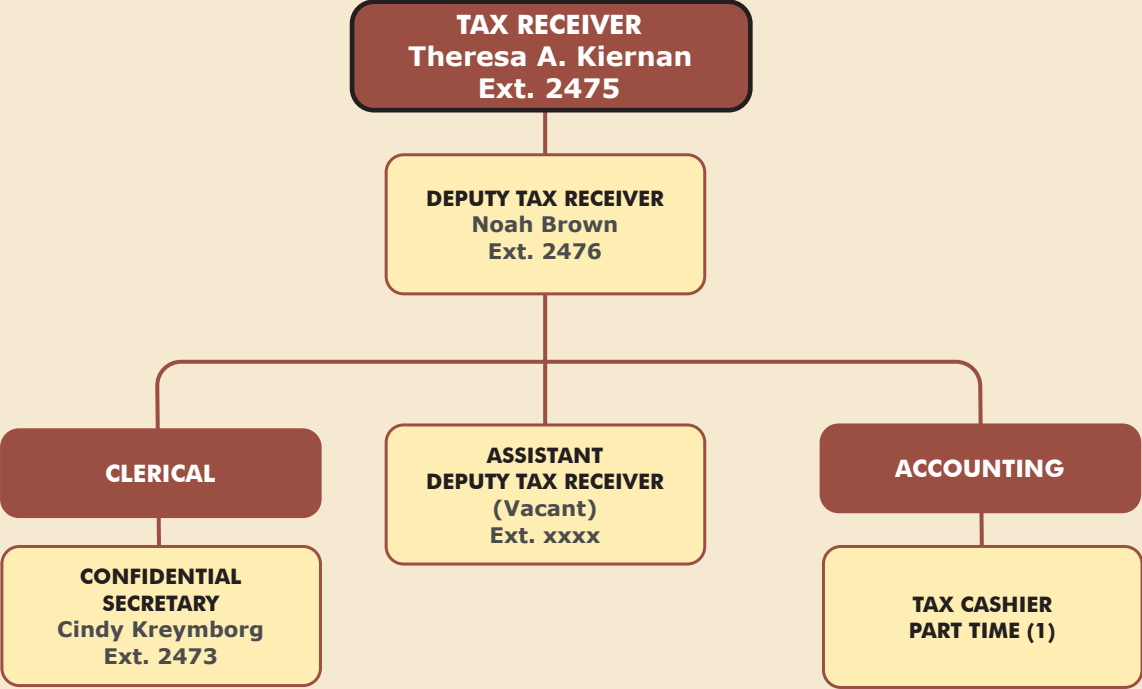


TAX RECEIVER

Main Line: 702-2470

Fax: 287-5732



TAX RECEIVER - SUMMARY

Department: Tax Receiver

Budget Year: 2022
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 1,050 corrections processed for the 2020-21 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. Expand use of Electronic forms of communication and payment options for taxpayers.
2. 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.
3. Provide assistance and workload support to the Town Assessor's office.

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 1/1/22	Alloc. %
Tax Receiver													
Tax Receiver													
Tax Receiver - 1330													
Confidential Secretary	ADMINSUPPORT	66,500	1,330	0	67,830	28,860	5,210	8,751	522	43,343	111,173	5.7	100.0
Deputy Tax Receiver	ADMINSUPPORT	83,500	0	0	83,500	28,860	6,414	10,774	645	46,693	130,193	5.2	100.0
Town Tax Receiver	ELECTOFFICIALS	115,000	4,600	0	119,600	13,908	8,363	15,429	897	38,597	158,197	15.0	100.0
Cashier	SEASONAL	15,953	0	0	15,953	0	1,225	0	138	1,363	17,316		100.0
Total Tax Receiver - 1330		280,953	5,930	0	286,883	71,628	21,212	34,954	2,202	129,996	416,879		

NOTES:

Town of Southampton

2022 Tentative Budget

Tax Receiver - 1330

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Amended Difference	2022 Tentative/2021 Amended % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Difference	2023 Tentative/2022 % of Change
	Real Property Taxes:													
1001	Property Taxes	495,156	493,064	495,450	490,962	464,184	469,280	469,280	(21,682)	(4.42%)	475,913	475,913	6,633	1.41%
	Total Real Property Taxes	495,156	493,064	495,450	490,962	464,184	469,280	469,280	(21,682)	(4.42%)	475,913	475,913	6,633	1.41%
	Total Revenue	495,156	493,064	495,450	490,962	464,184	469,280	469,280	(21,682)	(4.42%)	475,913	475,913	6,633	1.41%
	Salaries:													
6100	Salaries	277,487	271,944	282,922	278,766	186,859	265,000	265,000	13,766	4.94%	270,300	270,300	(5,300)	(2.00%)
6105	Part Time Salaries	11,444	5,208	5,837	6,837	6,364	15,953	15,953	(9,117)	(133.35%)	16,272	16,272	(319)	(2.00%)
6110	Longevity	4,399	4,608	4,483	4,483	0	5,930	5,930	(1,447)	(32.28%)	5,930	5,930	0	0.00%
	Total Salaries	293,331	281,760	293,241	290,085	193,222	286,883	286,883	3,202	1.10%	292,502	292,502	(5,619)	(1.96%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	35,932	35,860	40,448	40,448	25,854	34,954	34,954	5,494	13.58%	35,638	35,638	(684)	(1.96%)
6830	FICA Tax Expenditure	22,638	20,802	22,294	21,976	14,361	21,212	21,212	764	3.48%	21,500	21,500	(288)	(1.36%)
6835	MTA Tax	1,015	920	1,002	988	638	979	979	8	0.83%	999	999	(19)	(1.96%)
6840	Worker's Compensation	5,085	3,918	1,328	1,328	848	1,152	1,152	176	13.28%	1,175	1,175	(23)	(2.00%)
6860	Medical Insurance - Active Employees	79,830	73,328	79,830	78,830	47,141	66,912	66,912	11,918	15.12%	66,912	66,912	0	0.00%
6865	Dental & Optical	4,830	4,770	4,830	4,830	3,390	4,716	4,716	114	2.36%	4,716	4,716	0	0.00%
6875	Disability	96	49	78	78	22	71	71	8	9.89%	71	71	0	0.00%
	Total Employee Benefits - Current	149,426	139,647	149,809	148,477	92,254	129,996	129,996	18,482	12.45%	131,010	131,010	(1,015)	(0.78%)
	Total Employee Costs	442,756	421,407	443,050	438,562	285,477	416,879	416,879	21,683	4.94%	423,513	423,513	(6,634)	(1.59%)

Town of Southampton

2022 Tentative Budget

Tax Receiver - 1330

Account Code	Description	2020 Adopted Budget	2020 Actual	2021 Adopted Budget	2021 Amended Budget	2021 Dec YTD Actual	2022 Requested Budget	2022 Tentative Budget	2022 Tentative/2021 Amended Difference	2022 Tentative/2021 Amended % of Change	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Tentative Difference	2023 Tentative/2022 Tentative % of Change
	Contractual:													
6401	Contracts	20,000	0	20,000	20,000	0	20,000	20,000	0	0.00%	20,000	20,000	0	0.00%
6410	Postage	25,000	21,663	25,000	25,000	3,336	25,000	25,000	0	0.00%	25,000	25,000	0	0.00%
6411	Printing and Stationery	2,500	0	2,500	2,500	0	2,500	2,500	0	0.00%	2,500	2,500	0	0.01%
6421	Legal Notices	300	219	300	300	0	300	300	0	0.00%	300	300	0	0.00%
6423	Small Equipment (Non-Capital)	0	6,023	0	0	0	0	0	0	0.00%	0	0	0	0.00%
6425	Office Supplies	1,000	710	1,000	1,067	969	1,000	1,000	67	6.28%	1,000	1,000	0	0.00%
6477	Copier Leases	3,600	1,120	3,600	3,533	909	3,600	3,600	(67)	(1.90%)	3,600	3,600	0	0.00%
	Total Contractual	52,400	29,736	52,400	52,400	5,214	52,400	52,400	0	0.00%	52,400	52,400	0	0.00%
	Total Expenditures	495,156	451,143	495,451	490,963	290,691	469,280	469,280	21,683	4.42%	475,913	475,913	(6,633)	(1.41%)
	Net Surplus (Deficit)	0	41,921	0	0	173,494	0	0			0	0		
	Net Surplus (Deficit)	0	41,921	0	0	173,494	0	0			0	0		