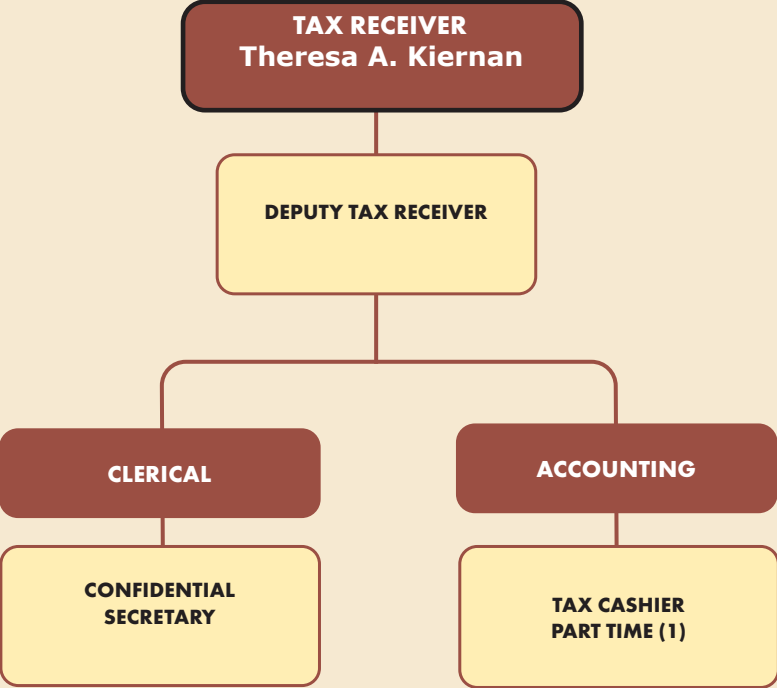


TAX RECEIVER

Main Line: 702-2470

Fax: 287-5732



TAX RECEIVER - SUMMARY

Department: Tax Receiver

Budget Year: 2023
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 1/1/23	Alloc. %
Tax Receiver													
Tax Receiver - 1330													
Confidential Secretary	ADMINSUPPORT	69,870	1,398	0	71,268	32,664	5,473	8,300	540	46,977	118,245	6.7	100.0
Deputy Tax Receiver	ADMINSUPPORT	89,760	1,796	0	91,556	32,664	7,032	10,662	689	51,047	142,603	6.2	100.0
Town Tax Receiver	ELECTOFFICIALS	119,300	4,692	0	123,992	15,588	8,426	14,438	918	39,371	163,363	16.0	100.0
Cashier	SEASONAL	16,272	0	0	16,272	0	1,250	0	138	1,388	17,661		100.0
Total Tax Receiver - 1330		295,202	7,886	0	303,088	80,916	22,181	33,400	2,286	138,783	441,872		

NOTES:

Town of Southampton

2023 Tentative Budget

Tax Receiver - 1330

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Amended Difference	2024 Tentative/2023 Amended % of Change
Real Property Taxes:														
1001	Property Taxes	495,450	490,962	468,737	468,737	439,489	491,395	488,672	19,935	4.25%	499,525	496,859	8,187	1.68%
	Total Real Property Taxes	495,450	490,962	468,737	468,737	439,489	491,395	488,672	19,935	4.25%	499,525	496,859	8,187	1.68%
	Total Revenue	495,450	490,962	468,737	468,737	439,489	491,395	488,672	19,935	4.25%	499,525	496,859	8,187	1.68%
Salaries:														
6100	Salaries	282,922	270,559	267,500	267,500	192,313	276,930	278,930	(11,430)	(4.27%)	283,853	285,903	(6,973)	(2.50%)
6105	Part Time Salaries	5,837	10,107	15,953	15,953	8,620	16,272	16,272	(319)	(2.00%)	16,272	16,272	0	0.00%
6110	Longevity	4,483	3,210	5,930	5,930	0	7,886	7,886	(1,956)	(32.98%)	7,886	7,886	0	0.00%
	Total Salaries	293,241	283,875	289,383	289,383	200,933	301,088	303,088	(13,705)	(4.74%)	308,012	310,062	(6,973)	(2.30%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	40,448	39,338	31,701	31,701	24,600	33,167	33,400	(1,699)	(5.36%)	33,973	34,212	(812)	(2.43%)
6830	FICA Tax Expenditure	22,294	21,102	21,404	21,404	14,919	22,152	22,181	(777)	(3.63%)	22,501	22,531	(350)	(1.58%)
6835	MTA Tax	1,002	938	988	988	626	1,028	1,035	(47)	(4.72%)	1,051	1,058	(24)	(2.30%)
6840	Worker's Compensation	1,328	1,223	1,162	1,162	913	1,173	1,181	(19)	(1.60%)	1,201	1,209	(28)	(2.36%)
6860	Medical Insurance - Active Employees	79,830	69,223	66,912	66,912	52,222	76,056	76,056	(9,144)	(13.67%)	76,056	76,056	0	0.00%
6865	Dental & Optical	4,830	5,056	4,716	4,716	3,403	4,860	4,860	(144)	(3.05%)	4,860	4,860	0	0.00%
6875	Disability	78	30	71	71	18	71	71	0	0.00%	71	71	0	0.00%
	Total Employee Benefits - Current	149,809	136,911	126,953	126,953	96,700	138,506	138,783	(11,830)	(9.32%)	139,713	139,997	(1,214)	(0.87%)
	Total Employee Costs	443,050	420,786	416,337	416,337	297,633	439,595	441,872	(25,535)	(6.13%)	447,725	450,059	(8,187)	(1.85%)

Town of Southampton
2023 Tentative Budget
 Tax Receiver - 1330

Account Code	Description	2021 Adopted Budget	2021 Actual	2022 Adopted Budget	2022 Amended Budget	2022 Dec YTD Actual	2023 Requested Budget	2023 Tentative Budget	2023 Tentative/2022 Amended Difference	2023 Tentative/2022 Amended % of Change	2024 Requested Budget	2024 Tentative Budget	2024 Tentative/2023 Amended Difference	2024 Tentative/2023 Amended % of Change
Contractual:														
6401	Contracts	20,000	0	20,000	18,000	0	20,000	15,000	3,000	16.67%	20,000	15,000	0	0.00%
6410	Postage	25,000	22,170	25,000	25,000	3,000	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	100	300	300	0	300	300	0	0.00%	300	300	0	0.00%
6423	Small Equipment (Non-Capital)	0	0	0	2,000	1,774	0	0	2,000	100.00%	0	0	0	0.00%
6425	Office Supplies	1,000	1,488	1,000	1,000	204	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6477	Copier Leases	3,600	1,212	3,600	3,600	506	3,000	3,000	600	16.67%	3,000	3,000	0	0.00%
	Total Contractual	52,400	24,970	52,400	52,400	5,485	51,800	46,800	5,600	10.69%	51,800	46,800	0	0.00%
	Total Expenditures	495,451	445,756	468,737	468,737	303,117	491,395	488,672	(19,935)	(4.25%)	499,525	496,859	(8,187)	(1.68%)
	Net Surplus (Deficit)	0	45,206	0	0	136,372	0	0			0	0		
	Net Surplus (Deficit)	0	45,206	0	0	136,372	0	0			0	0		