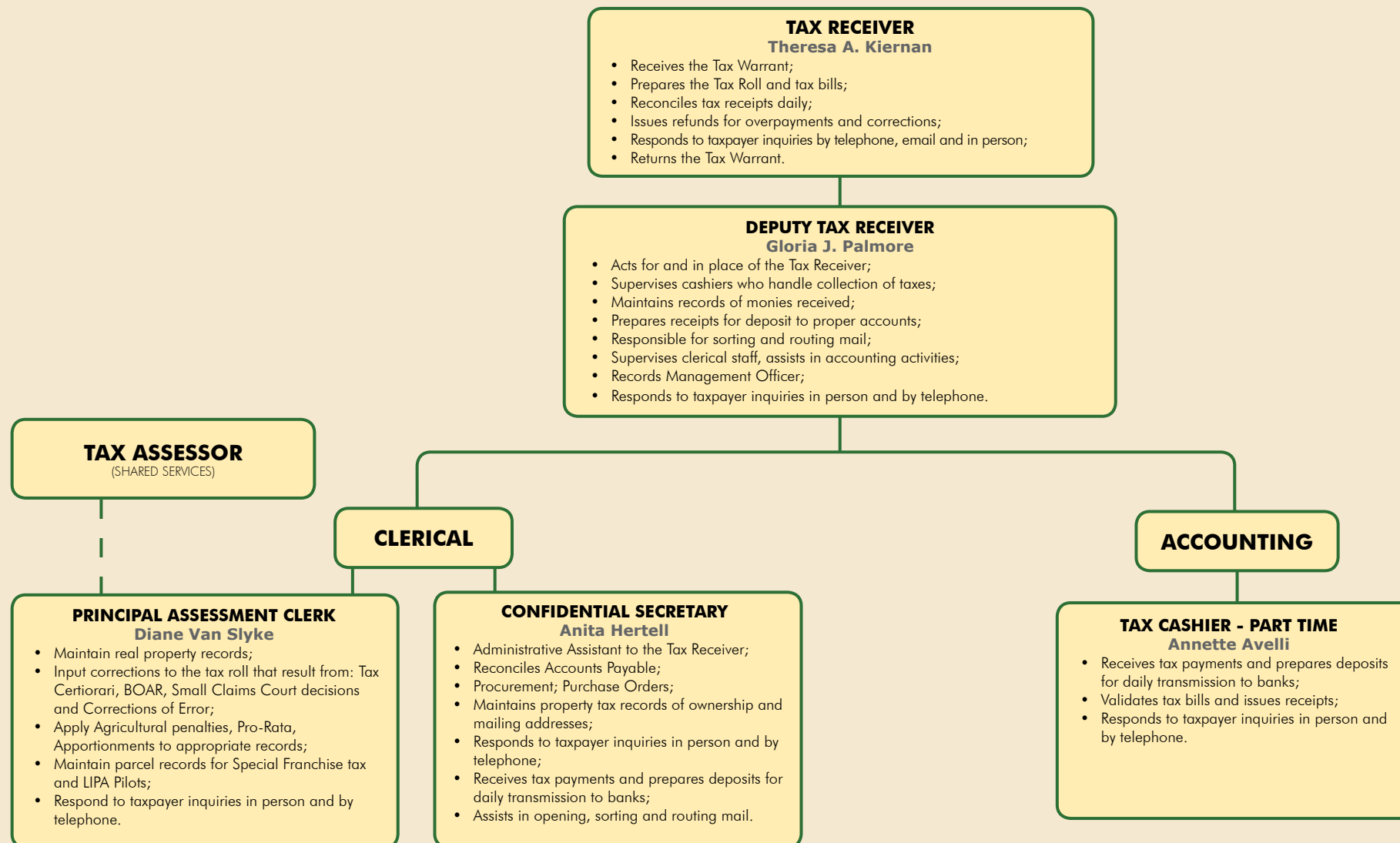


TAX RECEIVER

2013 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2013
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 Southamptn. 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 1,750 corrections processed for the 2011-12 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	51,957	0	0	51,957	9,792	3,975	7,014	345	21,125	73,082
Deputy Tax Receiver	ADMINSUPPORT	83,347	0	2,405	85,752	19,854	6,560	11,577	544	38,534	124,286
Principle Assessment Clerk	CSEA40HOUR - 7-1-2010 / F / E	49,336	0	0	49,336	19,988	3,774	6,414	329	30,504	79,840
Senior Assessment Clerk	CSEA40HOUR - 7-1-2010 / C / 1	0	0	0	0	0	0	0	0	0	0
Town Tax Receiver	ELECTOFFICIALS	86,600	0	0	86,600	9,792	6,625	11,691	555	28,663	115,263
Cashier	SEASONAL	756	0	0	756	0	58	0	33	91	847
Tax Cashier	SEASONAL	4,800	0	0	4,800	0	367	0	205	572	5,372
Total Tax Receiver - 1330		276,796	0	2,405	279,201	59,425	21,359	36,695	2,011	119,490	398,691

NOTES:

Town of Southampton
2013 Adopted Budget
Tax Receiver - 1330

Account Code	Description	2011 Adopted Budget	2011 Actual	2012 Adopted Budget	2012 Amended Budget	2012 Oct YTD Actual	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget	2013 Adopted / 2012 Amended Difference	2013 Adopted / 2012 Amended % of Change	2014 Requested Budget	2014 Tentative Budget	2014 Preliminary Budget	2014 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	470,117	451,602	406,090	406,876	406,876	423,551	423,551	423,551	423,551	16,674	4.10%	424,352	427,646	427,646	427,646
	Total Real Property Taxes	470,117	451,602	406,090	406,876	406,876	423,551	423,551	423,551	423,551	16,674	4.10%	424,352	427,646	427,646	427,646
	Total Revenue	470,117	451,602	406,090	406,876	406,876	423,551	423,551	423,551	423,551	16,674	4.10%	424,352	427,646	427,646	427,646
Salaries:																
6100	Salaries	304,710	296,710	258,663	258,663	215,585	271,240	271,240	271,240	271,240	(12,577)	(4.86%)	272,972	275,678	275,678	275,678
6103	Accumulated Sick/Personal Days	2,266	3,081	2,357	3,143	3,143	2,405	2,405	2,405	2,405	739	23.50%	2,405	2,405	2,405	2,405
6105	Part Time Salaries	13,200	7,104	9,600	8,500	4,524	5,556	5,556	5,556	5,556	2,944	34.64%	5,556	5,556	5,556	5,556
6110	Longevity	1,691	1,360	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	0	1,250	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	Total Salaries	321,867	309,505	270,620	270,306	223,252	279,201	279,201	279,201	279,201	(8,895)	(3.29%)	280,933	283,639	283,639	283,639
Employee Benefits - Current:																
6810	Employee Retirement - Active	35,497	33,973	32,430	32,430	27,025	36,695	36,695	36,695	36,695	(4,265)	(13.15%)	36,921	37,286	37,286	37,286
6830	FICA Tax Expenditure	24,623	23,743	20,702	20,702	16,689	21,359	21,359	21,359	21,359	(656)	(3.17%)	21,491	21,698	21,698	21,698
6835	MTA Tax	0	0	920	920	741	949	949	949	949	(29)	(3.17%)	955	964	964	964
6840	Worker's Compensation	1,712	1,676	921	921	715	889	889	889	889	32	3.51%	893	901	901	901
6860	Medical Insurance - Active Employees	59,317	43,495	51,920	51,920	40,411	54,227	54,227	54,227	54,227	(2,307)	(4.44%)	54,227	54,227	54,227	54,227
6865	Dental & Optical	5,400	4,804	4,903	4,903	3,662	5,197	5,197	5,197	5,197	(294)	(6.00%)	3,898	3,898	3,898	3,898
6875	Disability	202	128	173	173	84	173	173	173	173	0	0.00%	173	173	173	173
	Total Employee Benefits - Current	126,750	107,819	111,970	111,970	89,328	119,490	119,490	119,490	119,490	(7,520)	(6.72%)	118,559	119,147	119,147	119,147
	Total Employee Costs	448,617	417,324	382,590	382,276	312,581	398,691	398,691	398,691	398,691	(16,414)	(4.29%)	399,492	402,786	402,786	402,786
Contractual:																
6401	Contracts	10,000	9,998	10,000	10,000	0	10,000	10,000	10,000	10,000	0	0.00%	10,000	10,000	10,000	10,000
6411	Printing and Stationery	9,000	8,999	11,000	11,000	3,816	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	0	500	500	500	500	0	0.00%	500	500	500	500
6425	Office Supplies	2,000	1,601	2,000	2,000	300	1,960	1,960	1,960	1,960	40	2.00%	1,960	1,960	1,960	1,960
6477	Copier Leases	0	0	0	1,100	652	1,400	1,400	1,400	1,400	(300)	(27.27%)	1,400	1,400	1,400	1,400
	Total Contractual	21,500	20,598	23,500	24,600	4,767	24,860	24,860	24,860	24,860	(260)	(1.06%)	24,860	24,860	24,860	24,860
	Total Expenditures	470,117	437,922	406,090	406,876	317,348	423,551	423,551	423,551	423,551	(16,674)	(4.10%)	424,352	427,646	427,646	427,646
	Net Surplus (Deficit)	0	13,680	0	0	89,528	0	0	0	0			0	0	0	0

