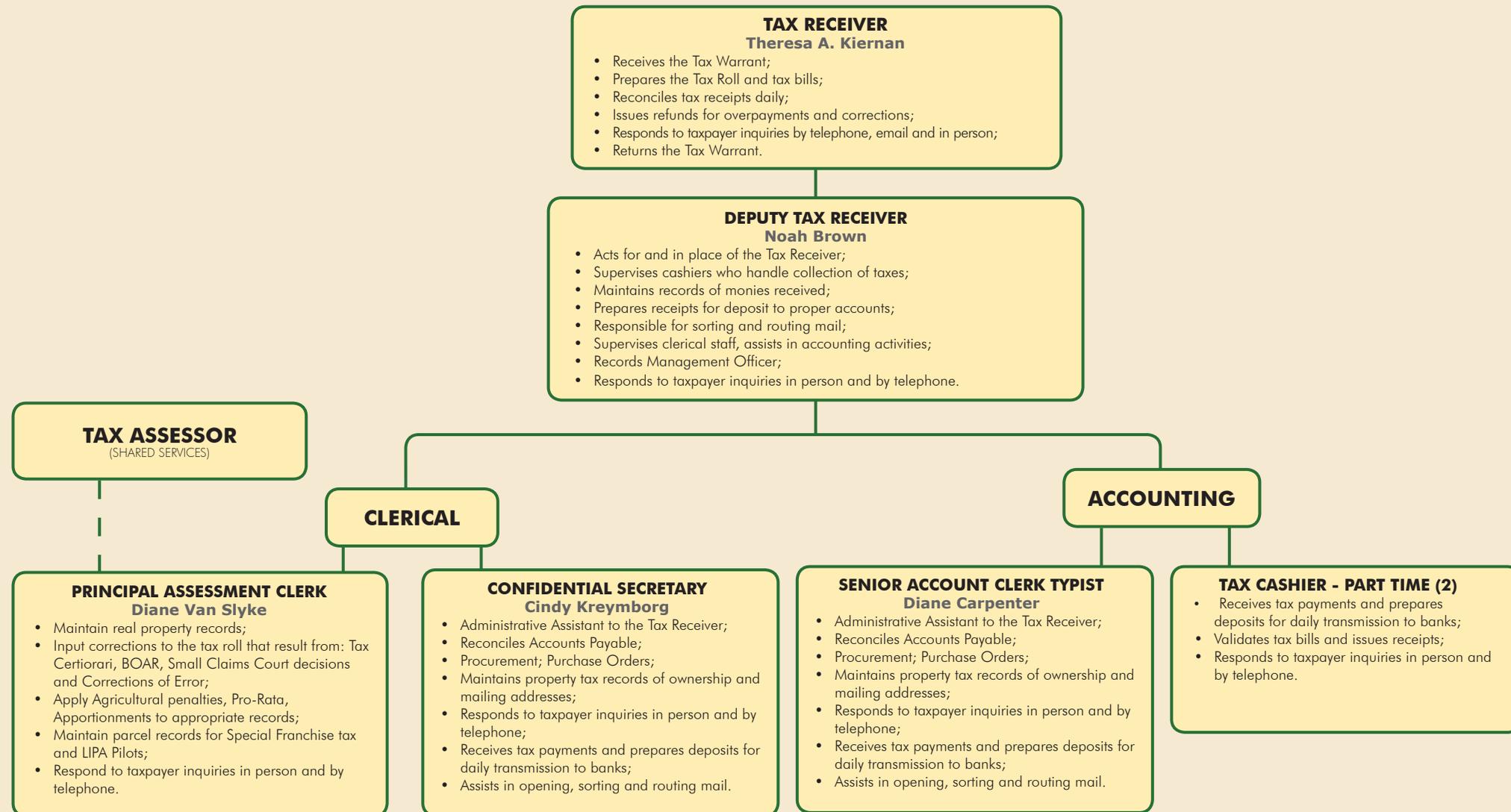


TAX RECEIVER

2017 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2017

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 1265 corrections processed for the 2015-16 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 1/1/17	Alloc. %
Tax Receiver													
Tax Receiver													
Tax Receiver - 1330													
Confidential Secretary	ADMINSUPPORT	58,140	0	0	58,140	24,231	4,448	8,227	895	37,801	95,941	0.7	100.0
Deputy Tax Receiver	ADMINSUPPORT	84,187	4,000	0	88,187	26,775	6,746	12,478	1,297	47,297	135,484	27.9	100.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / F / 4	28,418	0	0	28,418	11,968	2,174	4,021	438	18,601	47,019	5.3	50.0
Town Tax Receiver	ELECTOFFICIALS	98,838	1,938	0	100,776	11,588	7,709	14,260	1,508	35,066	135,842	10.0	100.0
Cashier	SEASONAL	5,500	0	0	5,500	0	421	0	111	532	6,032		100.0
Tax Cashier	SEASONAL	5,500	0	0	5,500	0	421	0	265	686	6,186		100.0
Total Tax Receiver - 1330		280,583	5,938	0	286,521	74,563	21,919	38,986	4,513	139,982	426,503		

NOTES:

Town of Southampton

2017 Adopted Budget

Tax Receiver - 1330

Account Code	Description	2015 Adopted Budget	2015 Actual	2016 Adopted Budget	2016 Amended Budget	2016 Dec YTD Actual	2017 Requested Budget	2017 Tentative Budget	2017 Preliminary Budget	2017 Adopted Budget	2017 Adopted / 2016 Amended Difference	2017 Adopted / 2016 Amended % of Change	2018 Requested Budget	2018 Tentative Budget	2018 Preliminary Budget	2018 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	412,231	436,308	449,714	449,714	449,714	475,552	477,303	477,303	477,303	27,588	6.13%	482,796	484,583	484,583	484,583
	Total Real Property Taxes	412,231	436,308	449,714	449,714	449,714	475,552	477,303	477,303	477,303	27,588	6.13%	482,796	484,583	484,583	484,583
Other Revenue:																
2770	Miscellaneous	0	0	0	0	298	0	0	0	0	0	0.00%	0	0	0	0
	Total Other Revenue	0	0	0	0	298	0	0	0	0	0	0.00%	0	0	0	0
	Total Revenue	412,231	436,308	449,714	449,714	450,012	475,552	477,303	477,303	477,303	27,588	6.13%	482,796	484,583	484,583	484,583
Salaries:																
6100	Salaries	258,171	258,467	264,132	264,132	240,225	269,583	269,583	269,583	269,583	(5,451)	(2.06%)	275,488	275,488	275,488	275,488
6103	Accumulated Sick/Personal Days	1,100	0	1,100	0	0	0	0	0	0	0	0.00%	0	0	0	0
6105	Part Time Salaries	7,500	11,860	11,000	12,100	11,765	11,000	11,000	11,000	11,000	1,100	9.09%	11,000	11,000	11,000	11,000
6110	Longevity	0	0	0	0	0	5,938	5,938	5,938	5,938	(5,938)	(100.00%)	5,938	5,938	5,938	5,938
	Total Salaries	266,771	270,326	276,232	276,232	251,990	286,521	286,521	286,521	286,521	(10,289)	(3.72%)	292,426	292,426	292,426	292,426
Employee Benefits - Current:																
6810	Employee Retirement - Active	43,255	46,009	44,294	44,294	40,594	38,573	38,986	38,986	38,986	5,308	11.98%	39,400	39,822	39,822	39,822
6830	FICA Tax Expenditure	20,408	20,276	21,132	21,132	20,646	21,919	21,919	21,919	21,919	(787)	(3.72%)	22,371	22,371	22,371	22,371
6835	MTA Tax	907	901	939	939	922	974	974	974	974	(35)	(3.73%)	994	994	994	994
6840	Worker's Compensation	1,173	1,058	1,262	1,262	1,241	2,044	3,381	3,381	3,381	(2,119)	(167.96%)	2,083	3,449	3,449	3,449
6860	Medical Insurance - Active Employees	50,904	47,144	52,842	52,842	52,526	70,008	70,008	70,008	70,008	(17,166)	(32.49%)	70,008	70,008	70,008	70,008
6865	Dental & Optical	4,555	4,290	4,555	4,555	3,848	4,555	4,555	4,555	4,555	0	0.00%	4,555	4,555	4,555	4,555
6875	Disability	158	102	158	158	91	158	158	158	158	0	0.00%	158	158	158	158
	Total Employee Benefits - Current	121,360	119,780	125,182	125,182	119,868	138,231	139,982	139,982	139,982	(14,800)	(11.82%)	139,570	141,357	141,357	141,357
	Total Employee Costs	388,131	390,106	401,414	401,414	371,858	424,752	426,503	426,503	426,503	(25,088)	(6.25%)	431,996	433,783	433,783	433,783
Contractual:																
6401	Contracts	10,000	13,809	20,000	19,000	0	20,000	20,000	20,000	20,000	(1,000)	(5.26%)	20,000	20,000	20,000	20,000
6410	Postage	0	20,200	25,000	23,800	3,990	25,000	25,000	25,000	25,000	(1,200)	(5.04%)	25,000	25,000	25,000	25,000
6411	Printing and Stationery	11,000	4,646	0	2,200	0	2,500	2,500	2,500	2,500	(300)	(13.64%)	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	620	1,000	1,000	718	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6477	Copier Leases	1,800	859	2,000	2,000	143	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
	Total Contractual	24,100	40,133	48,300	48,300	4,851	50,800	50,800	50,800	50,800	(2,500)	(5.18%)	50,800	50,800	50,800	50,800
	Total Expenditures	412,231	430,239	449,714	449,714	376,709	475,552	477,303	477,303	477,303	(27,588)	(6.13%)	482,796	484,583	484,583	484,583
	Net Surplus (Deficit)	0	6,068	0	0	73,303	0	0	0	0			0	0	0	0