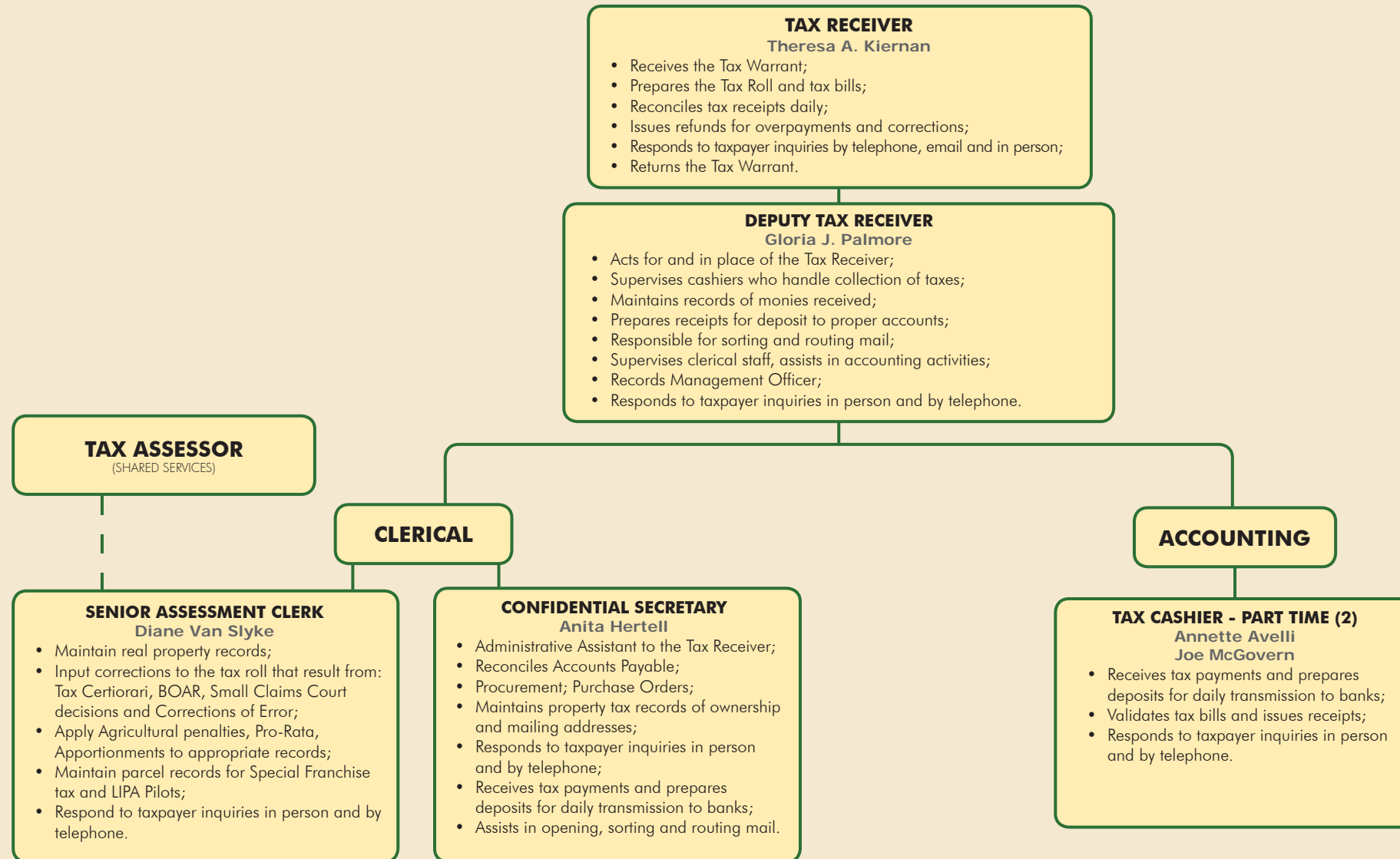


TAX RECEIVER

2012 ORGANIZATIONAL CHART



Department Summary

Department: Tax Receiver

Budget Year: 2012
Division: Tax Receiver
Tax District: Full Town

Cost Center #: 1330
Manager: Theresa Kiernan

NOTES:

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 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 750 corrections processed for the 2010 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. Enable online payments of water bills through the Town website.
3. Continue to investigate options to relocate to contiguous space with the Town Assessor, enabling 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.

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 1/1/12
Tax Receiver												
Tax Receiver - 1330												
Citizen Advocate*	ADMINSUPPORT	0	0	0	0	0	0	0	0	0	0	
Confidential Secretary	ADMINSUPPORT	50,938	0	0	50,938	9,406	3,897	6,367	165	20,008	70,946	2.4
Deputy Tax Receiver	ADMINSUPPORT	81,713	0	2,357	84,070	19,006	6,431	10,509	248	36,480	120,550	27.7
Senior Assessment Clerk	CSEA40HOUR - 7-1-2010 / C / E	39,412	0	0	39,412	19,006	3,015	4,729	134	27,019	66,431	
Town Tax Receiver	ELECTOFFICIALS	86,600	0	0	86,600	9,406	6,625	10,825	261	27,411	114,011	5.0
Tax Cashier	SEASONAL	6,600	0	0	6,600	0	505	0	249	776	7,376	
Tax Cashier	SEASONAL	3,000	0	0	3,000	0	229	0	37	276	3,276	
Total Tax Receiver - 1330		268,263	0	2,357	270,620	56,823	20,702	32,430	1,094	111,970	382,590	

* Transferred to Citizen Response Center

NOTES:

Town of Southampton
2012 Adopted Budget
Tax Receiver - 1330

Account Code	Description	2010 Adopted Budget	2010 Actual	2011 Adopted Budget	2011 Amended Budget	2011 Oct YTD Actual	2012 Requested Budget	2012 Tentative Budget	2012 Preliminary Budget	2012 Adopted Budget	2012 Adopted / 2011 Difference	2012 Adopted / 2011 % of Change	2013 Requested Budget	2013 Tentative Budget	2013 Preliminary Budget	2013 Adopted Budget
Real Property Taxes:																
1001	Property Taxes	479,722	475,105	470,117	470,602	470,932	413,021	406,570	405,370	406,090	(64,511)	(13.71%)	426,934	414,685	412,885	413,705
	Total Real Property Taxes	479,722	475,105	470,117	470,602	470,932	413,021	406,570	405,370	406,090	(64,511)	(13.71%)	426,934	414,685	412,885	413,705
	Total Revenue	479,722	475,105	470,117	470,602	470,932	413,021	406,570	405,370	406,090	(64,511)	(13.71%)	426,934	414,685	412,885	413,705
Salaries:																
6100	Salaries	321,653	278,112	304,710	304,710	246,589	258,663	258,663	258,663	258,663	46,047	15.11%	262,678	262,678	262,678	262,678
6103	Accumulated Sick/Personal Days	4,944	4,751	2,266	3,081	3,081	2,357	2,357	2,357	2,357	723	23.48%	2,405	2,405	2,405	2,405
6105	Part Time Salaries	13,200	11,397	13,200	13,200	4,980	9,600	9,600	9,600	9,600	3,600	27.27%	9,600	9,600	9,600	9,600
6110	Longevity	8,263	4,902	1,691	1,361	1,409	0	0	0	0	1,361	100.00%	0	0	0	0
6127	Cash in Lieu of Health Benefits	5,000	0	0	2,500	1,250	0	0	0	0	2,500	100.00%	0	0	0	0
	Total Salaries	353,061	299,163	321,867	324,852	257,309	270,620	270,620	270,620	270,620	54,232	16.69%	274,683	274,683	274,683	274,683
Employee Benefits - Current:																
6810	Employee Retirement - Active	23,278	27,281	35,497	35,497	29,007	32,430	32,430	32,430	32,430	3,066	8.64%	38,233	35,582	35,582	35,582
6830	FICA Tax Expenditure	26,818	22,897	24,623	24,623	19,642	20,702	20,702	20,702	20,702	3,920	15.92%	21,013	21,013	21,013	21,013
6835	MTA Tax	0	0	0	0	0	920	920	920	920	(920)	(100.00%)	934	934	934	934
6840	Worker's Compensation	7,309	1,336	1,712	1,721	1,434	1,864	921	921	921	800	46.47%	1,886	932	932	932
6860	Medical Insurance - Active Employees	43,406	44,272	59,317	56,817	36,304	57,908	52,400	51,200	51,920	4,897	8.62%	62,541	53,970	52,170	52,990
6865	Dental & Optical	4,920	4,011	5,400	5,400	4,099	4,903	4,903	4,903	4,903	497	9.20%	3,972	3,898	3,898	3,898
6875	Disability	230	104	202	202	108	173	173	173	173	29	14.29%	173	173	173	173
	Total Employee Benefits - Current	105,961	99,901	126,750	124,259	90,594	118,901	112,450	111,250	111,970	12,289	9.89%	128,751	116,502	114,702	115,522
	Total Employee Costs	459,022	399,064	448,617	449,111	347,903	389,521	383,070	381,870	382,590	66,520	14.81%	403,434	391,185	389,385	390,205
Contractual:																
6401	Contracts	10,000	9,983	10,000	10,000	429	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	11,982	9,000	9,000	7,403	11,000	11,000	11,000	11,000	(2,000)	(22.22%)	11,000	11,000	11,000	11,000
6421	Legal Notices	500	222	500	500	0	500	500	500	500	0	0.00%	500	500	500	500
6425	Office Supplies	1,200	1,375	2,000	2,000	643	2,000	2,000	2,000	2,000	0	0.00%	2,000	2,000	2,000	2,000
	Total Contractual	20,700	23,562	21,500	21,500	8,475	23,500	23,500	23,500	23,500	(2,000)	(9.30%)	23,500	23,500	23,500	23,500
	Total Expenditures	479,722	422,626	470,117	470,611	356,378	413,021	406,570	405,370	406,090	64,520	13.71%	426,934	414,685	412,885	413,705
	Net Surplus (Deficit)	0	52,479	0	(9)	114,553	0	0	0	0			0	0	0	0
Appropriated Fund Balance:																
9090	Appropriated Fund Balance	0	0	0	9	0	0	0	0	0			0	0	0	0
	Net Surplus (Deficit)	0	52,479	0	0	114,553	0	0	0	0			0	0	0	0