

FY2023 Budget Worksheet

DEPARTMENT: Office of the Town Clerk

01.4140.12.112 Town Clerk Wages AMOUNT: \$ 25,553.00

Itemization of line item: This represents approx. 936 hrs. yearly at rate of \$27.30/hr. which breaks down to 18 hrs. a week for the Town Clerk.

Please provide a written justification for any variances from the 2022 budget: Increase for COLA in which the Federal Consumer Price Index for 2023 is estimated at 8.7% increase. I also have not received a pay increase since 2019 when the position went from part time to full time. This represents a \$2.00/hr increase which is approx. 8% resulting in .50 cents a year over the past 4 years.

01.4140.12.135 Deputy Town Clerk Wages AMOUNT: \$ 9776.00

Itemization of line item: Based on a pay rate of \$18.80/hr. This amount is a reflection of the Deputy Town Clerk having a work week of 10 hours. (averaging 20 hours total combining the two sides of the Town/Tax office, and with 10 of those weekly being charged to the tax side)

Please provide a written justification for any variances from the 2022 budget: This is a \$1.00/hr increase from 2022 which represents approx. a 6% increase.

01.4140.12.210 Town Clerk - Health Insurance AMOUNT: \$ 8802.00

Itemization of line item: Based on 90/10 % ratio for employee health/dental insurance. (Based on \$17604.24 for annual premium cost for a 2 person plan) which is also split between the Town Clerk and Tax Collector. 0

Please provide a written justification for any variances from the 2022 budget: No Change

01.4140.12.220 Town Clerk-FICA AMOUNT: \$ 2208.00

Itemization of line item: Based on 6.25% of combined Town Clerk office salaries (\$35,329.00)

Please provide a written justification for any variances from the 2022 budget: Increase due to combined salary amount has increased.

01.4140.12.221 Town Clerk-Medicare AMOUNT: \$ 495.00

Itemization of line item: Based on 1.4% of combined Town Clerk office salaries (\$35,329.00)

Please provide a written justification for any variances from the 2022 budget: Increase due to combined salary amount has increased.

01.4140.15.230 Town Clerk – Retirement AMOUNT: \$ 1365.00

Itemization of line item: Town employee retirement plan offered to full time employees.

Please provide a written justification for any variances from the 2022 budget: No Change.

01.4140.15.290 Town Clerk – Life/Disability AMOUNT: \$ 286.00

Itemization of line item: Town employee Life/Disability plan offered to full time employees.

Please provide a written justification for any variances from the 2022 budget: No Change.

01.4140.12.350 Training and Certification AMOUNT: \$ 900.00

Itemization of line item: Cost of attending Town Clerk conference, regional meetings, spring workshops for the NHCTC association (all of which provide training for our duties) and training for new services/changes in laws, and half the cost of attending Joint Certification program.

Please provide a written justification for any variances from the 2022 budget: No change.

01.4140.12.410 Postage AMOUNT: \$2,500.00

Itemization of line item: Postage for mailing out renewal notices on vehicle registrations, postage for sending out letters and Post Cards for Dog licensing reminders and any certified mail sent for Civil Forfeiture notices. With the on-line vehicle and boat registrations, vital records and on-line dog licensing we continue to mail out the processed online transaction to residents.

Please provide a written justification for any variances from the 2022 budget: No Change

01.4140.12.420 Telephone AMOUNT: \$ 1080.00

Itemization of line item: Based on last year \$90.00 a month charge for Phone and Internet service.

Please provide a written justification for any variances from the 2022 budget: No change.

01.4140.12.450 Town Clerk Software AMOUNT: \$ 3800.00

Itemization of line item: Cost of the software (Avitar) that is used to process Motor Vehicle registrations updated Red Book values uploads, Boat Registrations, Dog licensing, Vital Records and online price estimator. Also includes cost of annual rental equipment of \$360.00/yr to process credit card transactions over the counter that is compatible and supported by Avitar Software. The rental cost is being split with the Tax Collector's budget which is (\$180.00/ea).

Please provide a written justification for any variances from the 2022 budget: Increase due to additional online price estimator and small increase in Avitar software support cost.

01.4140.12.470 Office Supplies AMOUNT: \$800.00

Itemization of line item: The office expense is for regular office supplies as needed, envelopes for renewal and processed online transactions, folders, archival supplies and to order Dog tags.

Please provide a written justification for any variances from the 2022 budget: Increase due to increase of cost of supplies.

01.4140.12.480 Dues and Subscriptions AMOUNT: \$ 200.00

Itemization of line item: This is for the annual dues for the NH City and Town Clerk Association for both Town Clerk and Deputy, and to purchase subscriptions for Red Book, Power sport Book, motor vehicle and personal recreational vehicle value books providing yearly updates and add subscription for Adobe/Acrobat.

Please provide a written justification for any variances from the 2022 budget: No Change.

01.4140.12.490 Notices AMOUNT: \$75.00

Itemization of line item: To place an ad in the local newspaper to remind residents to license their dogs by the April 30th deadline and also for deputy job posting.

Please provide a written justification for any variances from the 2022 budget: No Change.

01.4140.12.610 New Equipment AMOUNT: \$ 800.00

Itemization of line item: - Looking to replace 1 of the 2 office printers that are used for Motor Vehicle transactions. The State no longer owns or supports the printers. These printers get a lot of usage without receiving any maintenance. I would like to replace 1 printer with a Xerox Phaser 3330 from Benchmark Office Systems which is compatible with the State DMV requirements.

Please provide a written justification for any variances from the 2022 budget: Increase due to needing to begin the replacement 1 of 2 printers in the Town Clerk Office. I will replace the 2nd printer in 2024.

01.4140.12.620 Equipment Maintenance AMOUNT: \$250.00

Itemization of line item: We will have to purchase more toner for our Lexmark printers as we continue to advance away from carbon copy forms thus increasing our toner usage with the Lexmark printers. This will include printing Title applications, cash receipts, check validations and Town Only registration. The toner cost is approx. \$200.00 through Benchmark Office supplies and as the State is no longer responsible for the Lexmark printers and has turned the maintenance and replacement to each Town. Also needed is regular toner for our stand alone printers used to print receipts, dog licenses and reports.

Please provide a written justification for any variances from the 2022 budget: Increase due to cost of replacing toner for the DMW printers and our standalone printers.

01.4140.12.710 Mileage AMOUNT: \$700.00

Itemization of line item: Mileage is generated by depositing monies, attending conferences, regional meetings and training sessions and post office runs. (We carpool whenever possible). Auditing procedures and State Motor Vehicle rules make deposits necessary for each day that we are open.

Please provide a written justification for any variances from the 2022 budget: Increase due to being short in my budget this year to accommodate traveling to additional training sessions for Elections.

TOTAL Town Clerk Proposed Budget \$59,590.00

FY2023 Budget Worksheet
DEPARTMENT: ELECTIONS

01.4140.13.112 Election Official Wages AMOUNT: \$ 1700.00

Itemization of line item: The moderator is paid \$100.00 per election. There is only 1 election in 2023 the Deering Town Election. Mandated sessions for Supervisors include 1 Election and Town Meeting, School Deliberative Session, Training, Tabulation of Election Results, Certification of Nomination Papers, Database Maintenance, Duplicates, 30-day letters, Prep of Annual Report and Annual Budget.

Please provide a written justification for any variances from the 2022 budget: ~~Decrease due to having only 1 election from 4 elections.~~

01.4140.13.120 Elections – Ballot Clerk Wages AMOUNT: \$400.00

Itemization of line item: There will only be one Election in 2023.

Please provide a written justification for any variances from the 2022 budget: Decrease due to having only 1 election in 2023 from 4 elections in 2022.

01.4140.13.220 Elections-FICA AMOUNT: \$ 130.00

Itemization of line item: Based on 6.25% of combined Election Official and Ballot Clerk Wages (\$1700.00).

Please provide a written justification for any variances from the 2022 budget: Decrease due to holding only 1 election in 2023 from 4 elections in 2022.

01.4140.13.221 Elections-Medicare AMOUNT: \$ 24.00

Itemization of line item: Based on 1.4% of combined Election Official and Ballot Clerk Wages combined (\$1,700.00)

Please provide a written justification for any variances from the 2022 budget: Decrease due to having only 1 elections in 2023 from 4 elections in 2022.

01.4140.13.410 Postage AMOUNT: \$60.00

Itemization of line item: Postage for mailings to election officials and ballot clerks or to Secretary of State Office and Voter Registration requirements.

Please provide a written justification for any variances from the 2022 budget: Decrease is due to less mailing requirement for 2023.

01.4140.13.470 Office Supplies AMOUNT: \$100.00

Itemization of line item: The office expense is for regular office supplies as needed, envelopes, folders, pencils, markers or election posters etc.

Please provide a written justification for any variances from the 2022 budget: Decrease to less mailings from the previous year that included a 10 year census update.

01.4140.13.490 Public Notices AMOUNT: \$ 120.00

Itemization of line item: This is for any public notices requiring publication. Supervisors of the checklist have approx. 5 notices to be published in 2022.

Please provide a written justification for any variances from the 2022 budget: Decrease due to less public notices needing to be published in 2023.

01.4140.13.900 Elections – Miscellaneous AMOUNT: \$ 50.00

Itemization of line item: cost to have town ballots and (any additional questions/ordinances to be voted on) printed for Town Elections and to purchase items to be used in election, posters, voting signs, booths or other necessary items required for town, state and federal elections.

Please provide a written justification for any variances from the 2022 budget: Decrease due to less supplies needed from 4 elections in 2022 to 1 election in 2023.

TOTAL Elections Proposed Budget \$2, 584.00

FY2023 BUDGET WORKSHEET

DEPARTMENT: Office of the Tax Collector

- 01.4150.15.112 Tax Collector Wages** **AMOUNT: \$ 25,553.00**
Itemization of line item: This represents approx. 936 hours yearly at rate of \$27.30 /hr. which breaks down to 18 hours a week for the Tax Collector.
Please provide a written justification for any variances from the 2022 budget: Increase for the COLA in which the Federal Consumer Price Index for 2023 is estimated at 8.7% increase. I also have not received a pay increase since 2019 when the position went from part time to full time. This represents \$2.00/hr increase which is approx. 8% resulting in .50 cents a year over the past 4 years.
- 01.4150.15.135 Deputy Tax Collector Wages** **AMOUNT: \$ 9,776.00**
Itemization of line item: Based on a pay rate of \$18.80/hr. This amount is a reflection of the Deputy Tax Collector having a work week of 10 hours. (The deputy averages 20 hours total combining the two sides of the office, and with 10 of those weekly being charged to the Town Clerk side.)
Please provide a written justification for any variances from the 2022 budget: This is a \$1.00/hr increase from 2022 which represents approx. 6% increase.
- 01.4150.12.210 Tax Collector – Health Insurance** **AMOUNT: \$ 8802.00**
Itemization of line item: Based on 90/10% ratio for employee health/dental insurance. (Based on \$17,640.00 for annual premium cost for a two person plan)
Please provide a written justification for any variances from the 2022 budget: No change.
- 01.4150.15.220 Tax Collector – FICA** **AMOUNT: \$ 2,208.00**
Itemization of line item: Based on 6.25% of combined Tax Collector office salaries (\$35,329.00)
Please provide a written justification for any variances from the 2022 budget: No Change
- 01.4150.15.221 Tax Collector – Medicare** **AMOUNT: \$ 495.00**
Itemization of line item: Based on 1.4% of combined Tax Collector office salaries (\$35,329.00)
Please provide a written justification for any variances from the 2022 budget: No Change
- 01.4150.15.230 Tax Collector – Retirement** **AMOUNT: \$ 1,365.00**
Itemization of line item: Town employee retirement plan offered to full time employees
Please provide a written justification for any variances from the 2022 budget: No Change
- 01.4150.15.290 Tax Collector – Life/Disability** **AMOUNT: \$ 286.00**
Itemization of line item: Town employee Life/Disability plan offered to full time employees.
Please provide a written justification for any variances from the 2022 budget: No Change.
- 01.4150.15.310 Tax Collector – Tax Lien Research** **AMOUNT: \$800.00**
Itemization of line item: Money paid to a research firm to do the mandatory searches of properties intended to be assigned a Lien or Deeded. This is not an expenditure by the Town per se as every bit of what is spent is charged to the delinquent accounts under “penalties”, just as interest is charged on delinquent tax bills. So, the amount spent on this is billed to the various taxpayers and is repaid whenever the liens are redeemed or the property is deeded “in lieu of taxes”.
Please provide a written justification for any variances from the 2022 budget: Decrease to not having used the complete amount for the past several years and no increase projected for 2022.

- 01.4150.15.350 Tax Collector - Training and Certification AMOUNT: \$ 900.00**
Itemization of line item: Cost of attending Tax Collector conference, regional meetings, spring workshops for the NHTC association (all of which provide training for our duties) and training for new services/changes in laws, and half the cost of attending Joint Certification program.
Please provide a written justification for any variances from the 2022 budget: No change.
- 01.4150.15.360 Tax Collector – Registry/Court Recording Fees AMOUNT: \$ 800.00**
Itemization of line item: The Hillsborough County Registry of Deeds charges for the registration of liens, the redemptions of said liens, the turnover of property from Taxpayer to the Town in lieu of taxes (deeding to Town). The amount of activity (number of liens place, redemptions made) dictates how much will be charged to the office, but in most cases the amount paid to the Registry has been charged or will be charged to the Taxpayer for repayment, so it is not an actual outlay by the Town.
Please provide a written justification for any variances from the 2022 budget: Decrease due to not having used the complete amount for the past several years and no increase projected for 2022.
- 01.4150.15.410 Tax Collector – Postage AMOUNT: \$ 4,000.00**
Itemization of line item: This item pays for the postage on all the required notices via the mail that the Tax Office, by law, must issue: Tax bills, Delinquency Notices, Impending Lien letters, Notice of Lien, Impending Deed letters and so on. The number of certified mailings continues to be a larger amount as the economy continues to struggle and the cost of postage continues to increase.
Please provide a written justification for any variances from the 2022 budget: No Change
- 01.4150.15.420 Tax Collector – Telephone AMOUNT: \$ 1,080.00**
Itemization of line item: Based on last year’s \$180.00 a month charge for phone and internet service. This cost is split between the Town Clerk and Tax Collector’s budget.
Please provide a written justification for any variances from the 2022 budget: No Change.
- 01.4150.15.450 Tax Collector – Software AMOUNT: \$ 2,580.00**
Itemization of line item: This is the cost of Avitar’s support and software program yearly license for \$2,400 a year and also added is the cost of \$180.00 for rental equipment to process credit cards over the counter that is compatible with the Avitar software. The rental cost is split with the Town Clerk’s budget.
Please provide a written justification for any variances from the 2022 budget: No Change.
- 01.4150.15.470 Tax Collector - Office Supplies AMOUNT: \$800.00**
Itemization of line item: This represents the amount needed for supplies to operate the Tax side of the office. It covers the envelopes and the pre-printed and perforated tax paper for tax billing.
Please provide a written justification for any variances from the 2022 budget: No change.
- 01.4150.480 Dues and Subscriptions AMOUNT: \$ 50.00**
Itemization of line item: This is for the annual dues for the NH Tax Collectors Association for both Tax Collector and Deputy Tax Collector.
Please provide a written justification for any variances from the 2022 budget: No change.
- 01.4150.15.490 Tax Collector – Public Notices AMOUNT: \$0.00**
Itemization of line item: No foreseen need to post any publication for tax office.
Please provide a written justification for any variances from the 2022 budget: No change.
- 01.4150.15.610 Tax Collector - New Equipment AMOUNT: \$ 400.00**
Itemization of line item: Would like to replace 1 stand up locking cabinet in our office. The current cabinet handle has fallen off and we are unable to close it or lock it. New cabinet is approx. \$367.00 +Shipping.

Please provide a written justification for any variances from the 2022 budget: Increase due to needing a new locking stand up cabinet in the office.

01.4150.15.620 Tax Collector - Equipment Maintenance AMOUNT: \$80.00

Itemization of line item: We will have to purchase more toner for our stand alone printers used to print receipts, tax bills and reports.

Please provide a written justification for any variances from the 2022 budget: No change.

01.4150.15.710 Tax Collector – Mileage AMOUNT: \$700.00

Itemization of line item: Mileage is generated by depositing monies, attending conferences, regional meetings and training sessions. (We carpool whenever possible). Auditing procedures and State Department of Revenue requirements make deposits necessary for each day that we are open.

Please provide a written justification for any variances from the 2022 budget: No Change.

TOTAL Tax Collector’s Proposed Budget \$60,675.00

Account Number	Description	Budget 2021	Budget 2022	Budget 2023
01.4140.12.112	Town Clerk - Wages	23,660.00	23,660.00	25,553.00
01.4140.12.135	Town Clerk - Deputy Wages	8,840.00	8,840.00	9,776.00
01.4140.12.210	Town Clerk - Health Insurance	4,497.00	8,802.00	8,802.00
01.4140.12.220	Town Clerk - FICA	2,031.25	2,031.00	2,208.00
01.4140.12.221	Town Clerk - Medicare	455.00	455.00	495.00
01.4140.12.230	Town Clerk - Retirement	1,365.00	1,365.00	1,365.00
01.4140.12.290	Town Clerk - Life/Disability	286.00	286.00	286.00
01.4140.12.350	Town Clerk - Training & Certif	900.00	900.00	900.00
01.4140.12.410	Town Clerk - Postage	2,000.00	2,500.00	2,500.00
01.4140.12.420	Town Clerk - Telephone	1,080.00	1,080.00	1,080.00
01.4140.12.450	Town Clerk - Software	3,205.00	3,367.00	3,800.00
01.4140.12.470	Town Clerk - Office Supplies	750.00	750.00	800.00
01.4140.12.480	Town Clerk - Dues & Subscriptions	200.00	200.00	200.00
01.4140.12.490	Town Clerk - Public Notices	75.00	150.00	75.00
01.4140.12.610	Town Clerk - New Equipment	200.00	200.00	800.00
01.4140.12.620	Town Clerk - Equipment Maintenance	400.00	300.00	250.00
01.4140.12.710	Town Clerk - Mileage	600.00	600.00	700.00
	SUBTOTAL FOR TOWN CLERK	50,544.25	55,486.00	59,590.00
01.4140.13.112	Elections - Election Official	2,250.00	3,800.00	1,700.00
01.4140.13.120	Elections - Ballot Clerk Wages	500.00	800.00	400.00
01.4140.13.220	Elections - FICA	171.88	275.00	130.00
01.4140.13.221	Elections - Medicare	38.50	62.00	24.00
01.4140.13.410	Elections - Postage	110.00	100.00	60.00
01.4140.13.470	Elections - Office Supplies	110.00	50.00	100.00
01.4140.13.490	Elections - Public Notices	150.00	375.00	120.00
01.4140.13.900	Elections - Miscellaneous	250.00	250.00	50.00
	SUBTOTAL FOR ELECTIONS	3,580.38	5,712.00	2,584.00
Combined Total	FUNCTION: TOWN CLERK - 4140	54,124.63	61,198.00	62,174.00
01.4150.14.112	Treasurer - Wages	0.00	0.00	0.00
01.4150.14.220	Treasurer - FICA	0.00	0.00	0.00
01.4150.14.221	Treasurer - Medicare	0.00	0.00	0.00
01.4150.15.112	Tax Collector - Wages	23,660.00	23,660.00	25,553.00
01.4150.15.135	Tax Collector - Deputy Wages	8,840.00	8,840.00	9,776.00
01.4150.15.210	Tax Collector - Health Insurance	4,497.00	8,802.00	8,802.00
01.4150.15.220	Tax Collector - FICA	2,031.25	2,031.00	2,208.00
01.4150.15.221	Tax Collector - Medicare	455.00	455.00	495.00
01.4150.15.230	Tax Collector - Retirement	1,365.00	1,365.00	1,365.00
01.4150.15.290	Tax Collector - Life/Disability	286.00	286.00	286.00
01.4150.15.310	Tax Collector - Research	1,000.00	800.00	800.00
01.4150.15.350	Tax Collector - Training & Certification	900.00	900.00	900.00
01.4150.15.360	Tax Collector - Recording Fees	1,000.00	1,000.00	800.00
01.4150.15.410	Tax Collector - Postage	3,500.00	4,000.00	4,000.00
01.4150.15.420	Tax Collector - Telephone	1,080.00	1,080.00	1,080.00
01.4150.15.450	Tax Collector - Software	2,580.00	2,580.00	2,580.00
01.4150.15.470	Tax Collector - Office Supplies	800.00	800.00	800.00
01.4150.15.480	Tax Collector - Dues & Subscriptions	50.00	50.00	50.00
01.4150.15.490	Tax Collector - Public Notices	0.00	0.00	0.00
01.4150.15.610	Tax Collector - New Equipment	0.00	0.00	400.00
01.4150.15.620	Tax Collector - Equipment Maintenance	80.00	80.00	80.00
01.4150.15.710	Tax Collector - Mileage	600.00	600.00	700.00
	FUNCTION: TAX COLLECT - 4150	52,724.25	57,329.00	60,675.00