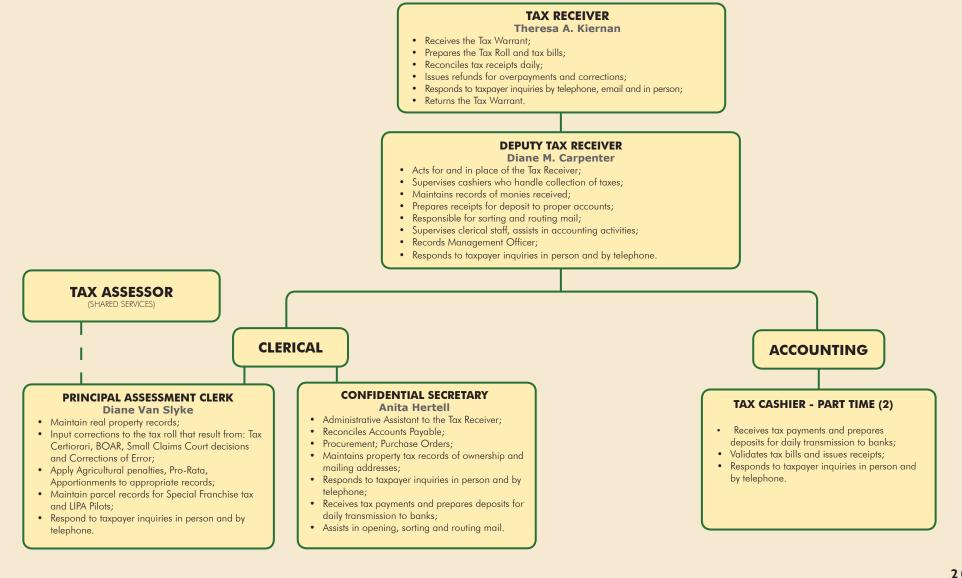
# TAX RECEIVER 2016 ORGANIZATIONAL CHART



 $\mathbf{T}$ 

### **Department Summary**

Department: Tax Receiver

Budget Year: 2016 Cost Center #: 1330

**Division:** Tax Receiver **Manager:** Theresa Kiernan

Tax District: Full Town

#### **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 785 corrections processed for the 2014-15 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. Conversion from second half letters to postcards was accomplished in 2015.

#### **Legal Authority:**

Office of Receiver of Taxes established by Suffolk County Tax Act Chapter 311 of the Laws of 1920.

#### **NOTES:**

### **Employee Compensation & Benefits Schedule**

Position	ion Class/Grade/Step		Base Salary Longevity Ot		Total Comp	Total Benefits	ı otal Comp. & Benefits	11s Srv 1/1/16	Alloc.
Tax Receiver									
Tax Receiver									
Tax Receiver - 1330									
Confidential Secretary	ADMINSUPPORT	57,120	0	0	57,120	25,308	82,428	6.4	100.0
Deputy Tax Receiver	ADMINSUPPORT	82,536	0	1,100	83,636	45,528	129,165	26.9	100.0
Principal Assessment Clerk*	CSEA40HOUR - 7-1-2010 / F / 3	27,576	0	0	27,576	17,911	45,487	4.3	50.0
Town Tax Receiver	ELECTOFFICIALS	96,900	0	0	96,900	35,293	132,193	9.0	100.0
Cashier	SEASONAL	5,500	0	0	5,500	490	5,990		100.0
Tax Cashier	SEASONAL	5,500	0	0	5,500	651	6,151		100.0
Total Tax Receiver - 1330	_	275,132	0	1,100	276,232	125,182	401,414		

<sup>\*</sup>Employee split between Tax Receiver & Town Assessor

#### **NOTES:**

## Town of Southampton

2016 Adopted Budget Tax Receiver - 1330

		2014		2015	2015	2015	2016	2016	2016	2016	2016 Adopted / 2015	2016 Adopted / 2015	2017	2017	2017	2017
Account Code	Description	Adopted Budget	2014 Actual	Adopted Budget	Amended Budget	Oct YTD Actual	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget	Amended Difference	Amended % of Change	Requested Budget	Tentative Budget	Preliminary Budget	Adopted Budget
	Real Property Taxes:															
1001	Property Taxes	390,528	403,138	412,231	432,548	432,548	448,453	449,714	449,714	449,714	17,167	3.97%	453,131	454,395	454,395	454,395
	Total Real Property Taxes	390,528	403,138	412,231	432,548	432,548	448,453	449,714	449,714	449,714	17,167	3.97%	453,131	454,395	454,395	454,395
	Total Revenue	390,528	403,138	412,231	432,548	432,548	448,453	449,714	449,714	449,714	17,167	3.97%	453,131	454,395	454,395	454,395
	Salaries:															
6100	Salaries	250,144	247,103	258,171	258,171	215,357	264,002	264,132	264,132	264,132	(5,961)	(2.31%)	267,741	267,874	267,874	267,874
6103	Accumulated Sick/Personal Days	2,460	3,270	1,100	1,100	0	1,100	1,100	1,100	1,100	0	0.00%	1,100	1,100	1,100	1,100
6105	Part Time Salaries	7,500	10,352	7,500	11,500	7,202	10,000	11,000	11,000	11,000	500	4.35%	10,000	11,000	11,000	11,000
	Total Salaries	260,104	260,725	266,771	270,771	222,559	275,102	276,232	276,232	276,232	(5,461)	(2.02%)	278,841	279,974	279,974	279,974
	Employee Benefits - Current:															
6810	Employee Retirement - Active	32,586	48,501	43,255	46,009	41,077	44,272	44,294	44,294	44,294	1,715	3.73%	44,897	44,919	44,919	44,919
6830	FICA Tax Expenditure	19,898	19,547	20,408	20,712	16,689	21,045	21,132	21,132	21,132	(420)	(2.03%)	21,331	21,418	21,418	21,418
6835	MTA Tax	884	869	907	920	742	935	939	939	939	(19)	(2.08%)	948	952	952	952
6840	Worker's Compensation	1,394	1,107	1,173	1,173	893	1,242	1,262	1,262	1,262	(89)	(7.60%)	1,257	1,277	1,277	1,277
6860	Medical Insurance - Active Employees	47,248	44,969	50,904	48,150	39,309	52,842	52,842	52,842	52,842	(4,692)	(9.74%)	52,842	52,842	52,842	52,842
6865	Dental & Optical	4,555	4,234	4,555	4,555	3,503	4,555	4,555	4,555	4,555	0	0.00%	4,555	4,555	4,555	4,555
6875	Disability Total Employee Benefits - Current	158 106,724	88 119.314	158 121,360	158 121.677	75 102.287	158 125,051	158 125,182	158 125,182	158 125,182	(3,505)	(2.88%)	158 125,989	158 126,121	158 126,121	158 126,121
	Total Employee Costs	366,828	380,039	388,131	392,448	324,846	400,153	401,414	401,414	401,414	(8,967)	(2.28%)	404,831	406,095	406,095	406,095
	Contractual:															
6401	Contracts	10,000	3,025	10,000	13,600	0	20,000	20,000	20,000	20,000	(6,400)	(47.06%)	20,000	20,000	20,000	20,000
6410	Postage	0	10,000	0	18,965	2,200	25,000	25,000	25,000	25,000	(6,035)	(31.82%)	25,000	25,000	25,000	25,000
6411	Printing and Stationery	11,000	11,108	11,000	4,435	4,435	0	0	0	0	4,435	100.00%	0	0	0	0
6421	Legal Notices	300	215	300	300	0	300	300	300	300	0	0.00%	300	300	300	300
6425	Office Supplies	1,000	779	1,000	1,000	372	1,000	1,000	1,000	1,000	0	0.00%	1,000	1,000	1,000	1,000
6477	Copier Leases	1,400	1,868	1,800	1,800	813	2,000	2,000	2,000	2,000	(200)	(11.11%)	2,000	2,000	2,000	2,000
	Total Contractual	23,700	26,995	24,100	40,100	7,819	48,300	48,300	48,300	48,300	(8,200)	(20.45%)	48,300	48,300	48,300	48,300
	Total Expenditures	390,528	407,034	412,231	432,548	332,666	448,453	449,714	449,714	449,714	(17,167)	(3.97%)	453,131	454,395	454,395	454,395
	Net Surplus (Deficit)	0	(3,896)	0	0	99,882	0	0	0	0			0	0	0	0