

FY2022 BUDGET WORKSHEET

DEPARTMENT: Office of the Tax Collector

- 01.4150.15.112 Tax Collector Wages AMOUNT: \$ 23,660.00**
Itemization of line item: This represents approx. 910 hours yearly at rate of \$26.00 /hr. which breaks down to 17.50 hours a week for the Tax Collector.
Please provide a written justification for any variances from the 2021 budget: No Change
- 01.4150.15.135 Deputy Tax Collector Wages AMOUNT: \$ 8,840.00**
Itemization of line item: Based on a pay rate of \$17.00/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 2021 budget: No Change
- 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 2021 budget: Increase due to adding my spouse to the Insurance. This change is from single person to a two person plan.
- 01.4150.15.220 Tax Collector – FICA AMOUNT: \$ 2,031.00**
Itemization of line item: Based on 6.25% of combined Tax Collector office salaries (\$32,500.00)
Please provide a written justification for any variances from the 2021 budget: No Change
- 01.4150.15.221 Tax Collector – Medicare AMOUNT: \$ 455.00**
Itemization of line item: Based on 1.4% of combined Tax Collector office salaries (\$32,500.00)
Please provide a written justification for any variances from the 2021 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 2021 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 2021 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 and 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 2021 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 that the Deputy Clerk along with my 5 year recertification course.
Please provide a written justification for any variances from the 2021 budget: No change.

- 01.4150.15.360 Tax Collector – Registry/Court Recording Fees AMOUNT: \$ 1,000.00**
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 2021 budget: No change.
- 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 2021 budget: Increase due to postage increases and increased mailings due to covid.
- 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 2021 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 2021 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 2021 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 2021 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 2021 budget: No change.
- 01.4150.15.610 Tax Collector - New Equipment AMOUNT: \$ 0.00**
Itemization of line item: no new equipment is currently being requested.
Please provide a written justification for any variances from the 2021 budget: No Change.
- 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 2021 budget: No change.

01.4150.15.710 Tax Collector – Mileage

AMOUNT: \$600.00

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 2021 budget: No Change.

TOTAL Tax Collector’s Proposed Budget \$57,329.00