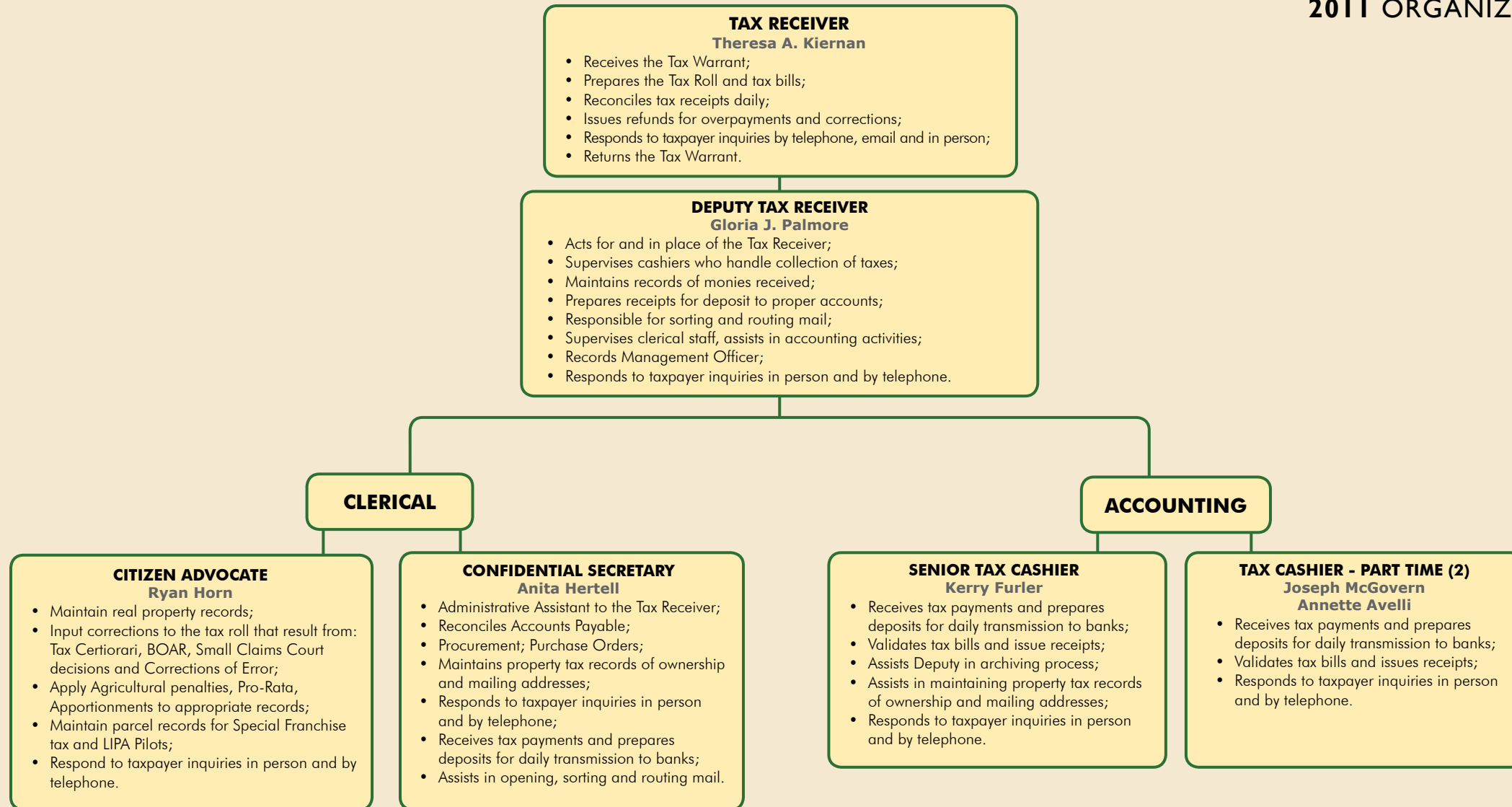


# TAX RECEIVER

## 2011 ORGANIZATIONAL CHART





# 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 1/1/11
<b>Tax Receiver</b>												
<b>Tax Receiver - 1330</b>												
Citizen Advocate	ADMINSUPPORT	45,778	0	0	45,778	9,420	3,502	5,264	241	18,427	64,205	2.6
Confidential Secretary	ADMINSUPPORT	49,939	0	0	49,939	9,420	3,820	5,743	260	19,243	69,182	1.4
Deputy Tax Receiver	ADMINSUPPORT	80,111	0	2,266	82,377	19,207	6,302	9,473	410	35,392	117,769	26.7
Senior Tax Cashier	CSEA40HOUR-NEW / C / 5	42,282	1,691	0	43,973	17,250	3,364	5,057	232	25,903	69,876	9.8
Town Tax Receiver	ELECTOFFICIALS	86,600	0	0	86,600	9,420	6,625	9,959	430	26,433	113,033	4.0
Tax Cashier	SEASONAL	6,600	0	0	6,600	0	505	0	281	786	7,386	
Tax Cashier	SEASONAL	6,600	0	0	6,600	0	505	0	59	564	7,164	
<b>Total Tax Receiver - 1330</b>		<b>317,910</b>	<b>1,691</b>	<b>2,266</b>	<b>321,867</b>	<b>64,717</b>	<b>24,623</b>	<b>35,497</b>	<b>1,913</b>	<b>126,750</b>	<b>448,617</b>	

NOTES:



# Department Summary

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*Department: Tax Receiver*

**Budget Year:** 2011  
**Division:** Tax Receiver  
**Tax District:** Full Town

**Cost Center #:** 1330  
**Manager:**

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**NOTES:**

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## **Departmental Mission & Responsibilities:**

It shall be the duty of the Receiver of Taxes in each town to safely keep the tax and assessment roll and warrant delivered to them 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, we process assessment/tax bill corrections that result from a successful grievance by the property owner. There were 1,300 corrections processed for the 2009 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. Automate the collection of water bill payments via lockbox service through the Bank and enabling online payments through the Town website.
3. Migrate the financial ledger systems for both Tax and Water District to Great Plains, in order to be consistent with the Town financials, as well as to automate transfer of information from Govern to Great Plains. Information is currently being manually transferred from Govern to Quick Books.
4. Continue to investigate options to relocate to contiguous space with the Town Assessor. This will enable 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.



**Town of Southampton**  
**2011 Adopted Budget**  
**Tax Receiver - 1330**

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Difference	2011 Adopted / 2010 % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
<b>Real Property Taxes:</b>																
1001	Property Taxes	530,735	468,529	479,722	479,722	479,722	473,660	433,713	433,713	470,117	(9,606)	(2.00%)	499,523	458,200	458,200	496,663
	<b>Total Real Property Taxes</b>	<b>530,735</b>	<b>468,529</b>	<b>479,722</b>	<b>479,722</b>	<b>479,722</b>	<b>473,660</b>	<b>433,713</b>	<b>433,713</b>	<b>470,117</b>	<b>(9,606)</b>	<b>(2.00%)</b>	<b>499,523</b>	<b>458,200</b>	<b>458,200</b>	<b>496,663</b>
	<b>Total Revenue</b>	<b>530,735</b>	<b>468,529</b>	<b>479,722</b>	<b>479,722</b>	<b>479,722</b>	<b>473,660</b>	<b>433,713</b>	<b>433,713</b>	<b>470,117</b>	<b>(9,606)</b>	<b>(2.00%)</b>	<b>499,523</b>	<b>458,200</b>	<b>458,200</b>	<b>496,663</b>
<b>Salaries:</b>																
6100	Salaries	332,071	298,402	321,653	318,577	235,481	299,490	278,225	278,225	304,710	13,867	4.35%	303,748	282,256	282,256	309,072
6101	Overtime	0	0	0	0	44	0	0	0	0	0	0.00%	0	0	0	0
6102	Severance Pay	0	4,953	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6103	Accumulated Sick/Personal Days	5,017	11,725	4,944	4,944	4,751	2,266	2,266	2,266	2,266	2,679	54.18%	2,266	2,266	2,266	2,266
6105	Part Time Salaries	15,840	12,521	13,200	13,200	9,375	13,200	13,200	13,200	13,200	0	0.00%	13,200	13,200	13,200	13,200
6110	Longevity	10,602	8,263	8,263	8,263	10,201	1,691	1,691	1,691	1,691	6,572	79.53%	1,725	2,598	2,598	2,598
6127	Cash in Lieu of Health Benefits	0	208	5,000	2,500	0	0	0	0	0	2,500	100.00%	0	0	0	0
	<b>Total Salaries</b>	<b>363,530</b>	<b>336,073</b>	<b>353,061</b>	<b>347,485</b>	<b>259,852</b>	<b>316,647</b>	<b>295,382</b>	<b>295,382</b>	<b>321,867</b>	<b>25,618</b>	<b>7.37%</b>	<b>320,938</b>	<b>300,320</b>	<b>300,320</b>	<b>327,135</b>
<b>Employee Benefits - Current:</b>																
6810	Employee Retirement - Active	27,308	23,307	23,278	27,281	19,398	34,896	32,451	32,451	35,497	(8,216)	(30.12%)	50,161	46,800	46,800	51,171
6830	FICA Tax Expenditure	26,955	25,591	26,818	26,818	23,549	24,223	22,597	22,597	24,623	2,195	8.19%	24,552	22,974	22,974	25,026
6840	Worker's Compensation	5,404	5,277	7,309	7,309	6,091	1,687	1,589	1,589	1,712	5,597	76.58%	1,707	1,612	1,612	1,736
6860	Medical Insurance - Active Employees	45,091	48,601	43,406	48,982	36,786	69,104	55,147	55,147	59,317	(10,335)	(21.10%)	74,633	59,559	59,559	64,063
6865	Dental & Optical	4,352	0	4,920	4,920	3,363	5,400	4,860	4,860	5,400	(480)	(9.76%)	5,830	5,247	5,247	5,830
6870	NYS Unemployment Insurance	0	3,451	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6875	Disability	0	83	230	230	88	202	187	187	202	29	12.50%	202	187	187	202
	<b>Total Employee Benefits - Current</b>	<b>109,109</b>	<b>106,309</b>	<b>105,961</b>	<b>115,540</b>	<b>89,275</b>	<b>135,513</b>	<b>116,831</b>	<b>116,831</b>	<b>126,750</b>	<b>(11,209)</b>	<b>(9.70%)</b>	<b>157,085</b>	<b>136,381</b>	<b>136,381</b>	<b>148,028</b>
<b>Employee Benefits - Retirees:</b>																
6861	Health Insurance - Retirees	25,298	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6862	Medicare Part B - Retirees	4,800	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Employee Benefits - Retirees</b>	<b>30,098</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>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Employee Costs</b>	<b>502,737</b>	<b>442,382</b>	<b>459,022</b>	<b>463,025</b>	<b>349,126</b>	<b>452,160</b>	<b>412,213</b>	<b>412,213</b>	<b>448,617</b>	<b>14,409</b>	<b>3.11%</b>	<b>478,023</b>	<b>436,700</b>	<b>436,700</b>	<b>475,163</b>
<b>Contractual:</b>																
6401	Contracts	11,500	5,826	10,000	10,000	2,270	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	8,183	9,000	9,000	7,304	9,000	9,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
6412	Publications	350	12	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
6421	Legal Notices	600	153	500	492	0	500	500	500	500	(8)	(1.63%)	500	500	500	500
6425	Office Supplies	2,000	680	1,200	1,208	1,095	2,000	2,000	2,000	2,000	(792)	(65.56%)	2,000	2,000	2,000	2,000
6899	Contingent	4,548	0	0	0	0	0	0	0	0	0	0.00%	0	0	0	0
	<b>Total Contractual</b>	<b>27,998</b>	<b>14,855</b>	<b>20,700</b>	<b>20,700</b>	<b>10,669</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>	<b>(800)</b>	<b>(3.86%)</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>	<b>21,500</b>

**Town of Southampton**  
**2011 Adopted Budget**  
**Tax Receiver - 1330**

Account Code	Description	2009 Adopted Budget	2009 Actual	2010 Adopted Budget	2010 Amended Budget	2010 Oct YTD Actual	2011 Requested Budget	2011 Tentative Budget	2011 Preliminary Budget	2011 Adopted Budget	2011 Adopted / 2010 Amended Difference	2011 Adopted / 2010 Amended % of Change	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget
	<b>Total Expenditures</b>	530,735	457,237	479,722	483,725	359,795	473,660	433,713	433,713	470,117	13,609	2.81%	499,523	458,200	458,200	496,663
	<b>Net Surplus (Deficit)</b>	0	11,291	0	(4,003)	119,927	0	0	0	0			0	0	0	0
	<b>Appropriated Fund Balance:</b>															
9090	Appropriated Fund Balance	0	0	0	4,003	0	0	0	0	0			0	0	0	0
	<b>Net Surplus (Deficit)</b>	0	11,291	0	0	119,927	0	0	0	0			0	0	0	0