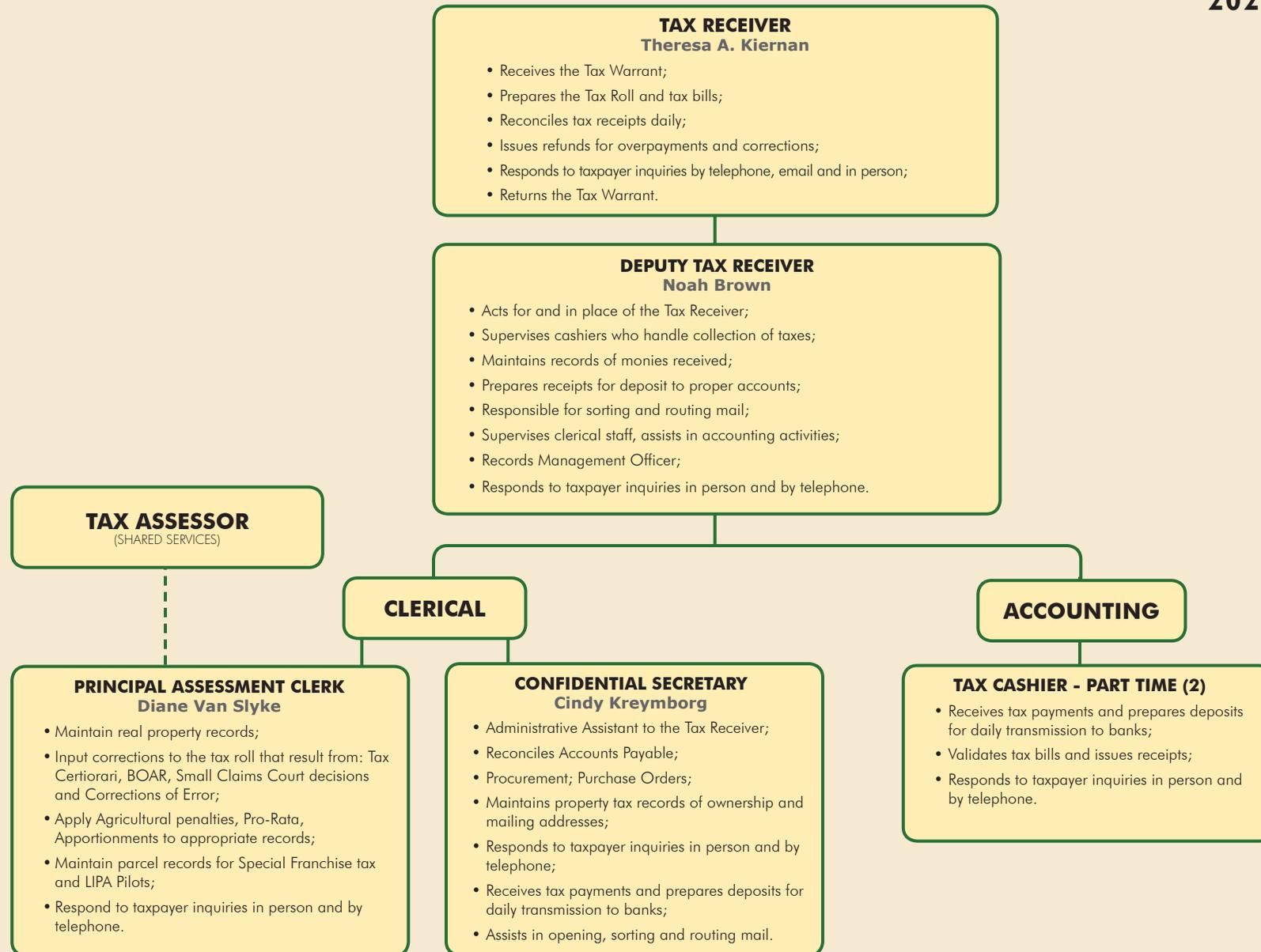


TAX RECEIVER

2020 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2020
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 850 corrections processed for the 2018-19 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. Expand use of Electronic forms of communication and payment options for taxpayers.
3. 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.

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 1/1/20	Alloc. %
Tax Receiver													
Tax Receiver - 1330													
Confidential Secretary	ADMINSUPPORT	61,699	0	0	61,699	28,488	4,803	7,867	1,317	42,475	104,173	3.7	100.0
Deputy Tax Receiver	ADMINSUPPORT	79,591	0	0	79,591	28,488	6,196	10,148	1,694	46,526	126,116	3.2	100.0
Principal Assessment Clerk	CSEA40HOUR - 7-1-2010 / CSEA40HOUR - 7-1-2010 - F / Step 8	31,310	1,252	0	32,562	14,244	2,533	4,149	672	21,599	54,161	8.3	50.0
Town Tax Receiver	ELECTOFFICIALS	104,888	3,147	0	108,035	13,440	8,215	13,768	2,237	37,660	145,695	13.0	100.0
Cashier	SEASONAL	5,722	0	0	5,722	0	445	0	138	583	6,306		100.0
Tax Cashier	SEASONAL	5,722	0	0	5,722	0	445	0	138	583	6,306		100.0
Total Tax Receiver - 1330		288,931	4,399	0	293,331	84,660	22,638	35,932	6,196	149,426	442,756		

NOTES:

Town of Southampton

2020 Tentative Budget

Tax Receiver - 1330

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
Real Property Taxes:														
1001	Property Taxes	474,973	474,973	489,825	484,825	484,825	497,674	495,156	10,331	2.13%	504,689	502,121	6,965	1.41%
	Total Real Property Taxes	474,973	474,973	489,825	484,825	484,825	497,674	495,156	10,331	2.13%	504,689	502,121	6,965	1.41%
Other Revenue:														
2701	Miscellaneous Tax Receipts	0	34	0	0	0	0	0	0	0.00%	0	0	0	0.00%
2770	Miscellaneous	0	0	0	0	1,460	0	0	0	0.00%	0	0	0	0.00%
	Total Other Revenue	0	34	0	0	1,460	0	0	0	0.00%	0	0	0	0.00%
	Total Revenue	474,973	475,007	489,825	484,825	486,285	497,674	495,156	10,331	2.13%	504,689	502,121	6,965	1.41%
Salaries:														
6100	Salaries	266,008	265,828	271,736	271,736	181,093	277,487	277,487	(5,751)	(2.12%)	283,043	283,043	(5,557)	(2.00%)
6105	Part Time Salaries	11,000	9,346	11,220	11,220	6,941	11,444	11,444	(224)	(2.00%)	11,673	11,673	(229)	(2.00%)
6110	Longevity	4,141	4,199	4,300	4,300	0	4,399	4,399	(99)	(2.30%)	4,425	4,425	(25)	(0.58%)
	Total Salaries	281,149	279,372	287,256	287,256	188,034	293,331	293,331	(6,075)	(2.11%)	299,141	299,141	(5,811)	(1.98%)
Employee Benefits - Current:														
6810	Employee Retirement - Active	37,566	34,964	36,385	36,385	21,014	36,190	35,932	453	1.24%	36,906	36,644	(712)	(1.98%)
6830	FICA Tax Expenditure	21,752	20,702	22,442	22,442	13,915	22,753	22,638	(196)	(0.87%)	23,076	22,958	(320)	(1.41%)
6835	MTA Tax	967	912	1,003	1,003	625	1,022	1,015	(12)	(1.19%)	1,042	1,035	(20)	(1.98%)
6840	Worker's Compensation	3,186	2,854	7,640	7,640	4,268	7,223	5,085	2,555	33.44%	7,368	5,187	(102)	(2.00%)
6860	Medical Insurance - Active Employees	74,784	74,702	79,542	79,542	51,133	79,830	79,830	(288)	(0.36%)	79,830	79,830	0	0.00%
6865	Dental & Optical	4,612	4,695	4,662	4,662	3,125	4,830	4,830	(168)	(3.60%)	4,830	4,830	0	0.00%

Town of Southampton
2020 Tentative Budget
 Tax Receiver - 1330

Account Code	Description	2018 Adopted Budget	2018 Actual	2019 Adopted Budget	2019 Amended Budget	2019 Dec YTD Actual	2020 Requested Budget	2020 Tentative Budget	2020 Tentative/2019 Amended Difference	2020 Tentative/2019 Amended % of Change	2021 Requested Budget	2021 Tentative Budget	2021 Tentative/2020 Tentative Difference	2021 Tentative/2020 Tentative % of Change
6875	Disability	158	55	96	96	0	96	96	0	0.00%	96	96	0	0.00%
	Total Employee Benefits - Current	143,024	138,884	151,769	151,769	94,080	151,944	149,426	2,344	1.54%	153,148	150,579	(1,154)	(0.77%)
	Total Employee Costs	424,173	418,255	439,025	439,025	282,114	445,274	442,756	(3,731)	(0.85%)	452,289	449,721	(6,965)	(1.57%)
	Contractual:													
6401	Contracts	20,000	3,396	20,000	15,000	396	20,000	20,000	(5,000)	(33.33%)	20,000	20,000	0	0.00%
6410	Postage	25,000	21,918	25,000	25,000	3,466	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	0.00%
6421	Legal Notices	300	209	300	300	0	300	300	0	0.00%	300	300	0	0.00%
6425	Office Supplies	1,000	1,130	1,000	1,000	285	1,000	1,000	0	0.00%	1,000	1,000	0	0.00%
6477	Copier Leases	2,000	103	2,000	2,000	42	3,600	3,600	(1,600)	(80.00%)	3,600	3,600	0	0.00%
	Total Contractual	50,800	26,755	50,800	45,800	4,189	52,400	52,400	(6,600)	(14.41%)	52,400	52,400	0	0.00%
	Total Expenditures	474,973	445,011	489,825	484,825	286,303	497,674	495,156	(10,331)	(2.13%)	504,689	502,121	(6,965)	(1.41%)
	Net Surplus (Deficit)	0	29,997	0	0	199,982	0	0			0	0		
	Net Surplus (Deficit)	0	29,997	0	0	199,982	0	0			0	0		