
6103	Accumulated Sick/Personal Days	2,405	3,206	2,460	3,270	3,270	1,100	1,100	1,100	1,100	2,170	66.36%	1,100	1,100	1,100	1,100
6105	Part Time Salaries	5,556	7,896	7,500	7,500	7,765	7,500	7,500	7,500	7,500	0	0.00%	7,500	7,500	7,500	7,500
	<b>Total Salaries</b>	279,201	281,853	260,104	260,914	217,342	262,359	266,771	266,771	266,771	(5,857)	(2.24%)	266,052	272,720	270,419	270,419
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	36,695	63,254	32,586	36,851	31,166	42,493	43,255	43,255	43,255	(6,404)	(17.38%)	43,103	44,236	43,857	43,857
6830	FICA Tax Expenditure	21,359	21,081	19,898	19,898	16,294	20,070	20,408	20,408	20,408	(510)	(2.56%)	20,353	20,863	20,687	20,687
6835	MTA Tax	949	937	884	884	724	892	907	907	907	(23)	(2.56%)	905	927	919	919
6840	Worker's Compensation	889	889	1,394	1,394	934	1,155	1,173	1,173	1,173	222	15.91%	1,170	1,196	1,187	1,187
6860	Medical Insurance - Active Employees	54,227	52,624	47,248	47,248	37,107	50,904	50,904	50,904	50,904	(3,656)	(7.74%)	50,904	50,904	50,904	50,904
6865	Dental & Optical	5,197	4,521	4,555	4,555	3,481	4,555	4,555	4,555	4,555	0	0.00%	4,555	4,555	4,555	4,555
6875	Disability	173	186	158	158	76	158	158	158	158	0	0.00%	158	158	158	158
	<b>Total Employee Benefits - Current</b>	119,490	143,492	106,724	110,989	89,782	120,228	121,360	121,360	121,360	(10,371)	(9.34%)	121,148	122,841	122,268	122,268
	<b>Total Employee Costs</b>	<b>398,691</b>	<b>425,345</b>	<b>366,828</b>	<b>371,903</b>	<b>307,124</b>	<b>382,587</b>	<b>388,131</b>	<b>388,131</b>	<b>388,131</b>	<b>(16,227)</b>	<b>(4.36%)</b>	<b>387,200</b>	<b>395,561</b>	<b>392,687</b>	<b>392,687</b>
<b>Contractual:</b>																
6401	Contracts	10,000	5,168	10,000	9,300	0	10,000	10,000	10,000	10,000	(700)	(7.53%)	10,000	10,000	10,000	10,000
6411	Printing and Stationery	11,000	11,000	11,000	11,000	0	11,000	11,000	11,000	11,000	0	0.00%	11,000	11,000	11,000	11,000
6421	Legal Notices	500	218	300	300	215	300	300	300	300	0	0.00%	300	300	300	300
6425	Office Supplies	1,960	1,248	1,000	1,000	542	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6477	Copier Leases	1,400	1,782	1,400	2,100	1,529	1,400	1,800	1,800	1,800	300	14.29%	1,400	1,800	1,800	1,800
	<b>Total Contractual</b>	24,860	19,416	23,700	23,700	2,287	23,700	24,100	24,100	24,100	(400)	(1.69%)	23,700	24,100	24,100	24,100
	<b>Total Expenditures</b>	<b>423,551</b>	<b>444,761</b>	<b>390,528</b>	<b>395,603</b>	<b>309,411</b>	<b>406,287</b>	<b>412,231</b>	<b>412,231</b>	<b>412,231</b>	<b>(16,627)</b>	<b>(4.20%)</b>	<b>410,900</b>	<b>419,661</b>	<b>416,787</b>	<b>416,787</b>
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(16,830)</b>	<b>0</b>	<b>(4,265)</b>	<b>81,927</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Appropriated Fund Balance:</b>																
9090	Appropriated Fund Balance	0	0	0	4,265	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>(16,830)</b>	<b>0</b>	<b>0</b>	<b>81,927</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>