



Town of *Wellesley*

FY2018 Budget Request

Treasurer/Collector Department Operating Request

Department: 145

Department Head: Marc Waldman, Treasurer /Collector

DEPARTMENT EXPENDITURES	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	\$ Variance FY17-18	% Variance FY17-18
Personal Services							
Full Time	\$ 256,075	\$ 254,232	\$ 257,383	\$ 267,041	\$ 285,226	\$ 18,186	6.81%
Longevity/Temporary/Seasonal *	(1,273)	-	9,400	26,087	26,976	\$ 889	3.41%
Subtotal, Personal Services	254,802	254,232	266,783	293,128	312,202	\$ 19,075	6.51%
Expenses	104,011	111,739	126,462	115,050	126,450	\$ 11,400	9.91%
Encumbered Expended	7,900	9,468	1,469	-	-	\$ -	0.00%
Subtotal, Expenses	111,911	121,207	127,932	115,050	126,450	\$ 11,400	9.91%
TOTAL TAX IMPACT	\$ 366,713	\$ 375,439	\$ 394,715	\$ 408,178	\$ 438,652	\$ 30,475	7.47%

PERMANENT STAFFING (FTEs)	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request
Position Titles:					
Treasurer/Collector	1.0	1.0	1.0	1.0	1.0
Ass't. Treasurer/Collector	1.0	1.0	1.0	1.3	1.3
Accounting Clerks	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>2.0</u>
Total Number of Positions	4.0	4.0	4.0	4.3	4.3

* The Assistant T/C has reduced to a .8 position as an accomodation. There is an increase in temporary pay to provide for additional assistance in both the Treasurer/Collector's office and Financial Services to cover some of the Assistant's responsibilities.

Treasurer/Collector Department Operating Request

Org	Obj	Account # 01-145 Account Title	Explanation	FY14 Actual	FY15 Acual	FY16 Actual	FY17 Budget	FY18 Request	Variance FY17-18	% Variance FY17-18
PERSONAL SERVICES										
01145100	511010	Senior Administrator	Treasurer/Collector	\$ 110,191	\$ 112,671	\$ 115,647	\$ 117,798	\$ 117,346	\$ (453)	-0.38%
01145100	511220	Other Professional Staff	Assistant Treasurer/Collector (80%)	60,409	51,703	47,293	51,538	71,940	20,401	39.58%
01145100	511370	Clerical	Two accounting clerks.	85,474	89,859	94,443	97,704	95,941	(1,763)	-1.80%
01145100	512290	Temporary Help		(1,273)	-	9,100	25,787	26,676	889	3.45%
										0%
01145100	515050	Longevity			-	300	300	300	-	0.00%
			PERSONAL SERVICES SUBTOTAL	\$ 254,802	\$ 254,232	\$ 266,783	\$ 293,128	\$ 312,202	19,075	6.51%
EXPENSES										
01145200	524030	Equipment Maintenance	This covers the cost of maintenance for the Department's copier, typewriter and postal equipment. FY18 includes the annual cost of the upgraded Quickbooks for Treasurer's Cashbook.	1,392	1,713	1,536	1,600	5,650	4,050	253.13%
01145200	527030	Equipment Rental/Lease	Cover cost of postage system that was installed in FY05.	3,313	805	3,220	3,300	3,300	-	0.00%
01145200	530900	Other Professional Services	Banking services include lockbox, depository, custodial and checking services.	42,533	57,390	70,979	49,000	58,500	9,500	19.39%
01145200	534010	Postage	The postage budget for the Treasurer's Office covers postage costs for mailing real estate, personal property and motor vehicle excise bills and payroll and expense checks, W-2 and 1099 forms, miscellaneous billings plus all departmental correspondence. The Treasurer's Office oversees the processing of outgoing mail from the Town Hall. Of the approx. 77,000 (exclusive of tax bills which are mailed by MLP but paid for out of this budget) pieces of mail processed annually, this budget covers the department's 31,000 pieces while the 46,000 other pieces are charged back to various departments.	32,934	39,264	32,668	40,500	42,000	1,500	3.70%
01145200	534020	Telephone	All phone costs now centralized	-	-	-	-	-	-	0%
01145200	534030	Advertising - General	Notification to the public that tax bills have been mailed and legal advertisement for tax takings.	140	213	272	400	300	(100)	-25.00%

Treasurer/Collector Department Operating Request

Org	Obj	Account # 01-145 Account Title	Explanation	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Budget	FY18 Request	Variance FY17-18	% Variance FY17-18
01145200	534040	Printing & Mailing Expense	The printing/mailling budget for the Treasurer's Office covers the cost of printing the stock forms for real estate, personal property, excise bills, W-2's, 1099's and the check stock for payroll and expense checks. In addition, envelopes for mailing all the above items are purchased from this account. Tax billing is contracted to the MLP through their Pitney Bowes equipment.	6,121	3,237	4,451	8,000	5,000	(3,000)	-37.50%
01145200	534060	Photocopying	Beginning FY11 all Townhall copying costs are included as one line item in Dept 199	-	-	-	-	-	-	0%
01145200	542010	Office Supplies	Standard office supplies plus supplies for personal copier, LaserJet and mail machine.	9,138	2,221	3,795	2,500	2,500	-	0.00%
01145200	571110	Conf. Meetings - Administrators	The Treasurer attends meetings of the Mass. Govt. Finance Officers Assoc. and the Mass Collector/Treasurer Assoc. This also covers the cost of attending the annual MMA Meeting in Boston.	2	230	607	500	500	-	0.00%
01145200	572110	Conf/Mtgs - Administrators	The Treasurer attends the annual GFOA Conference.	-	-	-	1,200	1,200	-	0.00%
01145200	573010	Dues - Administrators	Treasurer and Asst. Treasurer belong to Mass. Collectors & Treasurers Assoc.and the Treasurer belongs to the Mass. Government Finance Officers Assoc. & Government Finance Officers Assoc. of U.S. & Canada.	645	485	485	550	500	(50)	-9.09%
01145200	574120	Public Employee Bond	M.G.L.'s require that the Treasurer/Collector and Assistant maintain two bonds each and that the Town's Deputy Collector be bonded.	2,788	2,774	2,758	3,000	2,500	(500)	-16.67%
01145200	595540	Tax Title Costs	Tax Taking costs, including attorney and filing.	5,006	3,406	5,691	4,500	4,500	-	0.00%
			EXPENSES SUBTOTAL	104,011	111,739	126,462	115,050	126,450	11,400	9.91%
		570000 Other Charges & Expenses	Encumbered expenses from prior fiscal year	7,900	9,468	1,469	-	-	-	0.00%
			DEPARTMENT TOTAL	\$ 366,713	\$ 375,439	\$ 394,715	\$ 408,178	\$ 438,652	\$ 30,475	7.47%

Treasurer/Collector Department Operating Request

Job Title Employee Name	FY17 Rate as of 6/30/17	FY18 RATE REQUEST				FY18 Starting Rate 7/1/2017	Step adjustment Rate	Adjusted Date	Total Budget Request
		Group - Step	Hrly rate	Hrs/Week					
Treasurer/Collector Marc Waldman	\$ 2,256.65	63			\$ 2,256.65			117,346	
Assistant Treasurer/Collector Robin Foster (return to full time)	\$ 1,383.46	56			\$ 1,383.46			71,940	
Accounting Clerk Marie-Odette Sarousi - 9/12/16 hire date Group 47-2	\$ 856.45	47-3 3/12/2017	23.97	35	\$ 855.73	895.30	47-4 3/12/2018	45,131	
Accounting Clerk Kathryn Rumsey - 8/31/11 Reclassed to Group 47-6	\$ 957.95	47-6	27.37	35	\$ 977.11			50,810	
Accounting Assistant Jill Sheehan		DGEN	27.00	19	\$ 513.00			26,676	
Longevity								300	
								\$ 312,202	

*Note: FY18 Salary is based on a 52 week year.